

Executive Assistant Intern (Financial Services)

The Brooklyn Community Pride Center is seeking a part-time, temporary intern for an eight-week placement with Marlon Altoé at New York Life.

Mr. Altoé is the owner of his own financial advising practice through New York Life. He believes that everyone can take control of their financial destiny. He listens to clients' needs, offers simple answers to complex financial questions, and helps them thrive by developing sound financial strategies.

Intern candidates should not contact Mr. Altoé directly. Application contact information is below.

Services include:

- Financial and insurance planning
- Tax diversification and reduction strategies
- Non-qualified executive benefit strategies
- Estate tax mitigation
- Wealth transfer and distribution strategies
- Business protection and succession
- Enhancing executive and employees' benefits, often at no direct cost to the business
- Setting up qualified and nonqualified workplace retirement plans
- Charitable planning

Scope of Duties

- Database management
- Client communications and new prospects through phone or email
- Appointment scheduling; conference room booking
- Document management and meeting preparation
- Compliance approval of activities and marketing materials
- Booking medical appointments as required by the life insurance underwriting process
- Responding to internal prompts about client cases such as requests for additional information by the underwriting department, etc.

Qualifications

- Computer skills
- Reading proficiency
- Verbal and written communication skills
- Social Media savvy a plus

Characteristics

- Good listener
- Personable and friendly
- Good communicator
- Disciplined
- Takes initiative
- Business attire required: The company requires a tie for male-identifying people and appropriate business attire for female-identifying people. Jeans and tennis shoes are not permitted.

Compensation: This is a part-time internship for up to sixteen hours/week. \$13/hour paid through the Brooklyn Community Pride Center. MetroCards provided. No benefits are provided.

Applications: E-mail cover letter and résumé, SahLeem Butler, Youth Pride Program manager, at sbutler@lgbtbrooklyn.org. Subject: New York Life: 2018 Internship Position. Please specify in your cover letter how you fit with the above qualifications and characteristics.

Location: Graybar Building location in Manhattan.

Women, people of color and transgender people are encouraged to apply. The Brooklyn Community Pride Center is an affirmative action employer.