16+ FORUM INTERNSHIP

STARTING DATE: ASAP
DURATION: 6 MONTHS
CATEGORY: FULL-TIME
LOCATION: NEW YORK/REMOTE

GENERAL OVERVIEW

The World Federation of United Nations Associations (WFUNA) is a global non-profit organization working for a stronger and more effective United Nations. Established in 1946, we represent and coordinate a membership of approximately 100 United Nations Associations and their thousands of members. We work to build a better world by strengthening and improving the United Nations, through the engagement of people – global citizens – who share a global mindset and support international cooperation. Our organization has offices at the United Nations in both New York and Geneva, and hosts interns in both locations. For additional information, please visit our website: www.wfuna.org.

With activities across the SDGs, Peace and Security, Human Rights, Youth Engagement and Education, WFUNA has a presence in New York, Geneva, and Seoul.

The 16+ Forum is a platform and partnership committed to advancing peaceful, just and inclusive societies through Sustainable Development Goal 16, its interlinkages across the 2030 Agenda for Sustainable Development and as related to other frameworks, including Sustaining Peace (SDG 16+). Working across a host of sectors, stakeholders and communities, the 16+ Forum is composed of twelve member states (Australia, Costa Rica, the Czech Republic, Denmark, Georgia, Guatemala, Peru, the Republic of Korea, Sierra Leone, Sweden, Timor-Leste and Tunisia), the g7+ and WFUNA, which acts as the Forum’s Secretariat.

Bringing together 200+ participants over 40 countries, the 16+ Forum hosts the Annual Showcase, a collective undertaking to showcase SDG 16+ in action – what implementation looks like, how to go about it, and lessons learned to take forward. The Showcase provides a yearly opportunity to highlight steps taken at regional, national and local levels towards SDG 16+ implementation, inclusive of challenges, successes and solutions. With wide-ranging participation of governments, local to global civil society organizations, members of the UN system, regional and international organizations, the private sector and academia, the Annual Showcase highlights the universal and catalytic value of peace, justice, inclusion and transparent and accountable institutions.
POSITION DESCRIPTION: 16+ FORUM INTERN

The 16+ Forum intern will assist WFUNA’s SDG 16+ Coordinator and the SDG 16+ Associate with the organization’s 16+ Forum related work. The intern will have general WFUNA’s staff duties. Please note that this position is based in WFUNA’s New York office, however the office is currently closed due to the COVID-19 pandemic. As such, the intern does not need to be based in New York at this point in time and can work remotely.

The main responsibilities of this position include the following:

- Assist the SDG 16+ Coordinator and the SDG 16+ Associate in following relevant UN processes and events related to WFUNA’s 16+ Forum work, particularly with regards to the 2020 High-level Political Forum in July, the UN’s 75th Anniversary in September, and the 2020 16+ Forum Costa Rica Annual Showcase, which will be taking place in San José from 7-10 December.

- Support research on SDG 16+ implementation universally and across all stakeholders.

- Contribute to 16+ Forum written materials, including concept notes, agendas and other documents.

- Actively coordinate with partner organizations to further the movement for SDG 16+.

- Conduct outreach to national and international stakeholders to promote the participation of key national stakeholders and advance country ownership of SDG 16+.

- Attend meetings and liaise with civil society representatives, UN personnel, and UN Missions.

- Support the planning, coordination, and execution of high-level ministerial events as related to the 16+ Forum, its partnerships, and the greater SDG 16+ community.

- Participate in meetings of relevant civil society networks and working groups and report back on discussions, outcomes and action items.

- Support the SDG 16+ Coordinator in coordination with all work as related to the 2030 interlinkages and sustaining peace, including liaising with other WFUNA staff, partners and donors.

Additional responsibilities:

- Organizing meetings, conference calls, and events; taking notes and drafting summaries; and producing other project-related materials, including timelines and checklists.

- Update and maintain contact lists, mailing lists, and manage reports in Salesforce database.

- Assist in administrative duties, such as answering phones, printing/copying, and other data entry.

- Assist with communications and outreach activities, correspondence, website updates and social media.
OPPORTUNITIES

- Access to UN Headquarters in New York, conferences, events and resources.
- Professional development through in-office training and experience working on UN priority issues related to governance, prevention and UN Security Council reform, among others.
- Networking opportunities and ability to make contact with UN staff, diplomats, civil society members from around the world.

REQUIREMENTS

- Undergraduate degree required, postgraduate degree or coursework towards a graduate-level degree preferred.
- Ability to self-start, prioritize and effectively manage multiple tasks and deadlines in a fast-paced work environment.
- Excellent oral and written communication skills, interpersonal skills, and technical skills.
- Interest in international affairs, sustainable development, governance, anti-corruption, the rule of law and access to justice, participatory decision-making, violence reduction, and/or sustaining peace.
- Fluency in English is required; knowledge of a foreign language is a plus.
- Experience with Salesforce or database management is a plus.
- Experience with social media and website management is a plus.
- Preference will be given to candidates who possess prior experience/knowledge of UN activities related to Sustainable Development Goals of the 2030 Agenda.

Please note that the internship is unpaid. A monthly travel stipend is provided for interns based in New York that come in to the office every day. Please note that the stipend will not be provided for remote work.

To apply, please go to http://www.surveygizmo.com/s3/1192558/WFUNA-internship-Application-Form-New-York-Office and follow the instructions at the bottom of the page.

Due to high levels of interest, we will only respond to prospective candidates. Please note we cannot respond to email or telephone requests about this position.