



Investor Advocates for Social Justice (IASJ) is Hiring a Program Assistant

Position: Program Assistant, Mission-Aligned Investing (Part-time, Temporary)

To Apply: Interested applicants should send a cover letter and resume to Courtney Wicks, Executive Director, at jobs@iasj.org. Applications will be considered on a rolling basis.

Summary of the Position

The Program Assistant will support IASJ's Mission-Aligned Investing (MAI) Program for faith-based institutional asset owners (Affiliates). The MAI Program provides IASJ Affiliates and partners with the tools and skills to analyze their portfolios, define the investment practices which support meaningful mission alignment, and engage with their financial advisors to incorporate environmental, social and governance (ESG) factors in due diligence and investment decisions. The program equips Affiliates with education, peer learning spaces, and resources to implement mission-aligned asset allocation that advances human rights, climate justice, racial equity, and the common good, alongside investment objectives. The MAI program will strengthen the connection and alignment of faith-based investors' active and pioneering shareholder advocacy work with investment practices and management of the portfolio assets. The learnings and tools from the pilot MAI program will be disseminated among faith-based investors and the broader investment community to amplify its impact.

The successful candidate should possess an understanding of capital markets and investments, and have familiarity with subject matter on ESG integration, impact investing, business and human rights, or sustainability. The Program Assistant will work with the project consultant and report to the Executive Director, supporting the overall goals of the MAI program. The position is a part-time, up to 20 hours a week, 6-month grant-funded position, with the possibility for extension contingent upon grant renewal or securing additional funding.

Responsibilities

- Manage administrative functions for the day-to-day activities of the Mission-Aligned Investing Program, including calendar invitations, meeting agendas, email correspondences, and zoom functions.
- Support monthly cohort meetings, communications, and the drafting of tools, presentations, and reporting on the MAI program.
- Assist staff in cohort programming and strategy, data analysis of survey results, and end of grant period reporting to increase education, awareness, and implementation among faith-based asset owners of investment strategies to advance socially responsible investing, ESG integration, and/or impact investing.

- Support verbal and written communications about the MAI Program to disseminate best practices and resources broadly to advance objectives and uptake.
- Stay abreast of research and trends in responsible, ESG, and impact investing and strategic investment topics and share key takeaways with stakeholders.
- Participate in faith-based investor networks and working groups relevant to Mission-Aligned Investing.
- Support overall organizational priorities, engagements, and strategic goals and commitment to furthering the mission of Investor Advocates for Social Justice.

Qualifications

- Bachelor's degree in finance, business, accounting, or other relevant experience.
- Suggested 1-2 years of professional experience
- Possess strong analytical skills, organization, and time management.
- Proven ability to take initiative and work as both a self-starter and team member.
- Demonstrated commitment to mission-aligned work and commitment to IASJ's mission priorities, including human rights, climate justice, racial equity, and the common good. Passion for socially responsible investment or ESG.
- Ability, or willingness to learn, to integrate racial equity analysis into all aspects of the position.
- Comfort working within the Catholic faith tradition and interfaith settings.
- Strong interpersonal skills. Excellent oral and written, internal and external communication and presentation skills.
- Possess a strong work ethic and demonstrate sound judgment. Have a high degree of flexibility and ability to adjust to changing circumstances in a small, fast-paced nonprofit environment.

About Investor Advocates for Social Justice (IASJ)

Investor Advocates for Social Justice (IASJ) is a 501(c)(3) non-profit organization that advocates on behalf of a community of investors with over \$3 billion in assets under management, whose faith-based values promote human rights, climate justice, racial equity and the common good. IASJ's shared vision is an equitable economy where investors leverage their collective voice and resources to advance social, economic, and environmental justice. IASJ conducts programs and provides services for its Affiliates, who are faith-based asset owners who strive to align their investments with their mission and who recognize their investment portfolios can also be an instrument to advance their ministries. IASJ seeks to create an inclusive and equitable workplace and foster strong working and collegial relationships among the team. Founded in 1975, formerly known as Tri-State Coalition for Responsible Investment, IASJ has over forty-five years of experience with shareholder advocacy and responsible investment.

Anticipated Start Date: As soon as possible.

Location: Our team is currently working in a hybrid model- both remotely and in the office as the COVID-19 situation continues to develop. Our office is located in Montclair, NJ, The location for this position is flexible, with the ability to work in-person preferred.

Compensation & Benefits

The compensation for this part-time, temporary position is \$25 per hour, 10-20 hours per week. Subject for renewal based on grant funding.

Equal Opportunity

Investor Advocates for Social Justice is an equal opportunity employer committed to diversity, equity, and fostering inclusion and a sense of belonging. Women and people of color are strongly encouraged to apply.