JOB DESCRIPTION – Proxy Resolutions and Voting Guide Data Entry

ICCR’s Proxy Resolutions and Voting Guide is an annual compilation of the more than 300 shareholder proposals filed by our member institutions each year for corporate proxies. The Guide also offers an analysis of the significant trends emerging early in the proxy season on a variety of critical ESG issues, including the climate crisis, worker justice, equitable global supply chains, and health equity.

The Proxy Resolutions and Voting Guide Data Entry position will be a full-time, temporary project position during the months of December 2023-January 2024, and will support the production of the 2024 ICCR Proxy Book. Key tasks include entering resolutions in ShareEx, corresponding with members, proofreading and other administrative and data tasks related to the preparation of the Book and the Book’s launch webinar. ICCR’s Associate Communications Director will be the primary supervisor of this person’s work. This position is remote, but must be able to travel to NYC for 2 brief meetings.

FEE

The fee for this work will be $32 per hour.

QUALIFICATIONS

• Must be self-motivated, and able to work independently.
• Should be organized, methodical, and possess strong time management skills.
• Must be detail-oriented and an excellent proofreader.
• Must have strong written and verbal communication skills.
• Computer and software knowledge – proficient in Microsoft Word (experience with Drupal and Google Workspace is a plus).

HOURS AND DURATION

Hours will be 35 hours per week, December 1-January 17.

TO APPLY
To apply send a cover letter and resume to jwokaty@iccr.org. Please write “Proxy Resolutions and Voting Guide Data Entry” in the subject line. Resumes without a cover letter will not be considered. Applications will be accepted until November 27 and interviews will be conducted on a rolling basis beginning. We apologize that because of the volume of applications, we are only able to respond to those applicants granted an interview. No phone calls, please.