

# Investor Advocates for Social Justice



## Program Associate Job Description

### Summary

The Program Associate will work closely with both the Executive Director and supervising manager to support IASJ's shareholder advocacy campaigns and operations. An ideal candidate will possess an understanding of business and human rights, social justice advocacy, responsible investing, and/or the corporate social responsibility field. The Program Associate will support IASJ's campaigns on human rights, racial equity & immigrants' rights, and peace & demilitarization. The work will cover a variety of human rights issues, including labor rights in the U.S. and international supply chains, community impacts of business operations, and more. After appropriate training, the Program Associate will support IASJ's Proxy Voting Service, implementing votes in accordance with tailored voting guidelines on director elections, corporate governance, and environmental and social issues. In a small, fast-paced nonprofit office, this position presents a great opportunity for growth within the position and future career development in human rights advocacy and Socially Responsible Investing (SRI) fields.

### The Program Associate will be responsible for the following activities:

- Conduct research and analysis to support shareholder engagement with corporations. Conduct research on specific companies and a variety of human rights issues as related to our engagement priorities.
- Support and participate in corporate dialogues with access to high level management to address human rights issues.
- Draft talking points, shareholder resolutions, proxy advisor memos, and educational resources in support of company engagements and programmatic priorities.
- Proxy voting: Conduct research related to voting proxies for companies' Annual Meetings in support of environmental, social, and governance concerns and implement votes on behalf of clients in accordance with socially responsible voting guidelines. Maintain awareness of industry trends and recommend changes to guidelines and approach as needed.
- Participate in networks and working groups relevant to areas of engagement.
- Support office communications. Contribute to the drafting and editing of newsletters, identify communications opportunities, update organization's website, and maintain social media presence.
- Affiliate engagement: Liaise with and support capacity building and resource development for membership of 38 institutional investors around shareholder advocacy, proxy voting, and mission-aligned investing activities.
- Relationship Management and Client Support: Maintain communications with clients and partners, support onboarding, invoicing, and reporting.
- Office Management: Provide assistance in operations management. Provide administrative support to the Executive Director and the office, including assistance with mailings, special events, communications, travel, coordination, financial management, and IT.

### Qualifications

- Bachelor's degree required, focus on human rights, social issues, business, or public policy preferred.
- Strong writing, research, and analytical skills.

- Demonstrated commitment to IASJ's mission priorities, including human rights, climate justice, racial equity, and the common good.
- Demonstrated commitment to racial justice. Ability, or willingness to learn, to integrate racial equity analysis into all aspects of the position. Critical analysis of racial capitalism, economic justice, and the racial wealth gap.
- Applicants of any faith tradition or belief system are encouraged to apply.
- Comfort working within the Catholic faith tradition and interfaith settings. Commitment to learning about faith-based values and mission priorities of IASJ Affiliates and partners.
- Commitment to IASJ's [mission](#), with respect and understanding for our work.
- Excellent organizational, oral and written communication, and computer skills.
- Possess a strong work ethic and demonstrate sound judgment. Have a high degree of flexibility and ability to adjust to changing circumstances.
- Proven ability to work as a self-starter and team member.
- Consensus building and community organizing is a plus.
- Previous office experience preferred.

### **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:** Investor Advocates for Social Justice is a hybrid team, with an office in Montclair, NJ. The location is flexible and full-time remote work could be accommodated, if candidate has a willingness to travel for the role as needed, including for training, occasionally to work in the office with the IASJ team, or travel for annual meetings or conferences when they resume. Location in Montclair, NJ, Washington, D.C., or NYC metro areas are preferred.

**Compensation & Benefits:** The salary for this position is \$40,000. A benefits package includes health and dental insurance, a 403(b) plan after one-year, and generous vacation.

**Equal Opportunity:** Investor Advocates for Social Justice is an equal opportunity employer committed to diversity, equity, and fostering inclusion and a sense of belonging.

**To apply:** Interested applicants should send a cover letter and resume to Courtney Wicks, Executive Director, at [jobs@iasj.org](mailto:jobs@iasj.org). Applications will be considered on a rolling basis, however interviews with qualified candidates will begin June 13<sup>th</sup> so applying early is recommended.