Posting Title: Coordinator, Registration and Logistics, Strategic Events
Department/Office: Foundation for the Global Compact
Duty Station: New York, NY

OVERVIEW:
The UN Global Compact convenes businesses and other stakeholders to drive corporate action on the UN Sustainable Development Goals. These convenings range from large global events with a large global audience to intimate local or regional convenings, around key global issues (such as Living Wage, Climate Action, Sustainable Finance). The Coordinator, Registration and Logistics, Strategic Events position is key to ensuring the UN Global Compact delivers exceptional experiences for attendees.

The Events team, led by a Head of Events, oversees the delivery of a key strategic engagement method for our stakeholders. This position will contribute to the production and execution of UN Global Compact flagship events by ensuring our registration experience is flawless for attendees and that our logistics are well supported at UN Global Compact events. Key responsibilities include creating the registration flow for all Strategic Events, reporting on registration performance, coordinating with vendors and venues, and supporting onsite events. The coordinator will work closely with the Manager, Strategic Events to ensure delivery of department KPIs. Additionally, the coordinator will work closely with the Participant Engagement team to ensure customers’ needs are being addressed in a professional and timely manner.

This is a great opportunity for someone interested in developing their career in the nonprofit, events, marketing and international development sectors. Experience and knowledge of the SDGs, corporate sustainability, or the global event sector is preferred but not required.

ABOUT THE UN GLOBAL COMPACT:
The UN Global Compact is the largest corporate sustainability initiative in the world. With over 15,000 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 create the world we want. Each year the UN Global Compact hosts a series of flagship events that build on our unique principles-based approach, anchored in United Nations conventions and resolutions, to elevate our brand and raise the sustainability platform, showcase core programmatic work and unveil the latest intelligence in corporate sustainability. These events are designed to connect leaders, promote best practices and create partnerships for lasting change.

JOB DESCRIPTION:

Main Responsibilities: Registration; Reporting; Customer Service; Logistics; Operational Support
Registration:

- Coordinate with Manager, Strategic Events and relevant teams, including Programmes, Local Networks, Participant Engagement to determine fields required in the registration flow and the timeline for deployment.
- Approach all registration build outs with an eye for the best customer experience.
- Create and test all registration build outs to ensure accuracy in accordance with key milestones and delivery dates.
- Obtain relevant access badges for attendees, collaborating with UN security, for annual Private Sector Forum.
- Work with badging vendor to ensure data has been integrated appropriately and accurately.
- Oversee event registration onsite at flagship events, coordinating with staff to deliver an exceptional check in experience.
- Set event registration policies and ensure they are adequately communicated in event materials.

Reporting:

- Maintain accurate and up to date reports on all event registrations.
- Provide key partners across the organization with updates on registration as requested.

Customer Service:

- Maintain event FAQs so that teams across the organization (e.g. Participant Engagement, Local Networks) can communicate key information to attendees and answer customer service inquiries.
- Support customers in their registration journey as needed.

Logistics:

- Coordinate with Manager, Programming and Engagement, Strategic Events to support any travel required for events.
- Assist in vendor management, including in support of budget reconciliation for events.
- Coordinate purchase of supplies and shipping as needed to and from events.
- Maintain event supply inventory.

Operational Support:

- Work closely with Head and other team members to share event registration reports and identify trends to inform budget planning.
- Consider opportunities to streamline workflows and improve processes.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS

- At least 3 years of relevant work experience OR relevant advanced degree in Events, Business or Non-Profit Management, Sustainability, Political Science required
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- Undergraduate degree is required
- Programmatic knowledge of SDGs, Corporate sustainability preferred
- Background in events, customer service, communications or corporate sustainability in the private sector, civil society, or UN agency preferred
- Excellent written and verbal communication skills required
- Customer service mindset, with excellent interpersonal skills
- Self-starter, ability to work independently and collaboratively
- Positive and proactive team member
- Highly organized with a strong attention to detail
- Familiar with commonly used registration systems (Swoogo, Salesforce, etc.)
- Creative with a mindset for continuous improvement in our work
- Aligned with the values and behaviors of the UN Global Compact
- Flexible and service-oriented team player
- Ability to travel as needed both domestically and internationally (up to 3 times per year)

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 $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.
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- Paid Parental Leave
- Medical/dental/vision employee coverage

RECRUITMENT PROCESS
Please include the below documents in your email submission to hrinquiries@unglobalcompact.org with the subject heading "Coordinator, Registration and Logistics, Strategic Events":
- Cover Letter
- Resume/ CV

Applications will be accepted until 1 November 2023

Please note that candidates must be eligible to work in the United States.

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

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.