

Program Associate: Climate Change and Environmental Justice

The Interfaith Center on Corporate Responsibility (ICCR) is seeking a full-time Program Associate to support ICCR's campaign on Climate Finance, as well as other activities of the Climate Change and Environmental Justice Program. The Program Associate will support the Senior Director: Climate Change and Environmental Justice in working with faith and values based investors to engage companies, submit shareholder proposals, and develop programming to educate investors. The Program Associate will serve as the lead research, administrative and programmatic support for the Climate Finance campaign.

Who we are:

Founded 50 years ago, ICCR is a pioneer coalition of over 300 active institutional investor members representing faith-based communities, socially responsible asset managers, pension funds, endowments, and others who leverage their investments as a catalyst for change. ICCR members work in coalition to engage the world's largest corporations on a range of social and environmental issues impacting communities in the U.S. and globally, including human rights and worker justice; climate change; health equity; and corporate influence via lobbying and political spending.

About the Climate Change and Environmental Justice Program

Signs of accelerating global warming make it clear that controlling man-made GHG emissions must be a priority if we are to limit the most disastrous impacts of climate change. The longer we wait to control greenhouse gas (GHG) emissions, the more difficult and expensive our task will be. ICCR members seek to move companies in key industries to reduce their contributions to the greenhouse gas emissions that are responsible for climate change. Current engagements focus on the following sectors/issues:

- [A just transition to a clean energy economy](#)
- [Paris-aligned Corporate Climate lobbying](#)
- [Methane emissions reduction](#)
- [Paris-aligned Climate Finance](#)

To learn more about ICCR, please visit www.iccr.org or find us @ICCRonline on Twitter.

What you'll do:

You will work on one of ICCR's core Climate Campaigns, Climate Finance, supporting and working alongside the Program Director for Climate Change & Environmental Justice, to help organize and support investor engagement with financial sector corporations. You'll research major banks and insurance companies to inform investor engagements, report on relevant public policy, help organize and take notes on calls and ensure that the ICCR database tracks all key activities and engagements. Together with the other Program Associate on the Climate team, you help ensure the smooth running of the Climate team,

working with staff, ICCR members, and stakeholders to plan meetings and programs related to the Climate Finance campaign, and ensure that the ICCR database tracks all key activities and engagements.

Responsibilities include:

- Conducting corporate research to inform engagements with key companies
- Administrative support and coordination of ICCR on-line working group meetings, webinars, and strategy sessions, including note taking and follow-up reports, scheduling, agenda development, online meeting platform tech support, creation of slides, preparation of speakers, etc.
- Providing administrative and logistical support for corporate engagement efforts on key climate issues, including:
 - Disseminating and tracking sign-on letters,
 - Tracking investor actions, and ensuring the proper entry of corporate engagements and related actions in ICCR's Shareholder Exchange database,
 - Coordinating multi-stakeholder calls and projects (such as supporting the development of investor statements).
 - Coordinating and entering content for the climate newsletter

Who you are:

You are someone with experience working in climate advocacy and/or environmental justice and/or the financial sector and/or financial sector accountability, and an interest in learning more about corporate accountability and shareholder advocacy. You are detail-oriented, can manage multiple projects, and are excellent at follow through.

Specifically, you will have many of the following qualifications:

- Intermediate to advanced knowledge of MS Office and technology for virtual meetings and webinar platforms required. Experience with Mailchimp is a plus.
- Strong writing skills such as in note taking with an eye to turning notes into meeting reports with action items flagged, developing email newsletters, and writing organizational communications.
- Strong organizational skills with a demonstrated ability to multitask, take initiative, and work independently while being part of a team.
- Experience working on campaigns in environmental justice, shareholder advocacy, or social justice is a plus, including work with community organizations and stakeholders affected by climate change.

What else you should know:

This position is full time. ICCR's office is in New York City: ICCR's office is in New York City, but many employees are fully remote, with the remainder being hybrid. Candidates for

this position are welcome to be fully remote (on east coast time), with occasional required travel to the ICCR office for conferences (twice yearly) and required staff planning meetings (once or twice a year). However, strong preference will be given to candidates in either the greater New York City area or Washington, DC.

The starting salary for this role is \$61,000-64,000. This is a one-year, grant-funded union position, subject to renewal.

It is the policy of ICCR to provide equal employment opportunities to all applicants and employees without regard to race, color, religion, sex, sexual orientation, age, national origin, marital status or disability. This policy is intended to reflect the values and ideals of ICCR's members and to help ICCR itself model the equal employment opportunity (EEO) and affirmative action practices that its members urge corporations to adopt.

How to apply

Send a cover letter and resume to Christina Herman at jobs@iccr.org. Please write "Program Associate: Climate Change and Environmental Justice" in the subject line. Resumes without a cover letter will not be considered. No phone calls, please.

Timeline

Applications will be accepted through October 15. Interviews will be conducted on a rolling basis beginning September 11. We apologize that because of the volume of applications, we are able to respond only to those applicants granted an interview.