

## EXTERNAL POSTING

**Applications close at 5pm PST, Friday, February 26, 2021**

Title: Research Associate  
Status: Full-time, permanent  
Reports to: Chief Strategy Officer  
Location: Vancouver (remote to start, due to COVID-19)  
Salary: \$54,541.45

### ABOUT SHARE

SHARE is an award-winning Canadian non-profit organization dedicated to mobilizing investor leadership to build a sustainable, inclusive, and productive economy. SHARE provides shareholder engagement, proxy vote analysis, education and training, policy advocacy, and practical research to a growing network of values-driven investors with more than \$53 billion in assets under management. SHARE is the only non-profit, unionized, living-wage-certified shareholder advocacy organization in Canada.

### POSITION SUMMARY:

SHARE is seeking an individual passionate about building a more sustainable and inclusive economy and looking to contribute to a vibrant, values-driven organization. The successful candidate has a strong aptitude for research and data analysis but is primarily motivated by the opportunity to make meaningful changes in capital markets and corporate practices related to environmental, social and governance outcomes. The Research Associate will provide the Responsible Investment Leadership program with research, analytical and administrative support. This includes providing support to initiatives related to reconciliation, affordable housing, racial justice and equity, and decent work.

### KEY RESPONSIBILITIES

The key responsibilities outlined below are descriptive and not an exhaustive or comprehensive list of all tasks and duties associated with this position.

The Research Associate's responsibilities include:

- Conduct research on corporate policies and practices related to Indigenous rights and reconciliation, affordable housing, decent work and racial justice and equity;
- Conduct research on investor policies and practices related to responsible investment approaches across asset classes (e.g., real estate, private equity, infrastructure,

emerging markets) and across thematic areas (e.g., reconciliation, racial justice and equity, decent work);

- Support research design, data gathering, quantitative and qualitative data analysis and report writing;
- Organize and present data to support responsible investment leadership projects;
- Identify relevant and reliable data sets, subscriptions and research tools;
- Document research in a reliable and consistent format for SHARE projects and services;
- Help conduct primary research including surveys and interviews;
- Provide administrative support to the Responsible Investment Leadership team including scheduling meetings, managing contact lists and network communications; and
- Other duties as assigned.

### **Qualifications**

The Research Associate will have the following minimum skills and qualities:

- Bachelor's degree in a relevant field
- Demonstrated qualitative research and administrative skills; quantitative research skills would be an additional asset
- Excellent writing skills
- Communicates in a clear, concise, persuasive and accurate manner
- Ability to organize and maintain records of detailed information;
- Strong organizational and time management skills;
- Interest in and enthusiasm for 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 and especially with spreadsheets in MS Excel).

### **EMPLOYMENT EQUITY**

- SHARE's Vancouver office is located on the unceded territory of the x<sup>w</sup>məθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) Nations. SHARE's Toronto office is located in the territories of the Mississaugas of the Credit, Anishnabeg, Chippewa, Haudenosaunee and Wendat peoples.

- SHARE strives to embody its values of fairness, inclusion and justice in its hiring and employment practices and has a strong commitment to employment equity. SHARE staff are represented by the United Steelworkers.
- SHARE seeks qualified candidates who share our commitment to equity, diversity and inclusion. While all qualified candidates are invited to apply, we particularly welcome applications from women, persons with disabilities, Black, Indigenous, or people of colour and LGBTQ+ candidates.

The position is covered by a collective agreement, has an annual salary of \$54,541.45 with vacation allowance, generous benefits and a 5% DB Plus Pension Plan contribution.

Please submit a cover letter and resume to **jobs@share.ca by 5pm PST on Friday, February 26, 2021**. No phone or email enquiries please. We thank all applicants in advance; however, only those selected for an interview will be contacted.