

Foundation for the Global Compact

Job Opening | Coordinator, Communications (Social Media)



Posting Title: Coordinator, Communications (Social Media)

Location: New York, NY

POSITION SUMMARY

The Coordinator, Communications, will contribute to communicating the mission and work of the United Nations Global Compact in particular through social media advocacy, project management and reporting/analysis. Under the guidance of the Chief of Communications and Social Media Manager, the Coordinator will be responsible for the following duties:

- Social media content creation and execution
- Project management
- Drafting, editing and proofreading
- Digital communications innovation
- Social media monitoring and reporting

DUTIES AND RESPONSIBILITIES

- **Content Creation**
 - Support the population of UN Global Compact social media accounts such as Facebook, Instagram, LinkedIn, Twitter and YouTube
 - Support communications campaigns by creating content for social media, email, website and other relevant channels in alignment with the overall organizational strategy
 - Provide diverse content tailored to the needs of each communications channel
- **Drafting, Editing and Proofreading**
 - Draft, edit and proofread a wide range of communications materials especially for digital assets, social media, website and email text. Tone of voice as well as the look and feel to follow UN Global Compact brand guidelines
- **Digital Communications Innovation**
 - Coordinate with partners, the broader United Nations Social Media group and Global Compact Local Networks in the sharing of digital assets
- **Project Management**
 - Support the management of day-to-day work with in-house and/or external designers, video editors, photographers, translators
 - Support the timely delivery of projects and the alignment of content with UN Global Compact brand guidelines
- **Monitoring and Reporting**

- Support the development of quarterly analytics reports that measure reach and engagement across communication channels including social media and media
- Adapt social media plans based on monthly reports to increase performance

RESULTS EXPECTED

- Overall, the Coordinator, Communications will provide reliable support to all social media activities of the UN Global Compact through delivering high-quality content appropriate to each platform and tracking and reporting on the results.
- Specifically, they will:
 - Support the overall social media strategy and various campaigns
 - Contribute to core communication efforts through good research, well-written copy and timely preparation and distribution of content to target audiences
 - Align content with the UN Global Compact brand guidelines to convey a strong and consistent brand
 - Share social media content with Global Compact Local Networks
 - Effectively and promptly liaise and interact with colleagues and relevant parties internally and externally

COMPETENCIES

- **Social Media**
 - At least two years of experience drafting and scheduling posts for major social media platforms including Facebook, Instagram, LinkedIn, Twitter and YouTube
 - Familiarity creating in-platform video content (i.e. Instagram Reels)
- **Graphic Design**
 - Knowledge of Adobe Express: to create and/or edit web pages.
 - Familiarity with Canva is a plus
- **Monitoring and Reporting**
 - Expert in developing communications performance report on media, social media, website, emails and newsletters
- **Other Technical Skills**
 - Proficient in Excel especially using functions such as V-Look up, creating charts and effective timelines and sorting database
 - Proficient in Google Suites, PowerPoint and Word, especially for formatting documents and/or creating templates that align with UN Global Compact brand

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 (Bachelors or equivalent) preferably in communications, marketing, business administration or relevant degree is required.
- Minimum of four (4) years of relevant experience in social media content management. Experience working on issues related to corporate sustainability is preferred, and understanding of sustainability especially as it relates to UN-business collaboration is desirable.
- Proficiency in English is essential (full command on both spoken and written). Knowledge of other UN official languages would be desirable.

BENEFITS

- Salary Range \$56,000 - \$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.
- Paid Parental Leave
- Medical /dental/vision employee coverage

RECRUITMENT PROCESS

Please include the below documents in your email submission to **hrrinquiries@unglobalcompact.org** with the subject heading “Coordinator, Communications (Social Media)”:

- Resume
- CV

Applications will be accepted until **10 August 2023**

Please note that candidates must be eligible to work in the United States.

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Given the anticipated volume of submissions, we will likely only contact select candidates.

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.