Posting Title: Coordinator, Foundation Operations

Location: New York, NY

POSITION SUMMARY

The UN Global Compact is the world’s largest sustainability initiative, with over 15,000 participating companies. It enables and supports companies across all sectors, geographies and sizes in their efforts to keep the promise of the Sustainable Development Goals.

The Foundation for the Global Compact is seeking a Coordinator to support the Foundation Operations within the Foundation team.

DUTIES AND RESPONSIBILITIES:

Office & Building

- Manage storage room to ensure its properly maintain.
- Sort and distribute incoming mail and package(s) to UNGC staff.
- Ordering supplies for UNGC office in a timely matter
- Manage mailing process via FEDEX and UPS including scheduling pick-ups

Onboarding & Staff

- Assist with the development and implementation of all onboarding procedures and trainings.
- Order Business Cards for new and existing employees

People & Culture

- Plan and organize special events (including unplugged hour) for staff to promote a positive work culture.
- Manage and promote the UNGC Gratitude board
- Assist with catering for special meetings and events as needed.

Please, no phone calls or unsolicited e-mails outside of the submission process
Administrative

• Organize and prepare for meetings, including gathering documents, creating presentations, and attending to logistics of meetings on behalf of the Managing Director.

• Draft, review and send communications on behalf of the Managing Director.

• Maintain various records and documents

• Perform other as assigned by the People and Culture Team and the Manager, Foundation Operations

• Attend People and Culture Team Meeting once a month to provide update(s) regarding Foundation Operations.

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

• At least four (4) years of relevant work experience
Foundation for the Global Compact

Job Opening | Coordinator, Foundation Operations

- Proficiency in English is essential (full command of both spoken and written). Knowledge of other official UN languages would be desirable.

RECRUITMENT PROCESS

Please include the following materials in your e-mail submission to hrinquiries@unglobalcompact.org with the subject heading “Coordinator, Foundation Operations”.

- Cover Letter
- Resume/CV

- Applications will be accepted until 3 August 2022.
- 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 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.