

SIXTEEN PLUS FORUM INTERNSHIP

STARTING DATE: ASAP/6 MONTHS

CATEGORY: FULL-TIME

LOCATION: NEW YORK

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. www.wfuna.org.

With activities across the 16+ Forum, Peace and Security, Sustainable Development, 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 SDG 16+ and to showcasing what it means to advance peaceful, just and inclusive societies in policy and practice at all levels and for a wide community of stakeholders. WFUNA's 16+ Forum work relates to Sustainable Development Goal 16, its interlinkages to the 2030 Agenda, good governance, inclusion, and sustaining peace.

POSITION DESCRIPTION: SIXTEEN PLUS FORUM INTERN

The 16+ Forum intern will assist WFUNA's Senior 16+ Forum Coordinator and Policy Officer with the organization's 16+ Forum related work. The intern will have general WFUNA's staff duties. This position is based in WFUNA's New York office and applicants must have a valid US Visa.

The main responsibilities of this position include the following:

- Assist the Senior 16+ Forum Coordinator and Policy Officer in following relevant UN processes and events related to WFUNA's 16+ Forum work, particularly with regards to the 2019 High-level Political Forum (9-18 July), Sustainable Development Summit (24-25 September), and the 16+ Forum 2019 Timor-Leste Annual Showcase (11-14 November).
- Support research on SDG 16+ implementation universally and across all stakeholders.



wfuna

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- 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 16+ Forum Coordinator and Policy Officer 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.
- This internship is unpaid, but a monthly MTA card will be provided.

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.

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 e candidates. Please note we cannot respond to email or telephone requests about this position.

Due to visa restrictions, position will be given to applicants who possess a valid US visa.