



## Training & Certification Programs Coordinator

**Start Date:** A.S.A.P., 40 hrs p/w. (€ 30,000 / € 33,000 gross p/y on full time basis)

**Location:** Amsterdam, the Netherlands

**Contract:** 1 year initially – extension by mutual consent

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### Position summary and job purpose

Do you have 3-5 years' experience with learning management systems, and you want to contribute to sustainability? Then this is an excellent opportunity for you to join us! Within the Training & Certification Programs Team, GRI is looking to recruit a **Training & Certification Program Coordinator**.

The Professional Certification Program itself is one of the 5 key focus areas for GRI in 2021 and we expect to grow the program significantly. You can be the cornerstone of this growth!

In your role, you will be expected to pro-actively contribute to the administration and coordination of all content related material of our GRI Academy, including maintaining relationship management of GRI Academy contacts. The aim is to ensure smooth and efficient running of the GRI Academy and other related services, whilst thriving on accuracy.

You will report to the Director of Training and Services.

### Job responsibilities

- Responsible for administration and coordination related to all the content included in the GRI Academy. This includes, but is not limited to identifying all the material to be updated, getting the internal approvals for the updates and including them on the GRI Academy.
- Responsible for all technical alignment and work with Learning Management System (LMS) to evolve the newly launched Professional Certification Program.
- Be the main contact person between GRI and the LMS provider.
- Smooth coordination of CRM integration for the GRI Academy contacts.
- Guarantees coordination of translation work, as and when needed, for all the GRI Academy courses.
- Has responsibility for Exam proctoring review and will actively follow up.
- Keeping the GRI website up to date with all successful Exam candidates.
- Responsible for all related reports and stats from GRI Academy from own initiative
- Executes, when required, independent market research for the program.
- Proactively comes up with new ideas and is responsible to develop and further improve clear processes for administration of various programs and projects.
- Other duties as required.

### Key competencies / Requirements

- 3 – 5 years of relevant work experience in comparable position.
- Technical experience of working with LMS and CRM.
- Customer services oriented with problem solving behaviour and ability to adapt quickly.
- Experience in research and analysis of data.
- Proven track record in being organized and structured.
- Experience in working with deadlines.
- Pro-active whilst using common sense, seeking advice when needed.
- Excellent communication skills and attention to detail.
- High level fluency in written and spoken English.
- Able to work in an international and multi-cultural setting.
- Affinity with the mission and vision of GRI would be an advantage.



## About GRI

GRI (Global Reporting Initiative) is the independent, international organization that helps organizations be transparent and take responsibility for their impacts so that together we can create a sustainable future. We do this through the creation of the global common language for organizations to report their sustainability impacts. This enables informed dialogue and decision making around those impacts.

GRI is the global standard setter for impact reporting, which through an independent, multi-stakeholder process, maintains the world's most comprehensive set of sustainability reporting standards. Available as a free public good in 12 languages, the GRI Standards are, globally, the most widely used for sustainability reporting.

GRI plays a unique role in the global drive to create a sustainable future for all. Sustainability reporting enables transparency and helps markets function more efficiently, supporting better decisions that create sustainable benefits for everyone.

GRI works with businesses, investors, policymakers, civil society, labor organizations and other experts to develop the GRI Standards and promote their use by organizations around the world. The resulting standards help governments hold organizations accountable for their impacts and initiate dialogue to drive corporate contribution to national and international sustainable development efforts.

Today some 10,000 organizations, including 75% of the largest 250 companies in the world, disclose sustainability information through the GRI Standards – something unimaginable only 15 years ago. In addition, our standards are referenced explicitly in 160 policies of governments, regulators, and stock exchanges in 60 countries.

Headquartered in Amsterdam, the Netherlands, we have a network of seven regional hubs ensuring we can support organizations and stakeholders worldwide.

## How to apply

Interested candidates, eligible to live and work in the Netherlands, are invited to submit their resume and letter of interest in English to [recruitment@globalreporting.org](mailto:recruitment@globalreporting.org). The deadline to submit an application is 12.00 noon (CET), **Friday 5<sup>th</sup> February 2021**. GRI appreciates all expressions of interest, however only short-listed applicants will be contacted.

GRI, Attn. Human Resources

Visitors' address: Barbara Strozilaan 336, 1083 HN, Amsterdam, The Netherlands

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