Posting Title: Coordinator, Communications, PRME
Location: New York, NY

POSITION SUMMARY
We are seeking a creative communications professional to work for a global community of academic scholars, researchers and educators in business schools around the world. We are looking for a professional and innovative colleague with a track record of success in serving a community with relevant communications and news as well as in planning and executing marketing campaigns and with understanding of communications to a community of business school scholars.

The PRME Coordinator of Communications will support the PRME communication strategy to build our brand and get our messages out via our various communication channels including social media, email campaigns, and the website. This position will also have the opportunity to support the development of a marketing funnel to recruit new schools to the community. The dedicated PRME Coordinator of Communications will engage with multiple stakeholders and will understand how to navigate language that appeal across geographies and business school academic environments such as deans, professors and students as well as corporate executives.

Under the guidance of the PRME Senior Manager of Communication – and in strong collaboration with the entire PRME Secretariat, the PRME Coordinator of Communications will support the PRME movement by creating compelling content, amplifying the work of our community, and promoting the value proposition of PRME.

DUTIES AND RESPONSIBILITIES:

● Contribute to devising PRME’s communication and marketing strategies as well as implementing those strategies to enhance PRME’s value proposition
● Support content development for email channels, the website, and Global Forum
● Develop, lead, and execute the social media strategy as well as support the community social media presence
● Support the production of PRME publications, specifically the annual report, which includes project management and writing and editorial support
● Support the drafting and editing of press releases, quotes, and talking points
● Measure PRME communication impact and prepare presentations of those measurements
● Liaise with the community to generate content pipelines for the global communication channels
● Support the development and execution of a marketing funnel
● Create a consistent editorial style with appeal to our academic audience that will serve the voice for PRME in alignment with UNGC
● Identify news and media opportunities
● Coordinate content publishing on the website
● Support the Senior Manager of Communications with the PRME Global Forum by developing communication assets, a social media kit, and liaising with promotional partners
● Additional projects, as assigned
EXPECTED OUTCOMES:

- Take our social media strategy to the next level with compelling, shareable content that focuses around our community but also engages in important UN moments such as UN days, UNGA, HLPF, and COP.
- Increased engagement of PRME social media channels.
- Mobilization and measurable improvement of PRME community engagement in PRME email and website communications.
- Assessing/measuring PRME communication progress.
- Clear marketing funnel established with innovative and exciting ways to bring PRME to new schools.

COMPETENCIES:

- Solid understanding of communications, marketing, journalism, and news media is required.
- Proven experience of working with communications in a higher education context.
- Experience managing academia participation at events, incl. communication with researchers and educators in higher education.
- Demonstrated initiative and ability to work independently but equally comfortable working in a diverse team environment and often under deadline pressure.
- Experience mobilizing and working with a range of diverse partners to generate the best results on deadline and within budget.
- Must be able to manage multiple priorities (including content management demands), communicate status appropriately, and maintain a high level of operational transparency and accountability.
- Delivers graphics that are visually appealing and in line with company brand guidelines.
- Delivers to clear goals within strategies. Identifies priority activities and assignments, allocates appropriate time and resources, tracks progress and adjusts priorities as required.
- Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary.
- Innovative and open to learning new things.

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
Foundation for the Global Compact
Job Opening | Coordinator, Communications, PRME

- **Education:** Bachelor’s degree (e.g. in Education, Management, Business Administration, Communications, or other social sciences) is required as a minimum.

- **Work experience:** 4 years of relevant work experience. Experience working with sustainable development is required. Preferably experience related to higher education. Experience in project management and stakeholder coordination are essential.

- **Language:** Fluency in English is essential (full command of both spoken and written). Experience working in multilingual environments is preferred.

- **IT Experience:** Proficiency in MS Office Package, Google Drive, and Canva is essential. Experience with social media platforms, Adobe Create Cloud, CMS, Pardot, and other digital and project management tools is desirable.

**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 UNGC1@unglobalcompact.org with the subject heading “Coordinator, Communications, PRME”:
  1. Cover Letter
  2. Resume/CV

- Applications will be accepted until **16 September 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.