Posting Title: Coordinator, Gender Equality
Location: New York, NY

POSITION SUMMARY

The Foundation for the Global Compact seeks a highly motivated professional to support the Foundation on programmatic work related to gender equality and social sustainability. The Foundation for the Global Compact directly supports the United Nations Global Compact which is a call to companies to align strategies and operations with universal principles on human rights, labour, environment and anti-corruption, and take actions that advance societal goals.

DUTIES AND RESPONSIBILITIES

- Support the implementation of the UN Global Compact Gender Equality strategy.
- Monitor inquiries related to the Women’s Empowerment Principles (WEPs); coordinate communications with UN Women; prepare presentations and communications on the WEPs; coordinate with Global Compact Local Networks to support WEPs related activities.
- Manage the WEPs Gender Gap Analysis tool; collect and analyze data; contribute to the preparation of the Global Trends Report; respond to inquiries; liaise with partners and web developer.
- Support priority gender equality programmes and initiatives including Target Gender Equality and the UN Global Compact’s evolving workstream on women’s entrepreneurship and gender-inclusive procurement.
- Coordinate the UN Global Compact’s contribution to the Women’s Entrepreneurship Accelerator, Ring the Bell for Gender Equality initiative and other multi-stakeholder partnerships.
- Support strategic event planning, including drafting invitations, identifying speakers, coordinating with partners and sponsors, preparing speaker briefings, developing and disseminating follow up reports and communications, and organizing partner debriefs.
- Provide support to UN Global Compact meetings, conferences and workshops related to social sustainability and gender equality topics.
- Assist in designing upcoming Global Compact Academy sessions focused on gender equality; coordinate speakers and partners.
- Develop talking points, newsletters, website and social media content, materials and resources as requested.
- Performs any other duties assigned by the supervisor.

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:**
- First degree (Bachelors or equivalent) preferably in the field of social science, political science, humanities, or a related field.

**Work Experience:**
- Minimum of 4 years of relevant work experience. Strong writing and communication skills is required. Experience working on issues related to gender equality and/or social sustainability is preferred. Experience and understanding of corporate citizenship especially as it relates to gender equality and UN-business collaboration is desirable. Proficiency across a range of platforms and applications, including PowerPoint and Excel is an asset.

**Languages:**
- Proficiency in English is essential (full command on both spoken and written). Knowledge of other 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, Gender Equality”
  1. Cover Letter
  2. Resume/CV

- Applications will be accepted until 11, June 2021.
- 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.

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