

## Shareholder Association for Research and Education (SHARE)

### EXTERNAL POSTING

Title:	Research Assistant
Status:	Full-time summer student position (16 weeks)
Term:	May 13 <sup>th</sup> to August 30, 2019
Reports to:	Manager, Shareholder Engagement & Policy
Location:	Toronto
Closing date:	5:00PM (ET), Tuesday, April 23, 2019
Salary:	\$21.75/hour
Summary:	The Research Assistant undertakes research and program activities in support of SHARE's shareholder engagement and policy program 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 change, decent work, Indigenous reconciliation, executive compensation and diversity. SHARE is a non-profit organization. SHARE's mission is to mobilize institutional investors to advocate for a sustainable, inclusive and productive economy. This is a full-time, summer position (16 weeks) that will provide the student with the opportunity to use their research and analytical skills in an applied setting and to gain work exposure in the growing field of responsible investment. <b>All applicants must be full-time students, returning to full-time studies in September 2019.</b>

#### Responsibilities

This position includes the following responsibilities:

- Conduct research into environmental, social and governance issues with a special focus on Indigenous, labour, human rights and environmental issues as they relate to publicly-traded corporations and shareholder value;
- Collect and analyze disclosures from publicly-traded companies;
- Maintain electronic and paper records of engagement activity;
- Draft briefs, policy submissions and thematic reports;
- Assist the Manager, Shareholder Engagement and Policy;
- Other duties as assigned.

#### Qualifications

The Research Assistant will have the following skills and qualities:

- Graduate student or senior-level undergraduate student (3<sup>rd</sup> or 4<sup>th</sup> year);

- Demonstrated qualitative and quantitative analytical skills
- Excellent writing skills
- Strong computer skills, including extensive knowledge of online resources and search engines;
- Communicates in a clear, concise, persuasive and accurate manner;
- 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 an asset;
- Enthusiasm for social-justice issues as they apply to corporations and their shareholders;
- Ability to organize and maintain records of detailed information;
- Strong organizational and time management skills;
- Fluency in English. Other language skills are an asset, but not required;
- Ability to work independently and comfortably at a variety of tasks;
- Previously registered as a full-time student in the 2018-19 academic year and intend to return to school on a full-time basis in the 2019-20 academic year (as required by Canada Summer Jobs);
- Between the ages of 15 and 30 at the start of employment (as required by Canada Summer Jobs); and
- Be a Canadian citizen, permanent resident or refugee and be legally entitled to work in Canada (as required by Canada Summer Jobs).

#### **Application Information:**

This position is located in SHARE's downtown Toronto offices. Please submit a resume and cover letter indicating your interests, qualifications, student status, and work eligibility as required by Canada Summer Jobs. All applications should be submitted by email to [jobs@share.ca](mailto:jobs@share.ca) no later than 5pm ET on **Tuesday, April 23, 2019**. Interviews will be conducted in person in late April 2019, and the selected candidate will begin work in mid-May. No phone inquiries please. We thank all applicants in advance; only those selected for an interview will be contacted.

#### **About SHARE:**

Since 2000, the Shareholder Association for Research and Education (SHARE) has built a community of values-driven investors who are committed to amplifying their voices in support of a sustainable, inclusive and productive economy.