

16+ 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 across the 2030 Agenda for Sustainable Development and as related to other related frameworks, including 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 16+ Forum Coordinator and Senior Policy Officer in following relevant UN processes and events related to WFUNA's 16+ Forum work, particularly with regards to the 2020 High-level Political Forum, the UN General Assembly, other global events taking place at UNHQ in New York and the 16+ Forum 2020 Annual Showcase (Dates & Location: TBC).
- 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+.



wfuna

World Federation of United Nations Associations

WFUNA

1 United Nations Plaza
Room 1177
New York NY 10017 USA
+1 212 963 5610

FMANU

Palais des Nations
Villa Bocage VB4
1211, Geneva
Switzerland
+44 22 917 3239

WFUNA

12F, Seoul Global
Center Building
38 Jong-ro
(Seorin-dong)
Jongno-gu
Seoul, Republic of Korea
+82 2 6925 2695

WFUNA

Rue Montoyer 14
Bruxelles—1000
Belgium

info@wfuna.org

WWW.WFUNA.ORG

- Conduct outreach to national and international stakeholders to promote the participation of key national stakeholders and advance country ownership of SDG 16+.
- Support the planning, coordination, and execution of high-level events as related to the 16+ Forum, its partnerships, and the greater SDG 16+ community.
- Participate in meetings of relevant civil society networks, working groups, partner organizations and platforms, UN representatives, UN Missions and other partners and report back on discussions, outcomes and action items.
- Support the 16+ Forum Coordinator and Policy Officer and the 16+ Forum Consultant 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 the SDGs, effective governance, strong institutions, peacebuilding, gender and human rights, with links to complementary agendas, including as related to climate, cities, etc.
- Networking opportunities and ability to make contact with UN staff, diplomats, civil society members from around the world.
- This internship is unpaid, but compensation for 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.
- Demonstrated initiative and a team-player attitude.
- Preference will be given to candidates who possess prior experience/knowledge of UN activities related to the SDGs.

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.

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