



Socially Responsible Investing Intern

Reports to: Vice President, Social Responsibility
Hourly rate: \$25/hour
Location: Remote
Employment: Full-time (37.5 hours/week)
Duration: 6 weeks (Summer 2023)

Organization Summary:

Launched in February 2010, Mercy Investment Services provides for the collective investment and professional management of the endowment and other investment funds of the Sisters of Mercy of the Americas and their sponsored ministries, while working for a just and sustainable world and embraces socially responsible investing as a means of promoting systemic change, with emphasis in the areas of nonviolence, racism, environment, concern for women, and immigration. Our multifaceted socially responsible investing program includes shareholder advocacy engagement with companies, proxy voting, portfolio screening and impact investing (both community and market rate investments). More information is available at www.mercyinvestmentservices.org.

Scope of Work:

The intern is primarily responsible for supporting the Shareholder Advocacy, Mercy Partnership Fund and Communication teams in the following areas:

Mercy Partnership Fund

- ❖ Research and report on community investment and impact analysis topics of interest;
- ❖ Assist in research and writing investment memos;
- ❖ Prepare various communication support materials;

Shareholder Advocacy

- ❖ Conduct research on key issues and companies to inform engagements with target companies;
- ❖ Draft and organize communications with companies, including strengthening strategies for engagement;
- ❖ Draft communications to stakeholders on the status and outcomes of shareholder engagements;
- ❖ Draft summaries of shareholder advocacy work for the annual accountability report;
- ❖ Assist with the maintenance of various shareholder advocacy and communications databases;

- ❖ Collaborate on special projects in socially responsible investing;
- ❖ Participate in dialogues and meetings;

Communications

- ❖ Update website content regularly and transfer materials to new content management system;
- ❖ Synthesize impact data and develop website infographics;
- ❖ Develop and write content for e-newsletter, website and other publications as necessary;
- ❖ Collaborate with other departments to secure content and visual images for annual accountability report.

Position Qualifications:

Required

- ❖ Participation in the Croatan Institute's BIPOC Leaders Advancing an Inclusive and Sustainable Economy (BLAISE) program;
- ❖ Solid computer, software and database skills with strong knowledge of Microsoft Office including Word, Excel and PowerPoint, and Adobe Acrobat;
- ❖ Strong organizational skills, attention to detail, highly organized, and ability to execute tasks in a timely manner;
- ❖ Ability to work collaboratively and/or independently on multiple projects, prioritize and take initiative to proactively identify and address issues;
- ❖ Demonstrated personal integrity and a commitment to ethical principles;
- ❖ Demonstrated sensitivity to and knowledge of cultural differences;
- ❖ Excellent written, verbal, analytical and communication skills.

Preferred

- ❖ Interest in socially responsible investing.

How to Apply:

Candidates should complete [this form](#) and upload a resume and list of three references. Applications will be reviewed on a rolling basis. We will start reviewing applications in mid-March, so we strongly encourage early applications. We will continue to accept applications until the position is filled. No calls or preliminary inquiries please. For more information about Croatan Institute, please visit <https://croataninstitute.org/blaise/>. For more information about Mercy Investment Services, please visit <https://www.mercyinvestmentservices.org/>.