



**Posting Title:** Coordinator PRME

**Location:** New York, NY

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## 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 and Youth are critical.

UN Global Compact is the world's largest corporate sustainability initiative with over 13,000 participating companies in 163 countries, and more than 70 Local Networks around the world.

We enable and support companies across all sectors, geographies and sizes in their efforts to help meet the SDGs. Today 75% of participating companies have activities to advance the SDGs. But we are an ambitious team, 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 (i5) Leadership Education (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"
  - PRME is the higher education academic arm of the UN Global Compact
  - The Coordinator (i5) Admin will report to the Senior Manager (i5) Leadership Education
  - The Coordinator will assist the Head of PRME, the Senior Program Advisor of Global Impact and the Chair of (i5) Advisory Committee with administrative tasks.
- DUTIES AND RESPONSIBILITIES**

## DUTIES AND RESPONSIBILITIES

- Provide administrative support to track, coordinate and ensure progress on the roll-out of (i5) Leadership Education project
- Ensure continuous project monitoring, evaluation and improvements of project deliverables as specified in three-year (i5) project grant and work plan and arising from project
- Direct, work closely and serve as the focal administrative point for internal and external project stakeholders (e.g. with (i5) Regional Hubs, Advisory Committee, Sulitest, UNESCO) based on Global (i5) Senior Manager direction
- Contribute to the establishment and coordination of (i5) Regional Hubs and training across PRME Regional Chapters



- Assist in planning team meetings, committee meetings/workshops, PRME-LEGO (i5) 'Change-Maker' Lab and other project-related and workshops
- Maintain and support (i5) budget and financial statements and contribute to long-term fundraising proposals
- Perform other duties and opportunities as required by (i5) Senior Manager, and Senior Program Advisor for Global Impact such as supporting (i5) engagement with UNGC programs
- Assist Head of PRME and Chair of (i5) Advisory Committee in preparation for committee meetings
- Support (i5) 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:** Master's degree (e.g. in Education, International Business, Development, Management, Business Administration or other social sciences) is required as a minimum.
- **Work Experience:** 5 years of relevant work experience. Experience working with sustainable development is required. Preferably experience related to higher education. 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.



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

## **BENEFITS**

- Competitive Salary
- 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](mailto:UNGC1@unglobalcompact.org) with the subject heading “**Coordinator PRME**”:
  1. Cover Letter
  2. Resume/CV
- Applications will be accepted until **10 December 2021**.
- 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**

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

**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.**