

Foundation for the Global Compact

Job Opening | Coordinator, Global Compact Academy



Posting Title: Coordinator, Global Compact Academy

Location: New York, NY

POSITION SUMMARY

The UN Global Compact is the largest corporate sustainability initiative in the world. With over 12,000 participants in more than 100 countries, the UN Global Compact has an unparalleled global reach and the exclusive opportunity to activate a diverse network of business, investors, Government, UN and civil society stakeholders to advance sustainable development.

The UN Global Compact Academy aims to provide corporate professionals around the world the knowledge and skills needed to accelerate and mainstream sustainable business practices at scale. To support these efforts, the UN Global Compact is seeking a dynamic colleague to play a key role in developing and growing our capacity-building portfolio globally.

The Coordinator will be responsible for coordinating the development of new training experiences and learning materials that provide powerful learning outcomes for a global corporate audience across key corporate sustainability topics, including the Ten Principles of the UN Global Compact and the Sustainable Development Goals. The Coordinator will facilitate the timely development of learning experiences in collaboration with internal issue experts, digital learning service providers, and external stakeholders and partners.

Candidates should have exceptional communication and collaboration skills, coordinate projects with acute attention to details, be an effective team player and be a super user across a range of productivity tools and applications.

DUTIES AND RESPONSIBILITIES

- Support the design and development of refreshed MVP an annual Academy portfolio of offerings aligned with the new 2021-2023 UN Global Compact Strategy.
- Manage the Academy online learning platform, including ongoing updating of the UN Global Compact Academy Platform including page structure, navigation tools, creation of courses, the upload of graphics into the platform, the support of IT integrations (where appropriate), and any other day to day support to ensure the platform is updated and designed for impactful user experience.
- Manage key translation processes required to increase the reach of the Academy, including the translation of priority sessions and related learning materials into French, Spanish, Portuguese, and Chinese.
- Assist in developing and managing new learning programmes designed to mainstream sustainability practices at scale. Coordinate across internal and



external teams (including Local Networks) to source content from relevant departments and stakeholders and developing and implementing systematic processes and procedures to do so.

- Support the marketing and roll-out of existing Academy offerings. Draft communications; prepare email campaigns, briefing documents, meeting summaries, and other communications.
- Manage and monitor the engagement of companies in Academy offerings; prepare regular reports on engagement and growth status. Create and manage online surveys, analyze results, summarize findings and recommendations; follow the survey output format to present findings in a PPT format
- Administer and serve as a focal point for Academy-related software accounts and required updates (online learning platform, zoom, mural etc.)
- Perform other administrative duties as required.

QUALIFICATIONS

- First degree or bachelors in business administration, international relations, social sciences, management, law or a related field.
- At least 4 years of relevant work experience
- Excellent communicator in English, both verbally and in writing.
- Strong analytic, problem-solving and project management skills.
- Super-user of digital and productivity applications and tools
- Flexible and service-oriented team player.

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

- Competitive Salary
- 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.
- Maternity leave - 16 weeks with full pay.
- Paternity leave - 4 weeks with full pay.
- Medical /dental/vision employee coverage

RECRUITMENT PROCESS

Please include the below documents in your email submission to hrinquiries@unglobalcompact.org with the subject heading “**Coordinator, Global Compact Academy**”:

- Cover letter

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- Resume/ CV

- Applications will be accepted until **8, October 2021**.
- 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 United States. The Foundation for the Global Compact does not sponsor work visas