

# Foundation for the Global Compact

Job Opening | Coordinator, Chief of Staff Team



**POSTING TITLE:** Coordinator, Chief of Staff Team

**LOCATION:** New York, NY

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## 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.

Under the guidance of the Chief of Staff, the Coordinator will provide administrative and project support to the Chief of Staff Team and coordinate internal organization communications channels to ensure the successful functioning of the Chief of Staff team and support coordination efforts across the UN Global Compact initiative.

## DUTIES AND RESPONSIBILITIES

The Coordinator, Chief of Staff Team is a position to support senior leadership, enabling the Chief of Staff to execute strategic work while ensuring operational rigor. The Coordinator is responsible for the development, coordination and implementation of three key areas: 1) Administrative support to the Chief of Staff and Chief of Staff Team, 2) Internal Communications and Engagement and 3) Special Projects.

Responsibilities include:

1) Administrative and project support for the Chief of Staff and Chief of Staff team:

- Manage the Chief of Staff's schedule; coordinate the preparation of relevant materials and background documents for meetings
- Coordinate the preparation of Chief of Staff Team meetings and, as needed, develop meeting summaries/action items
- Execute administrative functions related to Chief of Staff mission travel: book travel arrangements; prepare itineraries; agendas and briefings
- Develop slide decks, briefings and documents to support the Chief of Staff, as needed
- Provide support to Chief of Staff Team, as needed
- Update and maintain Chief of Staff Team resources, including on digital platforms such as Asana
- Exhibit a high degree of discretion as it relates to safeguarding confidential information

2) Support to Board Relations Unit:

- Support the organization of biennial Board Meetings, overseeing logistics

details to ensure successful events

- Regular communications and support to Board Members in their role as advocates for the Global Compact including the annual evaluation process and onboarding of new Members, in line with the Terms of Reference
- Develop and execute some internal communications for the organization, including
- Moderate all office-wide emails and provide oversight of all-staff communications
- Develop the agenda, confirm speakers, provide support and compile follow-up/ action items for monthly All Staff Compact Hour meetings involving Local Networks from around the world
- Develop agenda, provide support and provide follow-up/ action items for Headquarter All Staff Get Connected meetings
- Coordinate and support execution of All Staff Brown Bag lunches
- Coordinate and support Town Halls (two per year), including additional programming around the meetings
- Coordinate, develop agenda and support UN Global Compact Staff Town Hall with UN Deputy Secretary-General (once per year)
- Develop Executive-level talking points and communications for internal platforms
- Collaborate with Global Operations team to develop HQ Comms Corner on Internal Hub
- Explore ways to enhance communication between the Executive Management Team, UNGC staff at HQ and GC Local Networks around the world; consider ways that internal communications functions could be altered and/or streamlined to better encompass the UN Global Compact values

3) Support on cross-functional organizational projects as needed:

- Develop work plans and coordinate special projects under the portfolio of the Chief of Staff, as they arise;
- Act as team focal point for liaising and coordinating collective team input to initiatives across the organization;
- Conduct research and analysis, develop deliverables and coordinate cross-office input and alignment based on the project needs.

## **RESULTS EXPECTED:**

The Coordinator will provide reliable, proactive support to the Chief of Staff and Chief of Staff Team, consistently managing a range of internal communications processes and special projects. The Coordinator will be a self-starter anticipating the needs of the Chief of Staff Team, with the ability to work autonomously in a fast-paced environment. The Coordinator will additionally provide support to the overall functioning of the Board of the Global Compact, providing the Secretary-General with strategic guidance on the Global Compact and successful execution of two Board Meetings on an annual basis.

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

## EDUCATIONAL AND EXPERIENCE REQUIREMENTS

- Education: University degree in business administration, management, economics or a related field is required.
- Work Experience: At least 4 years of experience in project/programme management, administration, or communications. Experience working on issues related to corporate sustainability and UN-business collaboration is desirable.
- Languages: Proficiency in English is essential (full command on both spoken and written). Knowledge of other UN official languages would be desirable.
- Proficiency in Google Suite and Microsoft Office Suite required.
- High quality drafting and interpersonal skills are essential.
- Able to establish a high level of trust and confidentiality internally, and credibility externally.
- Experience in operating across multiple time zones and with distributed teams is desirable.

## RECRUITMENT PROCESS

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- Please include the following materials in your email submission to [UNGC1@unglobalcompact.org](mailto:UNGC1@unglobalcompact.org) with the subject heading **“Coordinator, Chief of Staff”**:
  1. Cover Letter
  2. Resume/CV
- Applications will be accepted until **.26 January 2024**
- Given the anticipated volume of submissions, only highly qualified candidates will be contacted. No phone calls or unsolicited emails outside of the submission process. Please note applicants must be eligible 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!**