



## Compliance And Operations Intern

Reports to: CAO, Compliance Officer

Location: Bala Cynwyd, PA

Benefits: No

Status: Part-Time, Intern

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**About Us:** Odyssey Capital Advisors (OCA) is a growing independent registered investment advisory firm located in Bala Cynwyd, Pennsylvania. We are an ensemble business focused on Investment Management, Business Consulting, and Financial Planning. Trust and transparency are at the heart of who we and what we do as we help our clients reach their professional and financial goals.

**About the Role:** Odyssey Capital Advisors is seeking a Compliance and Operations Intern. This role will work closely with our Compliance Officer to keep abreast of regulatory requirements and changes. They will also be integral in developing our cybersecurity and due diligence programs. The ideal candidate is an individual who desires to work in a team-oriented environment yet has a strong independent work ethic. They will be creative in applying regulatory requirements to our policies and procedures. Candidates that fit into our culture will embrace technology, be solutions-oriented and hold in high regard serving in a fiduciary environment. This role has potential to turn into full-time employment.

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### The impact you can make:

- Research regulations and help develop policies & procedures
  - Manage Compliance Manual reviews and checklists
  - Assist with vendor due diligence workflows
  - Revamp books & record keeping system
  - Manage operational reports and workflow tasks
  - Conduct cybersecurity reviews and tasks
  - Other projects and assignments as needed
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### What excites you:

- Taking initiative and developing a vision for assigned tasks
  - Passion for reading and investigating further
  - Gaining robust knowledge of regulations and the specific impact on our business
  - Exemplifying very high professional standards of honesty, and integrity
  - Identifying inefficiencies and developing new processes
  - Using technology and workflows to automate tasks
  - Utilizing analytical decisions-making skills
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**What you bring to OCA:**

- Currently in college: Junior or higher; pursuing legal studies, business administration, organizational leadership, or law
- Superior attention to detail and commitment to quality work
- Outstanding organizational skills
- Ability to handle multiple projects and tasks, prioritizing and meeting deadlines
- Curiosity about the world, enjoy asking questions and testing presuppositions

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**What OCA brings to you:**

- Hourly wage of \$17-\$18 hour for 10-12 hrs. per week
- Culture of recognition where employees acknowledge and reward great work of their colleagues
- Opportunity to gain firsthand experience in a flat management environment

**To apply:**

- Submit your resume to [recruiting@odysseyadvice.com](mailto:recruiting@odysseyadvice.com)

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