POSTING TITLE: Coordinator, Sustainable Ocean Business
LOCATION: New York, NY

POSITION SUMMARY

Under the guidance of the Chief, Programmes and in cooperation with Senior Manager of the Action Platform for Sustainable Ocean Business, the Coordinator will support the Global Compact with programme

DUTIES AND RESPONSIBILITIES

- Provides substantive and administrative support in the development, implementation and evaluation of the Global Compact’s work in the areas of ocean; specifically supports the development of the Sustainable Ocean Business Action Platform.
- Manages endorser (“client”) relationships and handles key communications and correspondence with Global Compact participants and stakeholders on Ocean issues.
- Undertakes research on corporate sustainability topics and related sustainable development goals such as fisheries, aquaculture, shipping, energy and other ocean related industries. Activities include collecting, analysing and presenting data and other information gathered from diverse sources.
- Provide substantive support for programmes including the review and analysis of emerging issues and trends, participation in evaluations or research activities and studies, and materials for key UN processes.
- Supports, informs and contributes to the preparation of various written outputs such as background papers, project proposals, analytical notes, and inputs to Sustainable Ocean Business Action Platform publications, as well as ensures that the Global Compact’s ocean webpage is regularly updated.
- Carries out outreach activities and recruitment campaigns for the Global Compact’s work on sustainable ocean principles and related sustainable development goals, with a view to further mobilize and engage companies in support of Global Compact ocean workstreams.
- Works in cooperation with the Global Compact Ocean Team and with key external partners and stakeholders to support and identify collaborative opportunities for the environment workstreams, including facilitating webinars, teleconferences, and events.
- Provides support to annual meetings, workshops, and conferences related to Global Compact’s ocean workstreams including the annual climate meetings COP/CMP and high-level meetings for the Sustainable Ocean Business Action Platform; prepare notes for meetings and calls of the organizing committee; conduct outreach to potential participants and partners; assist with the development of communications materials, resources and deliverables; handle the coordination of logistics, registration and participant management; lead the development of the outcome report.

Please, no phone calls or unsolicited e-mails outside of the submission process
Performs other duties as required.

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

- First degree or bachelors in business administration, international relations, social sciences, management, law or a related field.
- At least 4 years of relevant work experience
- Excellent communicator in English, both verbally and in writing.
- Strong analytic, problem-solving and project management skills.
- Super-user of digital and productivity applications and tools
- Flexible and service-oriented team player.

RECRUITMENT PROCESS

- Please include the following materials in your e-mail submission to UNGC1@unglobalcompact.org with the subject heading “Coordinator, Sustainable Ocean Business”:
  1. Cover Letter
  2. Resume/CV

- Applications will be accepted until **23 December 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.

*Please, no phone calls or unsolicited e-mails outside of the submission process*
Interested in learning more about the UN Global Compact? Click here to sign up for our monthly Bulletin!

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