POSITION SUMMARY

The United Nations Global Compact is the world’s largest corporate sustainability initiative with over 23,000 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.

Social sustainability is about identifying and managing business impacts, both positive and negative, on people. The quality of a company’s relationships and engagement with its stakeholders is critical. Directly or indirectly, companies affect what happens to employees, workers in the value chain, customers and local communities, and it is important to manage impacts proactively. Our work on social sustainability covers the human rights and labour principles - the first to the sixth Principles of the UN Global Compact – including rights of specific groups: workers, women's empowerment and gender equality, children, indigenous peoples, people with disabilities, as well as people-centered approaches to business impacts on poverty.

The Foundation for the Global Compact seeks a highly motivated Social Sustainability Coordinator who can support the UN Global Compact Social Sustainability Team efforts in strengthening companies’ respect for human rights, labour rights and gender equality by embedding a principles-based approach into business operations.

The Coordinator, Social Sustainability reports into the Head of Social Sustainability, the United Nations Global Compact, working closely with the Manager, Labour Rights and Decent Work, the Manager and Senior Manager of Gender Equality and the Manager and Senior Manager of Human Rights

DUTIES AND RESPONSIBILITIES

The Social Sustainability Team Coordinator will be responsible for the following duties:

- With guidance from the Managers, Human Rights, Labour Rights and Gender Equality, coordinate the development and implementation of the UN Global Compact’s human rights, labour and gender workstreams.
- Assist with the conceptualization, development, monitoring and evaluation of initiatives to support companies to ensure they strengthen respect for human rights, including gender equality, and labour standards by embedding and implementing human rights
and labour principles of the UN Global Compact within all aspects of business operations.
• Contribute to and facilitate discussions on social sustainability issues in meetings.
• Support engagements with key UN agencies and partners focused on human rights, labour rights and gender equality, including OHCHR, ILO, UN Women, ITUC, IOE, the UN Working Group on Business and Human Rights, and other relevant agencies.
• Research, analyze and synthesize information on business and human rights, labour rights and decent work, and gender equality and women’s empowerment gathered from diverse sources.
• Draft written outputs such as talking points, presentations, key messages, briefing notes, sections of reports and studies, e-learning courses, and social media posts on social sustainability programmatic content.
• Support participation in the Global Compact’s engagements and key UN conferences and events including the Annual Forum on Business and Human Rights and the Commission on the Status of Women (CSW).
• Support coordination with the organization’s regional and local networks in 60+ countries on programmatic work across labour and decent work, gender equality and human rights.
• Support efforts to ensure increased uptake of UN Global Compact tools, e-learnings and other outputs.
• Perform other duties, as required.

COMPETENCIES

• Strong understanding of social sustainability or related field.
• Experience in programme management including programme design, monitoring and evaluating and reporting using the relevant frameworks.
• Demonstrating high attention to detail and skills in presenting and organizing information.
• Experience in research and drafting reports is a requirement.
• Experience managing multi-stakeholder partnerships and consultations.
• Work experience at a regional and/or international level is desirable.
• Strong attention to detail, organizational and programme management skills; ability to coordinate multiple projects at once

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.
Foundation for the Global Compact

Job Opening | Coordinator, Social Sustainability

- **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.

**EDUCATIONAL AND EXPERIENCE REQUIREMENTS**

- First degree (Bachelors or equivalent) preferably in International Affairs, Sustainability, Development, Economics, Political Science or related field is required.
- At least 4 years of work experience and minimum of one (1) year of relevant experience in project/programme management, administration, communication or relationship management. Experience working on issues related to corporate sustainability is preferred, and understanding of sustainability especially as it relates to UN-business collaboration is desirable.
- Proficiency in English is essential (full command on both spoken and written). Knowledge of other UN official languages would be desirable.

**BENEFITS**

- 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 email submission to UNGC1@unglobalcompact.org with the subject heading “Coordinator, Social Sustainability”:
  1. Cover Letter
  2. Resume/CV

- Applications will be accepted until 1 March 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.

*Please, no phone calls or unsolicited e-mails 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.

Interested in learning more about the UN Global Compact? Click here to sign up for our monthly Bulletin!