

Position Description:

Events and Communications Coordinator

About us

As a special initiative of the UN Secretary-General, the United Nations (UN) Global Compact is a call to companies everywhere to align their operations and strategies with ten universally accepted principles in the areas of human rights, labour, environment and anti-corruption, and to take action in support of UN goals.

In Australia, Global Compact Network Australia (GCNA) leads, enables and connects businesses and stakeholders to create a sustainable future by supporting businesses to act responsibly and helping them find opportunities to drive positive business outcomes.

Position Summary

Reporting to the Marketing and Communications Manager, the Events and Communications Coordinator is required to contribute to GCNA's events and communications across our four workstreams: Anti-Bribery and Corruption, Business and Human Rights, Environment and Climate Change and Sustainable Development.

This position is a great opportunity for a dynamic communications and events coordinator who wants to grow their expertise in communications and events, whilst working alongside an energetic team focused on building responsible businesses.

Core assignments will include, but are not limited to:

- Help deliver GCNA's Communications Strategy through social media advocacy, project management and reporting/analysis. This includes being accountable for:
 - Social media content creation and execution, including maintaining a social media calendar, creating assets in Canva, writing and publishing content in a timely manner. Platforms include LinkedIn, Twitter, Instagram, Facebook, YouTube, Vimeo.
 - Creating assets in Canva relating to event promotion. (e.g.: banners for Humanitix, Mailchimp, Outlook, and social media assets for events).
 - Facilitating the growth of GCNA's online presence, including maintaining and enhancing video and static content on GCNA's websites and other channels such as the UN Global Compact website and Local Network Hub. This includes coordinating the recording and distribution of Bite-Sized Learning videos.
 - Editing and proofreading online content including marketing communications, the monthly Bulletin, email marketing campaigns and, from time to time, blogs, ensuring that tone of voice and the design of assets aligns with the UN Global Compact's brand guidelines.
 - Aiding in the development and delivery of quarterly analytics reports that measure GCNA's reach and engagement across our communications channels.
 - Based on the quarterly reports, execute any changes to the social media plan, website, or digital presence to increase performance and enable GCNA's continued growth.
- Working alongside the Marketing and Communications Manager and the relevant Programmes lead, to coordinate GCNA's program of events. This includes:
 - The logistics for all virtual, hybrid and face-to-face events including writing and distributing invitations, coordinating invitation lists, managing event registration, and preparing other materials required for the delivery of events. Working alongside the programmes teams to



- review and distribute relevant event documents, such as event briefs.
- Writing and coordinating feedback surveys, including compiling key insights and feedback from relevant activities.
- Coordinating face-to-face events, including working with the venue's event management team on logistics, catering, audio-visual requirements; and managing onsite collateral (e.g., name tags, speaker gifts, etc.).
- Serving as the primary contact point for event suppliers on event-related activities and obtaining relevant contract approvals from the Marketing and Communications Manager as required. This includes developing and maintaining good relationships with suppliers.
- Assisting with the delivery of the sponsorship strategy, including compiling target lists, streamlining the outreach process, supporting sponsor and GCNA deliverables and reporting on outcomes.
- From time to time, working alongside event interns and volunteers.
- Working with the Programmes team to sustain the growth of the Bribery Prevention Hub. This includes:
 - Assisting with the maintenance of the website, developing social media assets, and coordinating virtual, hybrid and face to face events.

Team Management, Financial Management and General Administration

- Maintain GCNA's event and communications platforms.
- Aid in the maintenance of the event budget

Competencies and Requirements

COMPETENCIES:

- **Communication:** Strong communication skills, including outstanding written and spoken English language skills. Exceptional attention to detail, including tailoring language, tone, and content to various audiences. Demonstrates openness in sharing information and keeping people informed.
- **Social and Digital Media:** Demonstrated experience coordinating social media for major platforms – LinkedIn, Twitter, Instagram, Facebook and YouTube. Experience across digital channels including Salesforce, Canva, Google, and Mailchimp.
- **Planning and Organising:** Efficient planning and organisational skills, including the ability to work to project timelines and competing deadlines. Develops clear goals that are consistent with the GCNA's strategies and identifies priority activities. Allocates appropriate amounts of time and resources for completing work. Plans in a manner that foresees risks, allows for contingencies, and provides the ability to monitor and adjust plans and actions as necessary.
- **Graphic Design and Website:** Experience producing designs with Canva. Knowledge of the Adobe Creative Cloud, particularly Acrobat Pro, Photoshop, Illustrator and InDesign. Knowledge of Premiere Pro highly advantageous. Basic knowledge of HTML website design and/or the WordPress platform.
- **Monitoring and Evaluation:** Strong experience in evaluating and developing communications performance reports on social media, and email marketing.
- **Teamwork:** Works collaboratively with colleagues to achieve the GCNA's goals. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Places the GCNA's agenda before personal agenda. Collaborates and acts in accordance with the group's decision, even if those decisions do not entirely reflect their own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

REQUIREMENTS:

- Bachelor's degree in communications, marketing, events, or a related field.
- Minimum two (2) years of relevant experience in communications, events coordination and/or social media content management, with experience across all three being highly advantageous.
- Proficiency in English, including full command of both spoken and written.
- Proficiency in social media platforms, particularly LinkedIn, Twitter, Instagram, and Facebook.
- Proficiency in Canva, Mailchimp, Salesforce and WordPress.
- Strong proficiency in data management.
- Advanced Excel skills highly advantageous.
- Good proficiency in PowerPoint, Word and Microsoft Teams/SharePoint.
- Good proficiency in Adobe Creative Cloud
- Australian citizenship or residency or have current work rights for Australia.
- Ability to work effectively in a small team and work autonomously.
- Ability to work after hours and weekends if required, and travel interstate for events.

Core Values

- **Integrity:** Demonstrates the values of the UN in daily activities and behaviours; 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 GCNA's best interest, even if they are unpopular; and takes prompt action in cases of unprofessional or unethical behaviour.
- **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 behaviours to avoid stereotypical responses, and does not discriminate against any individual or group.

What We Can Offer You

- A role that is 0.8 - 1.0 of an FTE (i.e. four or five days per week)
- Competitive not-for-profit salary (\$70-85k)
- Flexible work arrangements
- Exposure to a range of industries and sectors
- Working in collaboration with a passionate team
- Career expansion opportunities
- Working for the world's largest corporate sustainability initiative

Application Process

Please apply by clicking on Apply Now above or by way of **cover letter and CV** that **addresses the position summary, competencies and requirements** to Secretariat@UNGlobalCompact.org.au by **14 November 2021**.