POSITION DESCRIPTION

Position: Assistant Policy and Program Manager – New York Office

Organization: United States Council for International Business

Reports to: Senior Vice President, Policy and Government Affairs

General Description: Supports the Vice President of Corporate Responsibility and Labor Affairs on a variety of projects involving the development and dissemination of USCIB policy positions, research papers and meeting preparation and materials. Also supports participation and representation of USCIB at key United Nations meetings, including the UN SDGs High Level Political Forum and the UN General Assembly. Supports USCIB member engagement and development.

Qualifications: Bachelor’s degree is required, as well as excellent oral and written communication skills in English. Masters Degree or equivalent experience a plus. Must be proficient in Microsoft Office, WordPress, content management systems and other computer and web-based programs, including diverse forms of social media. Must be detail-oriented and have strong client-oriented interpersonal, administrative and organization skills. Interest in international business policy issues or international relations a plus.

Responsibilities:

- Maintain substantive knowledge of key labor, corporate responsibility, business & human rights, sustainability and/or corporate governance issue areas at intergovernmental and national levels globally; Identify, track and summarize key issues and disseminate updates to members.

- Build dialogue and mutually beneficial relationships with key stakeholders on the priority issue areas noted above, including with representatives of IOE, BIAC, ICC and their national employer organization members.

- Participate in internal USCIB planning meetings. Coordinate development of agendas for and participate in Corporate Responsibility and Labor Affairs Committee (CR/LA Committee) and Corporate Governance Committee (CG Committee) in-person meetings, committee webinars and conference calls. Participate in the CR/LA & CG Committee annual planning and strategic review meetings. Maintain CR/LA & CG Committee activity, progress and benchmarking tools.

- Attend meetings and events relevant to CR/LA & CG policy committees and engagement strategy around NYC, Washington, DC and internationally, as needed; be able to represent USCIB positions; provide notes to staff and members.

- Participate in USCIB UN Sustainable Development Goals Working Group activities, follow and report on UN SDGs developments, and, as necessary, support development of the Business for 2030 website.
• Draft, proofread and edit various products including policy statements, press releases, blogs, letters, committee newsletters, presentations, final papers and formal comments/responses to U.S. government or multilateral institution invitations for comments on policy documents. Develop content updates for relevant portions of the USCIB website, including the CR/LA & CG Committee sections.

• Make contacts with members and potential members as necessary; provide assistance to membership department in recruiting and provision of member information. and taking minutes and providing summaries of meetings.

Submit resume and cover note to resume@uscib.org no later than December 10, 2018.