



Research Associate

The Canadian Coalition for Good Governance (CCGG) is currently looking for a research associate to join our team in Toronto. The associate will primarily be responsible for conducting research on environmental, social and governance (ESG) practices of Canadian public companies. The associate will also contribute to CCGG's data gathering and analysis process and, on occasion, will be asked to assist with member communication.

About CCGG

The Canadian Coalition for Good Governance (CCGG) was formed to promote good governance practices in the companies owned by our members. Generally, these companies are members of the S&P/TSX Composite Index. Coalition members believe that good governance practices contribute to a company's ability to create value for its shareholders.

The coalition is currently comprised of 49 institutional investors that collectively manage almost \$4 trillion in assets on behalf of pension funds, mutual fund unit holders, and other institutional and individual investors. A list of our members and associates is set out on the Membership page of our [website](#).

Responsibilities

The associate will be responsible for:

- Briefing book preparation: The associate will conduct background research on Canadian public companies and will present her or his findings in a research report (briefing book).
- Research projects and governance initiatives: The associate will assist with data collection to support various research projects and governance initiatives and will contribute to the operationalization of certain projects.
- Board engagement planning: The associate will assist the research staff in developing our annual issuer board engagement plan and in executing the plan.
- Member communication: The associate will assist with member communication including requests for data.
- Information Technology (IT): Occasionally, the associate will assist with IT and computer related tasks. From time to time, the associate will coordinate with CCGG's external IT service providers.
- Other sundry duties as assigned.



Candidate skills and qualifications

The successful candidate is expected to bring the following qualities:

- Integrity, humility, diligence and a willingness to take initiative
- A record of academic and/or professional excellence
- Interest in pursuing a career in research

Other desired skills and qualifications include the following:

- A graduate or undergraduate degree in a related field
- Pursuing the CFA designation or demonstrable interest or experience in evaluating publicly held businesses such as those listed on the Toronto Stock Exchange

Why CCGG?

- Collegial and respectful environment: CCGG senior management is very accessible, responsive, and understanding. There are no horse races at CCGG. Everyone is genuinely interested in their colleagues being as successful as possible. Expect senior management and CCGG board members to give credit where and when it's due.
- Exposure: Through regular meetings of the CCGG board and committees and through in-person meetings with public issuer boards, CCGG provides exposure to some of the leading institutional investors in Canada and the largest Canadian public companies.
- Flexibility: There is considerable flexibility in setting one's schedule.
- Even distribution of workload: Generally, work is spread consistently and is not heavily weighted towards certain times of the year, such as proxy season.
- Creativity: There is plenty of room for creativity and everyone is provided with a certain percentage of time (approximately 10%), to work on projects as they see fit.
- Conveniently located: CCGG's office space is conveniently located in the business district of downtown Toronto.

Application process

If you are interested in joining our research team please send the following documents to jobs@ccgg.ca:

- A detailed cover letter describing what makes you a good candidate and why you would like to pursue a career at CCGG
- A resume
- Unofficial transcript(s)

Please include "research associate" in the subject of the email.

Anticipated start date

While there is some flexibility, it is anticipated that the start date will be in late September.

We appreciate all applications, however, only those selected for an interview will be contacted.