

Foundation for the Global Compact

Job Opening | Coordinator, Communications - PRME



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 writing skills and experience in identifying and pitching stories, op-eds and interviews with understanding of communications to a community of business school scholars.

The PRME Coordinator of Communications (including media and social media) will contribute to develop and will implement corporate communications strategies to build our brand and get our messages out via traditional and social media channels. 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 Manager of Engagement – and in strong collaboration with the entire PRME Secretariat – as well as in support by the UN Global Compact Chief of Communications, the PRME Coordinator of Communications will support the PRME movement by creating media opportunities and compelling social media content. She/he will also be adept at handling integrity issues, crisis communications and advising on reputational risk.

DUTIES AND RESPONSIBILITIES

- Contribute to devising communication strategies to enhance PRME's reputation as the world's largest organized relationship on sustainability between the United Nations and responsible management education institutions – and implement those strategies
- Guide content development, proactive media relations, event participation, speaking opportunities, and earned media, social media, and media events
- Identify communications initiatives and opportunities that position the Head of PRME (and CEO of UN Global Compact) as thought leaders on corporate sustainability
- Develop strategy for media and social media opportunities to help amplify event and advance the organization's mission
- Support the production of a series of PRME publications, research and reports as well as support communication of PRME programs such as (i5) Leaders Development.
- 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
- Write press releases, quotes, talking points and other briefing notes for the Head of PRME and senior leaders
- Develop and advise the Head of PRME and PRME Regional Chapters on messaging opportunities and priorities

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

Foundation for the Global Compact

Job Opening | Coordinator, Communications - PRME



- Measure PRME communication impact: Leverage analytics and metrics in planning and evaluating external communications activities, taking a data-driven approach to communications efforts
- Address needs for rapid response activities (including crisis and reputation management) as well as larger, longer-term communications initiatives
- Engage Media and Social Media assistance from the PRME community
- Coordinate daily communications with PRME website developers
- Additional projects, as assigned

RESULTS EXPECTED

- Increased positive coverage of PRME and our priorities in top-tier media.
- Improved and coordinated communications with UN Global Compact.
- Professionalization of PRME Secretariat communication material, including content and presentations on PRME Secretariat website.
- Mobilization and measurable improvement of PRME community engagement in PRME communications
- Develop PRME social media strategy and take it to the next level with compelling, shareable content for our website and social media platforms including LinkedIn, Twitter, Instagram and Facebook with careful respect for our main audiences.
- Assessing/measuring PRME communication progress.

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

Education:

Master's degree (e.g. in Education, Management, Business Administration, Communications, or other social sciences) is required as a minimum.

Work Experience:

- 3 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.
- Solid understanding of communications, marketing, journalism, news media is required.
- Proven experience of working with communications in a higher education context
- Proven track record of 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 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.

- **Language:** Excellence in English is essential (full command of both spoken and written). Knowledge of other languages is desirable.
- **IT Experience:** Proficiency in MS Office Package (e.g. Word, Power Point, Excel, etc.) is essential. Experience with social media platforms, Adobe Creative Cloud, CMS, and other digital and project management tools is desirable.
- **Personal skills:** strong interpersonal and collaborative skills, strong organizational skills and ability to prioritize a varied workload, strong problem-solving skills, analytical skills, and attention to detail

BENEFITS

- Competitive Salary
- 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.
- Maternity leave - 16 weeks with full pay.
- Paternity leave - 4 weeks with full pay.
- Medical /dental/vision employee coverage



RECRUITMENT PROCESS

- Please include the following materials in your e-mail submission to hquiries@unglobalcompact.org with the subject heading: **Coordinator, Communications - PRME:**
 - Cover Letter
 - Resume/CV
- Applications will be accepted until **1 February, 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.**

Interested in learning more about the UN Global Compact? Click [here](#) to sign up for our monthly Bulletin!

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.