



## **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.

### **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.

**Who we are:**

Currently celebrating our 51st year, the Interfaith Center on Corporate Responsibility pioneered the use of shareholder advocacy to harness corporate power to act in support of the common good and we remain at the forefront of this ever-expanding movement. Our advocacy acknowledges that the world's greatest challenges — the climate crisis, income, gender, and racial inequality, the advancement of worker justice, and equitable access to health care, among many others — represent systemic and urgent risks and corporations have a role and responsibility to help resolve them.