



Posting Title: PRME Coordinator, Research and Community Engagement

Location: New York, NY

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 nearly 900 business schools and universities in 96 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 Programmes and Research Coordinator of the PRME team will be responsible for supporting the rollout of PRME programmes and community work in the advancement of research, including but not limited to: academic research, white papers, Working Group support, journal and editorial support.
- The Programmes and Research Coordinator will be responsible for community-related administrative tasks.
- The Programmes and Research Coordinator will report to the Manager of Programmes and Engagement.

DUTIES AND RESPONSIBILITIES



- Provide administrative support to track, coordinate and ensure progress on the roll-out of PRME Programmes, specifically programming with a research, pedagogy, or analytical angle.
- Support the PRME Working Groups, specifically organizing their quarterly meetings, providing administrative support as it relates to MOUs, Codes of Conduct, expectations, journal and research collaborations, and supporting promotion of their outputs.
- Support the PRME Programmes team with resource development, specifically tools and resources.
- Plan and coordinate all aspects of multiple research projects and proposals (i.e. publication partnerships and academic conferences).
- Support and in some cases conduct both quantitative and qualitative analyses of research data on relevant projects.
- Draft sections of scientific papers, funding proposals, and abstracts.
- Support relevant collaborations and partnerships which relate to PRME research activities
- Ensure continuous project monitoring, evaluation and improvements of project deliverables related to outlined workstreams above.
- Support cross-community inquiries on membership and general engagement, including but not limited to managing and responding to discussions on the Community page in the PRME Commons, our digital platform, and triaging or responding to queries in the info box.

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:** Master's degree (e.g. in Education, International Business, Development, Management, Business Administration or other social sciences) is preferred. Bachelor's degree candidates will be considered with proven writing and research skills.



- **Areas of interest:** Passionate about sustainable development, education, and business skills development in students and educators.
 - Familiarity/expertise in Education for Sustainable Development pedagogies, for example familiarity/expertise in a range of relevant innovative pedagogies related to Education for Sustainable Development, other progressive pedagogies, and strategies for effective learning.
- **Personal skills:** strong interpersonal and collaborative skills, strong problem-solving skills, analytical skills, and attention to detail.
- **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 EndNote and Asana project management tools is desirable. Zoom and Google Suite are also utilized by our team.

BENEFITS

- Salary Range - \$56,000 - \$65,000
- Retirement Plan – 15% employer contribution after 12 months of services with additional 7.5% matching option.
- Vacation Days - 30 paid days (6 weeks) per year.
- Paid Parental Leave
- 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 “**Research Coordinator, PRME**”:

- A cover letter highlighting your experience and motivation for working with global student and early career professionals.
- A resume/CV outlining relevant skills and achievements.
- Writing sample

Applications will be accepted until **15 September 2025**.

Given the anticipated volume of submissions, only shortlisted 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.



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.