Job Title: Coordinator, Marketing

Unit: Marketing

Location: New York, NY

RESPONSIBILITIES
The Coordinator, Marketing, will support the efforts of the Foundation for the Global Compact to attract more businesses to join the UN Global Compact initiative and to contribute to the delivery of the UN Sustainable Development Goals (Global Goals).

As a Marketing Coordinator specializing in Pardot, you will be an integral part of our dynamic marketing team, working closely with the Senior Marketing Manager. Your primary responsibilities will include:

- Support the execution of a variety of marketing tactics, including but not limited to webinars, podcasts, blog posts, email marketing, social media, thought leadership, digital advertising, sales enablement, and events.
- Support content marketing initiatives aimed at driving traffic, engagement, and leads. This will contribute to both recruitment and participant retention efforts.
- Utilize your advanced expertise in Pardot to plan, implement, and execute effective marketing campaigns in coordination with Salesforce.
- Support the development of marketing assets to facilitate the smooth launch and communication of new, leading-edge sustainability programs, training and support to businesses that are developing and delivering their sustainable development strategies and plans.
- Manage the UN Global Compact marketing calendar to prepare for upcoming activities, manage campaign timelines, schedules and communications to key stakeholders.
- Analyze data and pull marketing reports to monitor the progress of campaigns.

QUALIFICATION

REQUIREMENTS

- A first-level university degree in marketing, business administration, management, economics or related field.
- A minimum of 2 years of experience in Pardot and Salesforce, including the execution of campaigns.
- Ability to manage multiple projects from start to finish.
- Excellent written and verbal communication skills.

DESIRABLE

- Familiarity with project management tools like Asana.
- Analytical thinker with experience in data-driven marketing.
Foundation for the Global Compact
Job Opening | Coordinator, Marketing

- B2B marketing experience in private sector.

If you are a highly motivated marketing professional with advanced Pardot expertise and a passion for delivering impactful marketing campaigns, we invite you to join our team and contribute to our mission-driven organization.

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.

BENEFITS

- Salary Range $56,000 - $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

Please include the following materials in your e-mail submission to

**UNGC1@unglobalcompact.org** with the subject heading “Coordinator, Marketing”

1. Cover Letter
2. Resume/CV

- Applications will be accepted until **27 October 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.
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!