Interfaith Center on Corporate Responsibility (ICCR)

Position Announcement

Program Associate (Full-time)

Founded almost 50 years ago, ICCR is a pioneer coalition of over 300 active institutional investor members representing faith-based communities, socially responsible asset managers, labor unions, 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; climate change; food justice; sustainable water policies; health equity; and corporate influence via lobbying and political spending.

Summary of Position: The Program Associate will provide administrative and program support to the ICCR Program Team.

Work will include:

- Providing administrative support and research for shareholder actions, including disseminating and tracking sign-on letters, tracking investor actions, and performing corporate research to support investor engagement with companies.
- Entering corporate engagements and related actions in ICCR’s Shareholder Exchange database, and building/running reports in Salesforce to assist with program coordination and tracking.
- Providing assistance in planning and logistics for member strategy sessions.
- Helping to coordinate logistics for bi-annual ICCR member conference, including developing conference webpage, and supporting member meetings.
- Supporting monthly program calls including note-taking.
- Providing logistical support for webinars and virtual meetings.
- Helping to coordinate ICCR’s internship program.
- Other program-related support as needed.
Qualifications:

- BA, BS or equivalent experience.
- Excellent writing, interpersonal and oral communication skills.
- Intermediate to advanced knowledge of MS Office and technology for virtual meetings and webinar platforms required. Experience with Salesforce and Drupal preferred.
- Strong organizational skills with a demonstrated ability to multi-task, take initiative, and work independently while being part of a team.
- Experience with event planning is a plus.
- Strong commitment to social justice.

Salary and Benefits:

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.

ICCR provides generous benefits, including a pension, health and dental insurance. Salary will be commensurate with experience and education.

To apply:

Please send a cover letter and resume to Josh Zinner at jobs@iccr.org

The deadline for applications is August 21, 2020.