

Employment Opportunity

Shareholder Association for Research and Education (SHARE)

EXTERNAL POSTING

Applications close at 5pm, Thursday, October 22, 2015

Title: Shareholder Engagement Analyst - Environment
Status: Full-time. Permanent.
Reports to: Director of Shareholder Engagement
Location: Vancouver or Toronto
Summary: The Shareholder Engagement Analyst undertakes research and program activities in support of SHARE's shareholder engagement service on social, environmental and governance (ESG) issues. SHARE engages with publicly-traded corporations on behalf of a growing group of institutional investors on a range of issues including climate risk, responsible resource development, executive compensation and decent work. The goal of these engagement efforts is to improve the ESG performance of companies in our clients' portfolios and help to build a more sustainable Canadian economy.

Responsibilities

This position includes the following responsibilities:

- Conduct research into environmental, social and governance issues with a special focus on environmental issues as they relate to publicly-traded corporations and shareholder value;
- Research publicly-traded companies and analyze key disclosures including SEDAR filings, sustainability reports, websites and other information;
- Monitor and analyze responsible investment trends and issues for future action;
- Participate in strategy development and planning for engagement program;
- Maintain electronic and paper records of engagement activity;
- Assist the Director of Shareholder Engagement;
- Prepare engagement correspondence and client reports;

- Draft briefs, policy submissions and thematic reports;
- Generate content for monthly e-newsletter; and
- Other duties as assigned

Qualifications

The Shareholder Engagement Analyst will have the following skills and qualities:

- Bachelor's degree in a relevant field or equivalent experience related to environmental sustainability;
- Demonstrated analytical skills
- Excellent writing skills
- Ability to conduct research on topics related to the social, environmental and governance policies and practices of publicly traded corporations, including extensive use of online resources;
- Knowledge of business, investment, and/or financial markets in Canada
- Ability to organize and maintain records of detailed information;
- Strong organizational and time management skills;
- Interest in responsible investment;
- Fluency in English. Fluency in French an asset;
- Ability to work independently and comfortably at a variety of tasks; and
- Computer literacy (including MS Office).

The position offers a competitive salary with vacation allowance and a 5% RRSP contribution. Employment in either Vancouver or Toronto is an option. This position is covered by a collective agreement. Please submit a cover letter and resume to jobs@share.ca by 5pm PST on October 22, 2015.