

# Foundation for the Global Compact

Job Opening | Coordinator (Assistant to the Chief, Programmes)



**Posting Title:** Coordinator (Assistant to the Chief, Programmes)  
**Location:** New York, NY

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## 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.

Under the guidance of the Chief of Programmes, the Assistant will directly support the day-to-day activities and priorities of the Chief of Programmes.

## DUTIES AND RESPONSIBILITIES

- Support the Chief of Programmes with key engagements, projects and initiatives including coordination of day-to-day activities, tasks and liaising with various teams and units.
- Manage the calendar of the Chief of Programmes; coordinate the preparation of relevant materials, briefings and background documents for meetings.
- Coordinate the preparation of Chief of Programmes Team meetings; develop meeting summaries. Coordinate with issue and cross-cutting programmes sub-teams on inputs for internal and external meetings.
- Support the Chief in executing standard administrative functions (ie human resource tasks and other responsibilities).
- Monitor and prioritize incoming communications; prepare emails, letters and other communications and correspondences.
- Book travel arrangements; prepare itineraries; agendas and briefings.
- Draft slides, compile input to talking points and documents to support the Chief of Programmes and Programmes Team as needed.
- Conduct research and take on special projects.
- Exhibit a high degree of discretion as it relates to the safeguarding of confidential information.
- Other duties as required.

## 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

*Please, no phone calls or unsolicited e-mails outside of the submission process*

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

- 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

## EDUCATIONAL AND EXPERIENCE REQUIREMENTS

- **Education:** First degree (Bachelors or equivalent) preferably in business administration, international studies, management, economics, political science, social science or related field is required.
- **Work Experience:** At least 4 years of progressively responsible experience in project/programme management, administration and communications. Experience working on issues related to corporate citizenship and UN-business collaboration is desirable.
- **Languages:** Proficiency in English is essential (full command on both spoken and written). Knowledge of other UN official languages would be desirable.

## RECRUITMENT PROCESS

- Please include the following materials in your email submission to [UNGC1@unglobalcompact.org](mailto:UNGC1@unglobalcompact.org) with the subject heading **“Coordinator (Assistant to the Chief, Programmes)”**:
  1. Cover Letter
  2. Resume/CV
- Applications will be accepted until **.26 January 2024**

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- 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 note applicants must be eligible 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!**