



POSITION ANNOUNCEMENT

Program Associate — Investor Alliance for Human Rights

The Interfaith Center on Corporate Responsibility (ICCR) is seeking a half-time Program Associate to support the Investor Alliance for Human Rights (IAHR), a collective action platform for responsible investment that is grounded in respect for people's fundamental rights. The Program Associate will provide administrative and programmatic support to the Alliance Directors as they educate investors about the investor responsibility to respect human rights, develop tools for investors and engage with standards setting bodies, and engage with companies about critical human rights issues.

About the Investor Alliance for Human Rights

The Investor Alliance for Human Rights is a collective action platform for responsible investment that is grounded in respect for people's fundamental rights. We are a membership-based, non-profit initiative focusing on the investor responsibility to respect human rights, corporate engagements that drive responsible business conduct, and standard-setting activities that push for robust business and human rights policies. Our membership is currently comprised of over 200 institutional investors, including asset management firms, trade union funds, public pension funds, foundations, endowments, faith-based organizations, and family funds. Our members currently represent a total of over US\$6.6 trillion in assets under management and 18 countries. Along with civil society allies, our team equips the investment community with expertise and opportunities to put the investor responsibility to respect human rights into practice. We do this by:

1. Providing practical tools to support investors in their implementation of responsible business standards at each step of the investment lifecycle;
2. Supporting direct engagement with portfolio companies on their own human rights practices; and
3. Coordinating actions that ask policy makers and standard-setting bodies to create level playing fields for responsible business.

To learn more about Investor Alliance, please visit www.investforhumanrights.org or find us at @InvestforRights on Twitter.

About the Interfaith Center on Corporate Responsibility

Founded 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; health equity; and corporate influence via lobbying and political spending.

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

What you'll do:

The following list provides a high-level overview of the types of responsibilities, tasks, and expectations of the Program Associate. The Program Associate may ultimately be responsible for a subset of these functions, depending on direction provided and program priorities. These functions will be performed in relation to a range of substantive issue areas, such as the information and communication technology sector, the Uyghur Region, Myanmar, human rights defenders, and policy making and standards setting.

- **Event management**
 - Help facilitate logistics around events, including pre-event discussions, developing relevant materials, including promotional materials, sending out event invitations, completing technical set-up, etc.
 - Develop and disseminate promotional materials for events
- **Back-end administration**
 - Attend various member and staff meetings
 - Support on membership outreach and maintenance, including membership database
 - Support on website maintenance
- **Research support**
 - Conduct research and summarize findings to contribute to awareness raising of Investor Alliance members, allies, and other stakeholders
 - Research developments around the UN Guiding Principles on Business and Human Rights and other international business and human rights frameworks through current events, publications and reports, and attendance at webinars/events on program-relevant issues

- Assist in writing blogs, briefs, guidance, investor statements, and quarterly newsletters for educational, awareness raising, advocacy, public communication, and other purposes
- **Engagement support**
 - Prepare for and participate in meetings and engagements, including gathering needed background information, taking notes, and developing and distributing agendas
 - Help to coordinate regular Working Group calls with investors on specific issue areas or targeted companies, including supporting outreach to speakers, sharing event invitations, crafting and distributing agendas, and sending follow-up emails afterwards
 - Provide coordination support for company engagement campaigns by maintaining regular communication to meet deadlines and sharing critical materials for engagements, such as updated corporate engagement tracking worksheets

Who you are:

You are someone with a passion for human rights and an interest in learning more about investor responsibility. You can take tremendous initiative, are detail-oriented, can manage multiple projects, and are excellent at follow through.

Specifically, you will have many of the following qualifications:

- A BA or BS, or professional equivalent experience.
- Intermediate to advanced knowledge of MS Office and technology for virtual meetings and webinar platforms required. Experience with Salesforce and Drupal is a plus.
- Excellent written, oral communication, and research skills.
- 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 human rights or social justice is a plus, as is familiarity with business and human rights issues

What else you should know:

This position is 20 hours per week. ICCR's office is in New York City: Work is currently remote but will resume hybrid remote-in office at some point. We are open to candidates from outside the New York City area who are able to work on East Coast time.

The starting salary for this role is \$33,700. 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 Anita Dorett at jobs@iccr.org. Please write "Program Associate: Investor Alliance for Human Rights" in the subject line. Resumes without a cover letter will not be considered. No phone calls, please. Applications will be accepted until October 29th, and interviews will be conducted on a rolling basis. We apologize that because of the volume of applications, we are only able to respond to those applicants granted an interview.

