

Foundation for the Global Compact

Job Opening | Coordinator, Office of the Assistant Secretary-General



POSTING TITLE: Coordinator, Office of the Assistant Secretary-General

LOCATION: New York, NY

POSITION SUMMARY

The UN Global Compact is the largest corporate sustainability initiative in the world. With over 12,000 participants in more than 100 countries, the UN Global Compact has an unparalleled global reach and the exclusive opportunity to activate a diverse network of business, investors, Government, UN and civil society stakeholders to advance sustainable development.

DUTIES AND RESPONSIBILITIES

The Foundation for the Global Compact seeks an experienced, proactive, and diligent Coordinator to provide executive support to the CEO & Executive Director of the UN Global Compact—the world's largest corporate sustainability initiative. This position requires a highly organized, mature, and motivated individual who will interface with internal staff, external stakeholders, and diplomats at every level in both the public and private sectors.

The Coordinator will work in a team providing front office services and support. He/she will undertake a variety of administrative and executive support duties, including project management, travel arrangement, and communications on behalf of the Executive Director.

The Coordinator will provide support to the CEO, and report to the Managing Director of the Foundation for the Global Compact.

Responsibilities include:

1) Executive and travel support:

- Provide executive travel support from beginning to end, including planning, preparation of itineraries, agendas, briefings, flights, accommodation, connections, and onsite support, etc.
- Maintain and organize mission reports, follow-ups on outstanding action items.
- Coordinate with involved parties to collect information and documents relevant to meetings; prepare and/or develop materials ready for use, consumption, and circulation.
- Coordinate and set up team meetings; prepare meeting summaries; track and monitor status of action items.
- Review, collate, and triage incoming meeting and engagement requests through various sources and platforms.
- Perform data entry, record attendance, generate reports, status from relevant

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corporate systems.

- Provide executive assistance: maintain confidential information, files, and documents. Review and prioritize incoming requests, draft and send responses as necessary.
- Support the ASG and the Special Assistant as needed.

2) Programme and administrative support: Assist with the strategic planning and execution of ASG and organizational priorities and activities:

- Coordinate and organize executive meetings, townhalls; takes meeting notes; drafts meetings minutes.
- Provide team project support and coordination, tracking team priorities, project status, assigned deliverables and action items.
- Maintain regular communications with teams across the office to ensure alignment on plans, activities, and engagement opportunities.
- Update, maintain, organize, and manage various resources, files, and databases (such as directories, key contacts, calendar of events, etc.) on multiple working platforms, such as Asana, Google Drive, etc.
- Support office-wide implementation of standard operating procedures which aim to streamline workflows, maintain high standards and quality, and increase efficiency and effectiveness.
- Provide other support to the Front Office, as needed.

RESULTS EXPECTED:

- Well planned and executed travels; streamlined and smooth operations of the Front Office team; timely delivery of support to the ASG and Office of the ASG enhancing the Organization's ability to deliver on 1) Administrative support to the ASG and Office of the ASG; 2) Planning and coordinating of the ASG's activities and priorities; and 3) Special projects.

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

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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.

COMPETENCIES

- **Adaptability:** Ability to thrive in an independent and entrepreneurial environment; ability to demonstrate flexibility in the face of change; ability to evaluate and manage competing high-level priorities.
- **Organization:** Strong time-management abilities; deadline-driven with a keen sense of urgency; excellent problem solving, interpersonal, and organizational skills; ability to balance conflicting priorities in order to manage workflow, ensure the completion of essential projects, and meet critical deadlines.
- **Proactive Anticipation of Needs:** Ability to foresee problems and prevent them by taking action; ability to utilize analytical skills and a broad understanding of the business to effectively interpret needs.
- **Communication Skills:** Open, effective, and diplomatic communicator and listener; exceptional writing and editing skills.
- **Client Service:** Must be mature, thoughtful and articulate, and have the confidence to interact one-on-one with management teams and/or intermediaries when necessary.
- **Broad Understanding of Business Concepts:** Awareness of fundamental business principles as well as an understanding of the overall landscape in which the Global Compact operates; experience coordinating international travel.
- **Team Player:** Ability to work as a competent member of a team, willingly providing back-up support for co-workers when appropriate and actively supporting group goals; ability to use a highly collaborative, results-oriented approach.
- **Computer/Technical Skills:** Advanced proficiency in MS Office Suite and Gmail/Google Calendar
- **Judgment:** Exhibits sound judgment and the ability to make reasonable decisions in the absence of direction. Exhibits a high degree of discretion as it relates to the safeguarding of confidential information.

BENEFITS

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

QUALIFICATIONS

- University degree in business administration, management, economics or a

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related field

- 4 years of experience providing executive, administrative assistance or project/programme support to senior management
- Excellent writing and oral communications skills
- Proficiency various corporate platforms, such as Google Suite and Microsoft Office Suite, Slack, etc.
- Flexible and service-oriented team player
- Able to establish a high level of trust and confidentiality internally, and credibility externally.
- Experience in operating across multiple time zones and with distributed teams is desirable. Previous work experience in international organizations is desirable.

RECRUITMENT PROCESS

Please include the following materials in your email submission to UNGC1@unglobalcompact.org with the subject heading “Coordinator, Office of the Assistant Secretary-General”:

1. Cover Letter
2. Resume/CV

Applications will be accepted until **March 15, 2024**.

Given the anticipated volume of submissions, only highly qualified candidates will be contacted. No phone calls or unsolicited emails outside of the submission process.

Please note applicants must be eligible 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.

Interested in learning more about the UN Global Compact? Click [here](#) to sign up for our monthly Bulletin!