



COMMUNICATIONS ASSOCIATE

Position Summary: The Interfaith Center on Corporate Responsibility (ICCR) is looking for a full-time Associate to join its communications team. The Communications Associate will support the communication goals of both the flagship ICCR brand as well as ICCR's initiative the Investor Alliance for Human Rights. This position reports to the Communications Director and is based in New York City with some hybrid in-office/remote flexibility (see below).

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. Our tagline, "Shareholders calling the world's most powerful companies to address their impacts on people and planet," describes the work of our coalition of over 300 institutional investors representing more than \$4T in assets to hold corporations accountable for their impacts through ongoing engagement.

Our diverse membership comprises faith-based organizations, socially responsible asset management companies, unions, pensions, foundations, and other responsible investors who work in coalition with a global network of NGO, civil society, and grassroots organizations.

In 2018, ICCR launched the Investor Alliance for Human Rights to build investors' and companies' capacity to fulfill their responsibilities to respect human rights vis a vis the UN Guiding Principles on Business and Human Rights. The Investor Alliance currently comprises over 200 institutional investors from 19 countries that collectively represent more than \$12T in managed assets.

To learn more about ICCR and the Investor Alliance, please visit our websites: www.iccr.org and www.investorsforhumanrights.org/.

Who you are:

You want to use your communications skills to develop clear, consistent and compelling messaging across multiple comms platforms that demonstrably builds audiences and inspires the support of fellow investors, advocates, funders, and partners. It is important to

you that these communications accurately reflect our institutional voice and that they will strengthen and safeguard our brands and the reputations of our members and partners.

You can synthesize information and data from a variety of sources and on multiple issues to support the creation of stories and materials that resonate with our audiences and will catalyze positive action on our members' campaigns. You are creative with a good eye for compelling imagery, graphics and design. You thrive in a fast-paced work environment, are no stranger to working under deadlines, and can execute against rapid-response demands on concurrent projects. You are committed to building relationships with your ICCR colleagues, with our members, and with our many partners in the field that foster trust and mutual respect to help drive our collective impact.

You are someone with a passion for social justice and personally aligned with our mission of promoting corporate accountability and spreading the word about the shareholder advocacy model. You care about the environmental and social challenges our members are confronting and want to help highlight and build support for their engagements with companies to address those challenges.

Should you assume this role, below are examples of responsibilities that would fall to you:

- Background research and writing/editing/designing for original content such as investor letters/statements, blog posts, white papers, articles, op-eds, collateral materials, and press releases as needed;
- Maintaining fresh content on ICCR and the Investor Alliance for Human Rights websites that reflect current initiatives;
- Maintaining social media channels;
- Development and distribution of ICCR's internal weekly newsletter, The Members' Bulletin and other internal communications;
- Assist in curating content and producing quarterly public newsletters;
- Assist with the production and dissemination of institutional publications such as annual reports and Proxy Resolutions and Voting Guide as well as program-related reports and resources;
- Provide support for ICCR's biannual conferences and annual special event (fundraiser).

The ideal candidate will have many of the following qualifications:

- Excellent writing, editing, and proofreading skills, and some research skills;
- Experience writing and designing content for any of the above-mentioned comms platforms, i.e. websites, newsletters, collateral, reports, email blasts, etc.;
- Experience creating compelling content for and managing social channels, i.e. twitter, LinkedIn, and YouTube;
- Experience with Adobe Suite (including PhotoShop and InDesign), Mailchimp and Zoom Webinar;
- Experience with web platforms Wordpress and Drupal and Google Analytics;
- Experience with Salesforce database system;

- Advanced knowledge of MS Office Suite;
- Strong organizational skills with a demonstrated ability to prioritize projects, take initiative, and work independently while being part of a team;
- Office experience preferred and experience working in a nonprofit organization a plus;
- Comfort working with and respect for people with a diversity of personalities, abilities, worldviews, and workstyles a requirement;
- Marketing and/or promotional experience, graphic design and video editing a plus.
- An understanding of finance and investment a plus.

What else you should know:

ICCR's office is in New York City: Work is currently a hybrid of remote and in-office. Candidates for this position will be largely remote, but with the expectation that you will be coming into the office weekly. Full in-person attendance is required at the ICCR biannual conferences, our annual special event, required staff planning meetings and retreats, and other in-person events as needed.

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

- 80% employer-covered health insurance, including dependent coverage, dental + vision insurance and FSA;
- 403 B retirement Plan with 11% employer contribution (after two months);
- Short-term/Long-term Disability and Life Insurance;
- Employee Assistance Program (EAP);
- Professional development;
- Paid Time Off;
- Paid Family Leave;
- Technology stipend for your home office.

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, disability, or prior criminal record. 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 Susana McDermott at jobs@iccr.org. Please write "Communications Associate" in the subject line. Resumes without a cover letter will not be considered. Candidates considered for an interview will be required to furnish a portfolio of written work. Cover letters must include at least 2-3 sentences about why you are interested in ICCR and this role. No phone calls, please.

Timeline

Applications will be accepted through April 30, Interviews will be conducted on a rolling basis beginning April 10. We apologize that because of the volume of applications, we are able to respond only to those applicants granted an interview.