

Vacancy: education coordinator (24-30 hours per week)

YOU: are looking for a dynamic and international environment where you will be able to combine your interest in education for professionals with your organizational skills and attention to relationships.

WE: offer you a position in which you can help us further develop our education activities!

The position

The education coordinator plays a central role in organising and planning our society's education activities. You are the driving force for our VBA Academy and MiFID II programme and will take their development to the next level. Together with our committees you will ensure the availability of a high-quality curriculum, ranging from (online) modules to multi-year courses. To this end, you will maintain strong relationships with lecturers and trainers that are involved in our proprietary programmes, with external partners in the Netherlands and abroad as well as with society volunteers. You will oversee our entire (continuing) education portfolio and its planning. You will bring our education programme to the attention of members and others interested in participating. You will contribute your expertise to the international working groups of CFA Institute and share best practices with CFA societies around the world.

Profile

- Professional and intellectual ability at university of applied sciences (HBO) level or higher
- Preferably professional experience with developing training or education programmes, combined with relevant prior education
- Experience in the financial sector is a plus, but not essential
- Native language Dutch or English; in both cases a good command of the non-native language is required
- Good planning and organisational skills
- Accurate
- Self-starter who can thrive within a small team (team player and the flexibility to help out where needed)
- Hands-on attitude

About CFA Society Netherlands

CFA Society Netherlands is the professional organisation for investment professionals in the Netherlands. With around 2,200 members and around 20 committees and working groups, CFA Society Netherlands is a very active and growing society that organises a range of activities for and by its members. The society is supported by a professional staffed office. It organises activities for investment professionals and provides support to members, committees and the board of the



society and enables them to build their vision in the field of regulations and themes such as continuing education and ethics.

Through VBA Academy, the society offers high-quality executive modules. By participating in these modules or other courses, members can keep their expertise up to date and maintain their professional competencies. The society has also received accreditation from DSI for education programmes aimed at maintaining competence in the institutional domain as required by the MiFID II professional standards legislation.

CFA Society Netherlands is associated with CFA Institute, the worldwide society of investment professionals. Worldwide, there are over 150 associated associations, with a total of over 155,000 members.

What we offer

You would be working as one of the members of the staffed office, in the heart of the Dutch financial sector (in Amstelveen/Amsterdam South Axis). This is a dynamic position, in which you would carry considerable individual responsibility as part of a congenial, hardworking team of four. We offer a combination of working on-site and working from home and you would have the flexibility to determine your own working hours. We offer a competitive salary, based on age and experience. This is a position for between 24 and 30 hours per week, starting with an initial one-year contract.

Does this position appeal to you? Please send your CV and cover letter to annemarie.munnik@cfasociety.nl. If you have any questions, please contact our director, Anne-Marie Munnik, on +31 6 524 20 223. You will find further information about CFA Society Netherlands on www.cfasociety.nl.