

Foundation for the Global Compact

Job Opening | Coordinator, Communications (Social Media)



Posting Title: Coordinator, Communications (Social Media)

Location: New York, NY

POSITION SUMMARY

The Coordinator, Communications (Social Media), will contribute to communicating the mission and work of the United Nations Global Compact in particular through social media advocacy, project management and reporting/analysis. Under the guidance of the Chief of Communications and Social Media Manager, the Coordinator will be responsible for the following duties:

- Social media content creation and execution
- Drafting, editing and proofreading
- Digital communications innovation
- Social media monitoring and reporting

DUTIES AND RESPONSIBILITIES

- **Content Creation**
 - Support the population of UN Global Compact social media accounts such as Facebook, Instagram, LinkedIn, Twitter and YouTube
 - Support communications campaigns through creating content for social media, email, website and other relevant channels in alignment with the overall organizational strategy
 - Provide diverse content tailored to the needs of each communications channel
 - Work together with country-based offices known as Global Compact Local Networks to localize global campaigns and vice versa
- **Drafting, Editing and Proofreading**
 - Draft, edit and proofread a wide range of communications materials especially for digital assets, social media, website and email. Tone of voice as well as the look and feel to follow UN Global Compact brand guidelines
- **Digital Communications Innovation**
 - Under the guidance of the Senior Graphic Designer, create digital assets and templates primarily for social media, email and website
 - Coordinate with partners, the broader United Nations Social Media group and Global Compact Local Networks in the sharing of digital assets
- **Monitoring and Reporting**
 - Support the development of quarterly analytics reports that measure reach and engagement across communication channels including social media and media
 - Adapt social media plans based on quarterly reports to increase performance

RESULTS EXPECTED

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

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- Overall, the Coordinator, Communications (Social Media) will provide reliable support to all social media activities of the UN Global Compact through delivering high-quality content appropriate to each platform and tracking and reporting on the results.
- Specifically, they will:
 - Support the overall social media strategy and various campaigns
 - Contribute to core communication efforts through good research, well-written copy and timely preparation and distribution of content to target audiences
 - Align content with the UN Global Compact brand guidelines to convey a strong and consistent brand
 - Share social media content with Global Compact Local Networks
 - Effectively and promptly liaise and interact with colleagues and relevant parties internally and externally

COMPETENCIES

- **Social Media**
 - At least two years of experience drafting and scheduling posts for major social media platforms including Facebook, Instagram, LinkedIn, Twitter and YouTube
- **Graphic Design**
 - Basic knowledge of HTML layout and website
 - Knowledge of Adobe Suite (including Photoshop, Illustrator and InDesign) to create digital assets
- **Monitoring and Reporting**
 - Expert in evaluation and developing communications performance reports on media, social media, website, emails and newsletters
- **Other Technical Skills**
 - Proficient in Excel especially using functions such as V-Look up, creating charts and effective timelines and sorting database
 - Proficient in Microsoft Suite (including PowerPoint and Word)

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

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- First degree (Bachelors or equivalent) is required.
- Minimum of two (2) years of relevant experience in communications and social media content management.
- Proficiency in English is essential (full command on both spoken and written). Knowledge of other UN official languages would be desirable.

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 following materials in your e-mail submission to HRInquiries@unglobalcompact.org with the subject heading "Coordinator, Communications (Social Media)."

1. Cover Letter
2. Resume/CV

- Applications will be accepted until **11 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.

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?
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