HELP US DELIVER THE SUSTAINABLE DEVELOPMENT GOALS

The Sustainable Development Goals (SDGs) are the collective plan of global commitments required to end extreme poverty and hunger, tackle climate change and create a more socially inclusive world by 2030. This is a significant multi-stakeholder effort agreed at the UN which cannot be delivered by Governments and Civil Society alone. The actions and innovations of Higher Education Institutions and Youth are critical.

PRME (Principles for Responsible Management Education) is the academic branch of the UN Global Compact. Launched in 2007 by the Secretary General Ban Ki Moon, PRME is the United Nations largest organized relationship between UN and management-related higher education institutions. Today PRME is a growing global network of more than 800 business schools and universities in 99 countries and organized in 17 Regional Chapters around the world, 9 thematic Working Groups and PRME Champions.

We inspire, enable and organize business schools and universities across all geographies and sizes in their efforts to help improve responsible management education and to meet the SDGs. We are an ambitious team, located in the UN Global Compact Headquarters in New York, and we stand energized behind our mission of mobilizing a global movement of responsible companies and organizations to create the world we want.

POSITION SUMMARY

- The Coordinator of Leadership Education & Digital Learning and Impact (Admin) will be responsible for directing and supporting the effective implementation of the PRME-LEGO (i5) Leadership Education project, “The Impactful Five (i5): Learning in Leadership Education,” and the PRME and Economics of Mutuality (EoM) partnership to develop the PRME Commons Platform (PCP), a dynamic tool to more effectively use the Sharing Information on Progress (SIP) reports and encourage knowledge exchange and accountability.
- The Coordinator will report to the Senior Manager (i5) Leadership Education and Senior Manager, Digital Learning and Impact.
- The Coordinator will assist the Head of PRME, the Senior Manager and Manager of (i5) and Digital Learning and Impact and the chairs of (i5) Advisory Committee and PCP Advisory Board with administrative tasks.

DUTIES AND RESPONSIBILITIES

- Provide administrative support to track, coordinate and ensure progress on the roll-out of (i5) Leadership Education project and the PRME Commons Platform.
- Ensure continuous project monitoring, evaluation and improvements of project deliverables as specified in (i5) and EoM project grants and work plans.

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- Serve as the focal administrative point for internal and external project stakeholders (e.g. with (i5) Advisory Board, (i5) partners, PRME Expert Pedagogy Group (ExPeGs), PCP Advisory Board, PCP partners, Content Development Team, Impact Curator Team, SIP Impact Sub-Committee) based on the Senior Manager of Leadership and Education and the Senior Manager for Digital Impact and Learning’s direction

- Contribute to the establishment and coordination of training across PRME Regional Chapters

- Assist in planning team meetings, committee and partner meetings/workshops, and other project-related and workshops

- Maintain and support (i5) and PCP budget and financial statements, synthesize learnings for reporting and contribute to long-term fundraising proposals

- Perform other duties and opportunities as required by (i5) Senior Manager, and Senior Manager for Digital Impact and Learning such as supporting (i5) and PCP engagement with UN Global Compact programs, including coordinating alignment between the SIP and the UN Global Compact Communication on Progress (CoP)

- Assist Head of PRME and Chair of (i5) Advisory Committee and Chair, PCP Advisory Board in preparation for meetings

- Assist the Chair of the SIP Impact Sub-Committee in preparation for Committee meetings

- Support (i5) and PCP project alignment with PRME strategic objectives

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:** Bachelor’s degree (e.g. in Education, International Business, Development, Management, Business Administration or other social sciences) is required as a minimum.

- **Work Experience:** 3 years of relevant work experience. Experience working with

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sustainable development is required. Preferably experience related to higher education.

**Personal skills:** strong interpersonal and collaborative skills, strong problem-solving skills, analytical skills, and attention to detail

Experience in project and budget management and stakeholder coordination are essential.

**Language:** Fluency 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.

**BENEFITS**

- Salary Band - $51,000 - $65,000
- 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 PRME”:
  - Cover Letter
  - Resume/CV

- Applications will be accepted until 25 November 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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