

Foundation for the Global Compact

Job Opening | Coordinator, Sustainability Reporting



Posting Title: Coordinator, Sustainability Reporting

Department/Office: Foundation for the Global Compact

Duty Station: New York, NY

POSITION SUMMARY

The Communication on Progress (CoP) is the UN Global Compact's annual disclosure requirement for participating companies. It serves as the initiative's main accountability mechanism, providing a platform for business participants to disclose and showcase continuous progress on their commitment to the Ten Principles. The UN Global Compact has undertaken a comprehensive review of the CoP framework to update this integrity and accountability mechanism and adapt it to new trends in the market. This will contribute to better address the needs of participating companies of the UN Global Compact and their stakeholders.

To support with the successful operationalization and adoption of the enhanced CoP, the Sustainability Reporting Coordinator will work closely with other CoP team members to develop guidance materials for Global Compact Local Networks and participating companies. The candidate also will provide support to all global participants via the CoP HelpDesk and answer internal inquiries from different teams and Local Networks. The coordinator will also provide support for communications by developing briefs, talking points, presentations, and other required materials on the CoP. Additional projects may include content for UNGC Academy, scripts for short videos, and periodic website updates and emails to participating companies.

DUTIES & RESPONSIBILITIES

- Develop CoP guidance materials and other resources for Global Compact Local Networks and participating companies in collaboration with CoP team colleagues and other stakeholder teams;
- Provide support services (via CoP HelpDesk) to participating companies, Global Compact Local Networks and internal teams by fielding questions on the enhanced CoP regarding platform rollout and other administrative issues related to the CoP submission;
- Support the development and maintenance of programmes and procedures that help the CoP team manage and track information and data related to content development, feedback from sessions with stakeholders and other inputs that inform CoP strategy and operational activities;
- Support operational and marketing emails, including drafting communications, creating distribution lists and tracking inquiries post-delivery
- Help develop briefs, talking points, presentations and other materials required for communicating with various stakeholders;

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- Research latest trends related to ESG reporting and provide insights that contribute to the team's goals and the promotion of the enhanced CoP;
- Coordinate meetings, events, and trainings as needed.

COMPETENCIES

- Advanced university degree (e.g. Masters) or Bachelors degree in a field related to sustainability, corporate sustainability, communications, business management, international relations;
- At least 3-4 years of relevant work experience, including project management skills;
- Familiarity with ESG issues and sustainability reporting;
- Strong customer service experience and familiarity with CRM tools. Direct experience with Salesforce and/or Pardot (or similar bulk email communication tools) a plus
- Advanced proficiency in Excel, Word, PowerPoint; experience with recognized data and project management platforms (e.g. Asana)
- Excellent verbal and written English communication skills. Proficiency in other languages such as French or Portuguese valuable but not required;
- Ability to thrive in a fast-paced, complex environment and distill complex situations;
- Experience in client-facing role with strong stakeholder management skills;
- Proven ability to manage multiple priorities, meet deadlines, and thrive in a fast-paced environment;
- Familiarity with launching digital tools/products a plus;
- Strong organizational and time management skills

CORE VALUES:

- **Integrity:** Demonstrates the values of the United Nations in daily activities and behaviors; 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 behaviors to avoid stereotypical responses, and does not discriminate against any individual or group.

BENEFITS

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- Salary Range - \$51,000 - \$65,000
- 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 following materials in your e-mail submission to hrinquiries@unglobalcompact.org with the subject heading “**Coordinator, Sustainability Reporting**”

1. Cover Letter
2. Resume/CV

Applications to be accepted by **February 5h, 2024**

Given the anticipated volume of submissions, only highly qualified candidates will be contacted.
No phone calls or unsolicited emails outside of the submission process.

Applicants must be authorized to work in the United States. The Foundation for the Global Compact does not sponsor work visas.

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.