Posting Title: Coordinator Environment and Climate, Programmes
Location: New York, NY

POSITION SUMMARY
The Foundation for the Global Compact seeks a highly motivated professional to support the Foundation on programmatic work related to corporate climate action and environmental sustainability. The Foundation for the Global Compact directly supports the United Nations Global Compact which is a call to companies to align strategies and operations with universal principles on human rights, labour, environment and anti-corruption, and take actions that advance societal goals.

DUTIES AND RESPONSIBILITIES
Support the implementation of the UN Global Compact Climate Action portfolio and connected issues:

- Develop Talking Points and Briefing notes and manage the work flow around briefing notes.
- Support the implementation of the “Think Lab on Just Transition”, including through background research, coordination and company tracking.
- Support strategic event planning, including drafting invitations, identifying speakers, coordinating with partners and sponsors, preparing speaker briefings, developing and disseminating follow up reports and communications, and organizing partner debriefs.
- Provide support to UN Global Compact meetings, conferences and workshops related to corporate climate action, including Stockholm+50, UN Global Compact Leaders Summit and COP27.
- Assist in designing upcoming Global Compact Academy sessions focused on corporate climate action.
- Develop talking points, newsletters, website and social media content, materials and resources as requested.
- Performs any other duties assigned by the supervisor.

COMPETENCIES
- 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 the audience. Demonstrates openness in sharing information and keeping people informed.
- Teamwork: Works collaboratively with colleagues to achieve organizational goals. Solicits input by genuinely valuing others’ ideas and expertise; is willing to learn from...
others. Places team agenda before personal agenda. Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

- **Planning and Organizing:** Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently.

**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.

**EDUCATIONAL AND EXPERIENCE REQUIREMENTS**

- First degree (Bachelors or equivalent) preferably in environmental management, business administration, management, communication, online marketing or related field is required.

- Minimum of three (3) years of relevant experience in project/programme management, administration, communication or relationship management and a minimum of one (1) year of relevant programme/project experience on environment or sustainability issues 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**

*Please, no phone calls or unsolicited e-mails outside of the submission process*
• 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 following materials in your e-mail submission to UNGC1@unglobalcompact.org with the subject heading “Coordinator, Environment and Climate, Programmes”:
  1. Cover Letter
  2. Resume/CV

• Applications will be accepted until 18 February 2022.
• 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

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

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.