



JOB DESCRIPTION – Proxy Resolutions and Voting Guide Data Entry

ICCR's [Proxy Resolutions and Voting Guide](#) is an annual compilation of the hundreds of 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 is a temporary project position which will support the production of the 2026 edition of the Guide.

Key tasks will include manual data entry, chiefly, entering resolutions in ICCR's ShareEx Database, and corresponding with investors/members about their filings, along with proofreading and other administrative and data tasks related to the preparation of the Book. This position will also be responsible for manually entering historical data in ShareEx.

ICCR's Associate Communications Director will be the primary supervisor of this person's work. This position is remote, but must be able to travel to NYC for one brief meeting during the final stages of the Guide.

FEE

The fee for this work will be \$32 per hour.

QUALIFICATIONS

- Must be highly organized, methodical, and possess strong time management skills.
- Must be self-motivated, and able to work independently.
- 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 is a plus).

HOURS AND DURATION

Hours will be 35 hours per week, **January 7- February 27**, with the possibility of an additional month's extension.

APPLY

To apply, send resume and cover letter to: jobs@iccr.org