POSTING TITLE: Coordinator, Communications
LOCATION: New York, NY

POSITION SUMMARY

The Coordinator of Communications will play a vital role in a team communicating the mission and work of the United Nations Global Compact, mainly through project management and reporting/analysis.

Under the guidance of the Senior Communications Manager, the Coordinator will be responsible for the following duties:

- Project management will be the primary responsibility
- Campaign coordination and impact measurement
- Writing, editing and proofreading
- Conduct research, analyze, and interpret pivotal information on KPIs, raw data and keywords
- Communication monitoring and reporting

DUTIES AND RESPONSIBILITIES

**Project Management**
- Asana expertise and ability to become the first point of contact for Asana form requests
- Manage the production of day-to-day projects and foster collaboration amongst team members and colleagues
- Create project timelines and oversee projects from initiation to completion
- Be the main point person for projects and ensure team members are informed of roles, responsibilities and deadlines
- Build and sustain effective communication with project stakeholders
- Manage day-to-day work with in-house and/or external designers, video producers and editors, photographers, translators
- Support higher-level staff with new projects and initiatives
- Provide digital support by sending out email communications through Pardot and Salesforce

**Content Creation**
- Draft content for website and social media
- Follow proper and effective SEO practices
- Manage and execute website updates
- Manage video content and video archive
- Work with design and social media teams on campaigns
- Conduct digital tracking analytics and reporting actions to produce better, curated content
- Use Google Analytics for keyword research

**Writing, Editing and Proofreading**

Please, no phone calls or unsolicited emails outside of the submission process
Draft, edit and proofread various communications materials, especially for digital assets, social media, website and email text. The tone of voice, as well as the look and feel, follow UN Global Compact brand guidelines.

- Follow the UN Global Compact tone of voice, feel, and overall brand guidelines
- Advise on key messages that best resonate with the broader audiences

**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**

**RECRUITMENT PROCESS**

Please include the following materials in your email submission to hrinquiries@unglobalcompact.org with the subject heading “Coordinator, Communications”

1. Cover Letter
2. Resume/CV

Applications will be accepted until **5 April 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.

**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.

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