

**Employment Opportunity:
Analyst (Proxy Voting and Engagement)**

EXTERNAL POSTING

Applications close at 5pm, September 6, 2011

The Shareholder Association for Research and Education (SHARE) is one of Canada's leading responsible investment service providers. Created in 2000, SHARE provides proxy voting and engagement services, as well as education, policy advocacy and practical research on emerging responsible investment issues. For more information, visit www.share.ca.

SUMMARY

The Analyst (Proxy voting and engagement) will analyze proxy materials for SHARE's clients and make voting recommendations in accordance with the SHARE Model Proxy-Voting Guidelines from February to June each year. During the remainder of the year, the analyst will undertake research and program activities in support of SHARE's shareholder engagement service on social, environmental and governance issues.

RESPONSIBILITIES

Proxy voting

- Complete reconciliation of client equity holdings and proxy ballots received;
- Perform analysis of voting items and make vote recommendations in accordance with applicable voting guidelines for approval of senior staff;
- Execute votes upon approval;
- Assist with corporate data collection; and
- Perform clerical tasks, including electronic and paper document filing.

Engagement

- Conduct research into environmental, social and governance issues relevant to SHARE's shareholder engagement program;
- Monitor and analyze responsible investment trends and issues;
- Participate in strategy development and planning for the engagement service;
- Prepare engagement correspondence and client reports; and
- Maintain electronic and paper records of engagement activity.

General

- Represent SHARE at public events; and
- Generate content for SHARE's monthly e-newsletter.

QUALIFICATIONS

- Bachelor's degree, preferably in political science, business or law or equivalent experience;
- Understanding of corporate and securities law, coupled with relevant practical experience in managing corporate governance related issues, would be an asset;
- Basic understanding and knowledge of economic and business trends in a wide range of industries;
- Demonstrated research, analytical and writing skills;
- Ability to organize and maintain detailed, accurate records and manage time;
- Strong oral and written communication skills with the ability to communicate clearly and succinctly;
- 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;
- Computer literacy;
- Fluency in English; and
- Genuine interest in responsible investment.

The position is based in SHARE's Vancouver office. This position is covered by a collective agreement. Please submit a cover letter and resume to jobs@share.ca by 5pm PST on September 6, 2011.