Posting Title: Coordinator, Strategic Event
Location: New York, NY

DUTIES AND RESPONSIBILITIES

Main Responsibilities: Attendee customer service, Stakeholder management, Technical management

- Provide customer service and technical support to attendees and speakers through email communications and on screen guidance.
- Manage the set up and logistics within the Digital Platform including external streaming setup, production and video prep and editing.
- Main Liaison with Global Compact Local Networks for their event participation including providing update calls and recap posts.
- Main Liaison for UN Partner participation for event partnerships.
- Source, train and manage event support staff including virtual producers, graphic designs and video editors.
- Provide financial and budget support to the Head of Strategic events including invoice management and tracking funding requests.
- Event sponsor management in conjunction with Event Sponsorship Manager including making sure sponsorship deliverables are met, compiling target lists and data reporting.
- Oversee registration processes and event recap reporting to be in line with data compliance.
- Provide guidance and support to programmes and Local Network run events.

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.

*Please, no phone calls or unsolicited e-mails outside of the submission process*
EDUCATIONAL AND EXPERIENCE REQUIREMENTS

- First degree Bachelors or equivalent degree
- Minimum of five (5) year of relevant experience

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 UNGC1@unglobalcompact.org with the subject heading “Coordinator, Strategic Event”:
  1. Cover Letter
  2. Resume/CV

- Applications will be accepted until 16 August 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 United States. The Foundation for the Global Compact does not sponsor work visas

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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.

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