

Foundation for the Global Compact

Job Opening | Coordinator, Accelerator Programmes



Posting Title: Coordinator, Accelerator Programmes

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 United Nations Global Compact is leading [Accelerators](#) to embed SDG-aligned practices deep into business operations and across the value chain to accelerate progress and impact for the 2030 Agenda. Available to participating companies of the UN Global Compact, the Accelerators are run in close collaboration with Global Compact Local Networks and are designed with a view to generating behavior change across a large number of companies at the local level - achieving maximum impact and scale. To support these efforts, the UN Global Compact is seeking a dynamic coordinator to play a key role in developing and growing our capacity-building portfolio globally.

The Coordinator will be responsible for coordinating and supporting the successful delivery of a portfolio of Accelerators: SDG Ambition, SDG Innovation for Young Professionals, Target Gender Equality, Climate Ambition Accelerator, and the Business and Human Rights Accelerator. These Accelerators run throughout the year, so the Coordinator will have a role in supporting development, implementation, participant engagement, Network support, and measurement of outcomes.

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

Overall support for Accelerator development, launch, and delivery including:

- Communication and coordination with Local Networks delivering Accelerators
- Manage the Academy online learning platform set-up for Accelerators and any other day to day support to ensure the platform is updated and designed for impactful user experience.
- Overseeing participant onboarding, including responding to inquiries and troubleshooting issues with access to technology
- Development of materials that support the technical components of Accelerator delivery (tutorials, how-tos, and tech support)

- 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
- Content and file management to ensure material updates are correct and readily available
- Coordination of regular webpage updates and video uploads to Youtube and Academy platform
- Manage and monitor the engagement of companies in Accelerators; 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
- Coordinate the funding requests and payments with Local Networks to support funding Accelerator delivery
- Support for analysis of Accelerator outcomes and M&E mechanisms (KPI tracking, impact measurement, case example development)
- Support the marketing and roll-out of Accelerator portfolio.
- Perform other administrative duties as required.

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.

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.
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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

Foundation for the Global Compact

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Please include the below documents in your email submission to hrrinquiries@unglobalcompact.org with the subject heading “**Coordinator-Accelerator Programmes**”

- Cover letter
- Resume/ CV

Applications will be accepted until 17 February 2023.

Given the anticipated volume of submissions, we will likely only contact select candidates.

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!