POSITION SUMMARY

As a key member of the Communications team reporting directly to the Senior Graphic Designer and Brand Manager, the Communications Coordinator (Graphic Design) will be responsible for designing various communication assets across print and digital platforms. The Communications Coordinator (Graphic Design) will assist with developing unique, original concepts for print, digital and web collateral that meet specific project goals and strategies, supporting both internal and external partners and their business goals.

DUTIES AND RESPONSIBILITIES

- Maintain design brand consistency throughout all design projects following the brand guidelines
- Propose and design creative concepts for communication campaigns and deliverables
- Understand project requirements and timelines
- Execute the design of print, digital and web assets such as but not limited to banners, posters, publications, email campaigns, banner ads, social media graphics, brochures, infographics, web pages, motion graphics, illustrations, presentations and other communications collateral
- Support the design of digital, hybrid and in-person events
- Take on additional projects, as assigned

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**

• Bachelor’s degree in Graphic Design, Interactive Design, UX Design, or related discipline
• 4 years of full-time work experience as a designer
• A portfolio that showcases design skills and creative executions
• Advanced proficiency in key design applications: Adobe Creative Suite (Photoshop, Illustrator, InDesign, Acrobat, Adobe XD)
• Must be familiar with current social media trends and able to deliver creative graphics
• Expert user of PowerPoint and template design
• Familiarity with motion graphics/animation (Adobe Premiere, After Effects, screen recording and video editing)
• Familiarity with Figma and Canva
• Familiarity with coding languages and HTML
• Knowledge of layouts, graphic fundamentals, typography, print and web
• Computer fluency in Mac and PC
• Ability to execute motion and video production projects and editing is a plus
• Understand wireframing and design of website while utilizing best practices
• Up to date on design trends and tools
• Exceptionally detail-oriented
• Collaborative, team-oriented and collegial
• Great communication skills, flexible and motivated

**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

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

• Please include the following materials in your e-mail submission to UNGC1@unglobalcompact.org with the subject heading “Coordinator, Communications (Graphic Design)”
  1. Cover Letter
  2. Resume/CV

• Applications will be accepted until 15 April 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.

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

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