

Foundation for the Global Compact

Job Opening | Coordinator, Project Manager, Communication on Progress (CoP)



Posting Title: Coordinator, Project Manager, Communication on Progress (CoP)
Department/Office: Foundation for the Global Compact
Duty Station: New York, NY

OVERVIEW:

The Communication on Progress (CoP) is the UN Global Compact's annual disclosure requirement for participating companies. It serves as the initiative's main accountability mechanism, providing a platform for business participants to disclose and showcase continuous progress on their commitment to the Ten Principles. The UN Global Compact has undertaken a comprehensive review of the CoP framework to update this integrity and accountability mechanism and adapt it to new trends in the market. This will contribute to better address the needs of participating companies of the UN Global Compact and their stakeholders.

Reporting to the Head of Reporting, the Coordinator, Project Manager will support the successful operationalization and adoption of the enhanced CoP and perform project management duties. This role will work closely with Technology team members and IT vendors supporting the planning, coordinating, and monitoring of CoP-related technical requirements and implementation. As project manager, the Coordinator will support the CoP Product Owner and the broader team by updating procedures and keeping track of deliverables, roadmaps and key milestones. The Coordinator will also support research for different technical solutions in the market, prepare budgets and field technical questions from participating companies as needed.

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.

DUTIES AND RESPONSIBILITIES

- Develop project work plans and ensure technical needs and requirements agreed upon by the Reporting and Technical teams and vendors are met for a successful implementation of the Communication on Progress digital platform.
- Track digital platform development and ensure deadlines are met by working in collaboration with all other relevant teams. Keep track of progress via an internal project management tool, provide updates within and across teams, and escalate issues as

necessary. Provide regular reports and assessments on meetings and progress, highlighting dependencies and roadblocks as well as timelines and deliverables at risk.

- Establish and maintain relationships with IT vendors and relevant stakeholders, providing day-to-day contact on project status and changes. Coordinate changes in vendor contracts and provide recommendations for additions/improvements to increase efficiency.
- Conduct research into platform and vendors and prepare and maintain detailed feedback reports for senior members of the team.
- Support the fielding of technical questions from participating companies and prepare communication materials and guidelines for companies to improve customer journey. Collaborate closely with other members of the team and Local Networks.
- Manage and prepare budget, overseen by Head of Reporting.

COMPETENCIES

- Bachelor's degree
- 4 years of relevant project management work experience; familiarity with the ESG space and sustainability reporting
- Familiarity with launching digital tools/products
- Experience with Salesforce and Pardot is a plus
- Experience in client-facing role with strong stakeholder management skills and a can-do, eager-to-learn attitude
- Experience with agile ways of working (incl. processes, meetings, tools, materials) and working in cross-functional teams
- Ability to thrive in a fast-paced, complex environment and distill complex situations; proven ability to manage multiple priorities and meet deadlines
- Strong organizational and time management skills

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

RECRUITMENT PROCESS

Please include the below documents in your email submission to **hrinquiries@unglobalcompact.org** with the subject heading “**Coordinator, Project Manager, Communication on Progress (CoP)**”

- Cover Letter
- Resume/ CV

Applications will be accepted until **25 March 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.