

Foundation for the Global Compact

Job Opening | Manager, Multimedia Design, Academy



Posting Title: Manager, Multimedia Design, Academy

Location: New York, NY

POSITION SUMMARY

The United Nations Global Compact is the world's largest sustainability initiative with over 17,000 participating companies in over 160 countries and 65 Local Networks around the world. As a special initiative of the UN Secretary-General, the UN Global Compact is a call to companies everywhere to align their operations and strategies with Ten Principles in the areas of human rights, labour, the environment and anti-corruption.

The Academy is the UN Global Compact's digital learning platform helping corporate professionals around the world increase the knowledge and skills needed to accelerate sustainable business practices at scale.

The Foundation for the Global Compact is recruiting a Manager, Multimedia Design, Academy to support the Academy and our corporate sustainability audience. The Manager, Multimedia Design, Academy will play a critical role in producing creative assets (social media graphics, short videos, website banners, PDF brochures, etc), as well as support live stream/webinar events with production best practices.

A significant portion of the learning solutions we provide are video based instruction in both live and pre-recorded formats. This content is shared with participants globally through a learning management system (LMS) called Docebo.

This role will be cross functional and overlap with several teams including, marketing/communications, social media, global ops and IT.

DUTIES AND RESPONSIBILITIES

- Review and update graphic design assets for eLearning courses, sequencing of instruction, multimedia and graphic elements, and learning materials
- Support the editing of short videos and audio files
- Develop a working knowledge of the features and capabilities of The Academy's internal Learning Experience Platforms and Tech Tools (Docebo LMS, Salesforce, Zoom, MightyNetworks) to support both internal and external users.
- Strong written and oral communication skills
- Strong organizational skills and the ability to meet deadlines, prioritize, and work on multiple projects simultaneously with great efficiency and attention to detail.
- Possess a continuous learning attitude towards technology and finding new ways to leverage it

- Develop 'best practice' methodologies for educational live streams, webinars and tech tools leveraged by the Academy, and our power users (for example, Local Network admins)
- Use data and analytics to monitor platform effectiveness and efficiency and to inform future product roadmaps and updates.
- Ensure learning platforms meet required diversity, equity and inclusion, accessibility, and usability standards.

PREFERRED EXPERIENCE

- Working knowledge of HTML, CSS and/or other web design tools that help us customize online course content and the user experience.
- Working knowledge of Adobe Creative Suite (Photoshop, InDesign, Adobe Premiere)
- Learning Management Systems: 2+ years of experience working with LMS preferably –
- Leading the planning and production of live stream webinars via Zoom or similar platform
- Adobe creative suite experience creating social media assets and web graphics (banners, cards)
- Integrations & authentication: Experience managing integrations with RESTful APIs, SAML 2.0 user authentication, message based & batch process data transfers.

QUALIFICATIONS

- Minimum 5 years of relevant work experience
- A bachelor's degree in one of the following: visual design, marketing, education/teaching or other related fields
- Exceptional organizational, planning, and project management skills with demonstrated ability to manage multiple projects or activities and coordinate collaborative work processes involving multiple stakeholders
- Technical experience leveraging digital tools like Asana (or other PM tools), Slack, Google Suite, and Microsoft Office. digital and productivity applications and tools.
- Ability to work proactively in an ambitious and dynamic environment
- Exceptional written and oral communication skills in English are required.
- Speaking/writing skills in Spanish and/or French is desired.

CORE VALUES:

Integrity: Demonstrates the values of the United Nations in daily activities and behaviours; acts without consideration of personal gain; resists undue political pressure in decision-making; does not abuse power or authority; stands by decisions that are in the Organization's interest, even if they are unpopular; and takes prompt action in cases of unprofessional or unethical behavior.

Professionalism: Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; and remains calm in stressful situations.

Respect for Diversity: Works effectively with people from all backgrounds; treats all people with dignity and respect; treats men and women equally; shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making; examines own biases and behaviours to avoid stereotypical responses; and does not discriminate against any individual or group.

COMPETENCIES:

Professionalism: Knowledge of relevant UN Global Compact issue areas and workstreams; shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Accountability: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; and takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Technological Awareness: Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

BENEFITS

- Salary Range \$66,000 - \$80,000
- Retirement Plan – 15% employer contribution after 6 months of services with additional 7.5% matching option.
- Vacation Days - 30 paid days (6 weeks) per year.
- Paid Parental Leave

- Medical /dental/vision employee coverage

RECRUITMENT PROCESS

Please include the below documents in your email submission to hrrinquiries@unglobalcompact.org with the subject heading “**Manager, Multimedia Design, Academy**”:

- Cover letter
- Resume/ CV
- Web link to design portfolio

Applications will be accepted until **24 March 2023**.

Please note that candidates must be eligible to work in the United States.

Given the anticipated volume of submissions, we will likely only contact select candidates.

The Foundation for the Global Compact is committed to creating a diverse and inclusive environment of mutual respect. The Foundation for the Global Compact recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested.