

# Foundation for the Global Compact

Job Opening | Coordinator, Communications (Graphic Design)



**Posting Title:** Coordinator, Communications (Graphic Design)

**Location:** New York, NY

**Job Type:** Full-time

## POSITION SUMMARY

As a key member of the Communications team reporting to the Communications Manager (Brand and Design), the Communications Coordinator (Graphic Design) will be responsible for designing impactful communications assets across print and digital platforms. Collaboratively, they will develop innovative, unique concepts for print, digital and web collateral that align with project goals and strategies, supporting internal and external partners while driving communications objectives forward.

## DUTIES AND RESPONSIBILITIES

- Ensure brand consistency in all design projects, adhering to brand guidelines.
- Conceptualize and design creative concepts for communications campaigns and deliverables.
- Understand project requirements and adhere to timelines.
- Create print, digital, and web assets, including banners, posters, publications, email campaigns, banner ads, social media graphics, brochures, infographics, web pages, motion graphics, illustrations, and presentations, among other communications collateral.
- Provide design support for digital, hybrid and in-person events.
- Take on additional projects as needed.

## REQUIREMENTS

- **Qualifications:**
  - Bachelor's degree in Graphic Design, Interactive Design, UX Design or a related discipline.
  - A least four years of full-time work experience as a graphic designer.
  - A portfolio showcasing design skills and creative executions.
- **Skills:**
  - Advanced proficiency in:
    - Adobe Creative Suite (Photoshop, Illustrator, InDesign, Acrobat and Adobe XD).
    - PowerPoint and template design.
    - Layouts, graphic fundamentals, typography and print and web design.
    - Executing motion and video production projects (editing a plus).
    - Wireframing and website design best practices.
    - Both Mac and PC systems.
  - Familiarity with:
    - Motion graphics/animation using tools like Adobe Premiere, After Effects, screen recording and video editing.
    - Figma and Canva.
    - Coding languages and HTML.

- Social media trends.
- **Traits:**
  - Up to date with design trends and tools.
  - Exceptional attention to detail.
  - Collaborative, team-oriented and collegial mindset.
  - Excellent communication skills.
  - Flexibility and motivation.
- **Language:** Proficiency in English is essential (full command of both spoken and written). Knowledge of other UN official languages is a plus.

## 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 behaviour.
- **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.

## BENEFITS

- Salary range: Salary Range - \$51,000 - \$65,000
- Retirement plan: 15 per cent employer contribution after six months of services with additional 7.5 per cent matching option.
- Vacation: 30 paid days (six weeks) per year.
- Paid parental leave.
- Medical, dental and vision employee coverage.

## RECRUITMENT PROCESS

- Please include the following materials in your e-mail submission to **[hrrinquiries@unglobalcompact.org](mailto:hrrinquiries@unglobalcompact.org)** with the subject heading “**Coordinator, Communications (Graphic Design)**”:
  1. Cover Letter
  2. Resume/CV
- Applications will be accepted until **17 August 2023**.
- Given the anticipated volume of submissions, only highly qualified candidates will be contacted. No phone calls or unsolicited emails outside of the submission process.

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- 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!**