

Hartford Society of Financial Analysts
Job Description

Chair, Career Advancement Committee

General Purpose:

- Promote the role of the Society in assisting members and employers to advance the career needs of members as well as provide a source of potential qualified individuals to employers in the area.

Major Functions:

- Reach out to area employers to promote use of the Society's job line available through the Society's website.
- Review job-posting requests from employers.
- Update the website for new position requests by employers as needed.
- Report on the status of the job line at monthly Board meetings.
- Proactively generate new ideas to further advance the role of the Society in assisting members in career-planning.
- Provide assistance to members as needed in career planning.

Time Commitment:

- On average, three hours per month.