



**wfuna**

World Federation of United Nations Associations



# GLOBAL CITIZENSHIP EDUCATION (GCED) INTERN DESCRIPTION

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START DATE: 1 APRIL 2020 / DURATION: 6 MONTHS  
CATEGORY: FULL-TIME (UNPAID) / LOCATION: NEW YORK

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## **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 (UN). Established in 1946, we represent and coordinate a membership of nearly 100 United Nations Associations and their thousands of members. We work to build a better world by strengthening and improving the UN, through the engagement of people who share a global mindset and support international cooperation – global citizens.

## **ABOUT MISSION POSSIBLE**

Mission Possible is WFUNA's flagship GCED program for high school students. Mission Possible launched in India in 2015, Armenia in 2016, and Singapore in 2017. Mission Possible applies the values, principles, and methods of the UN, as well as WFUNA's extensive experience in youth development. Throughout the program, students acquire global competencies and 21st century skills, learn about the UN and the Sustainable Development Goals (SDGs), and apply their learning through student-led projects to address local and global issues that are important to them and their communities.

## **POSITION DESCRIPTION – GCED INTERN**

The GCED Internship is an unpaid full-time position at WFUNA lasting three to six months. This person will assist with WFUNA's GCED program, Mission Possible, and other activities related to GCED at the UN taking place in New York, reporting directly to WFUNA's GCED Consultant. The purpose of this internship is to provide administrative and programmatic support for Mission Possible in the areas of communications and outreach, fundraising, curriculum and instructional materials development, event management, and monitoring and evaluation.

## **RESPONSIBILITIES**

- Develop content and update Mission Possible social media and web pages
- Contributing to develop and maintain other program communications products (articles, press releases and photos)
- Researching relevant donors, grants and calls for proposals as well as writing and preparing proposals
- Supporting online platform management and communications
- Assisting with events management and coordination of meetings and logistics related to GCED Mission Possible and other events.
- Aiding in the development of both online and classroom-based curriculum and instructional materials

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- Compiling, reviewing and synthesizing program data and contributing to writing reports
  - Monitoring and sharing GCED-related news and events on a weekly basis
  - Representing WFUNA at meetings and events, taking notes, and reporting back
  - Answering, screening and referring phone calls, greeting visitors
  - Preparing the daily news scan shared with all WFUNA staff and interns
  - Other tasks related to GCED/Mission Possible or as assigned by responsible staff

### **INTERN OPPORTUNITIES**

The WFUNA Secretariat is located at the United Nations Headquarters in New York. The GCED Intern will have access to the United Nations building, conferences and events and resources such as the UN Library.

This position offers an excellent networking opportunity – the GCED Intern will be able to make contact with UN staff, diplomats, United Nations Associations (UNA) members, academics, and NGOs in the international development community, and meet other interns from around the world who are working at WFUNA and the UN.

The internship is unpaid, however, a monthly stipend equivalent to the cost of a monthly NYC metrocard will be provided.

### **DESIRED EXPERIENCE AND COMPETENCIES**

- Background in education, nonprofit work, and/or project management
- Understanding of and interest in the work of the United Nations and the SDGs
- Interest and experience in fundraising, preparing grant applications, and/or researching grants and donors
- Strong computer skills (MS Office, Social Media, Salesforce)
- Strong research, drafting and writing skills
- Ability to be proactive, work independently, and multi-task effectively
- Self-motivated, energetic and vigilant about staying on task, following through, and meeting deadlines with strong attention to detail
- Demonstrated ability to work in multi-cultural settings and establish efficient and harmonious working relationships
- Fluency in English is required (knowledge of another UN language or other is a plus)

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## **ADDITIONAL REQUIREMENTS**

WFUNA is unable to sponsor a visa for this position. Due to visa restrictions, only applicants who already possess the ability to work in the United States of America (citizens, permanent residents, current valid US visa) will be considered.

## **HOW TO APPLY**

Please click on the following link to begin your application:  
<https://www.surveymoz.com/s3/1192558/WFUNA-Internship-Application-Form-New-York-Office>

A complete application consists of:

- a) Online application form
- b) Cover letter explaining why you are qualified for/interested in the position you are applying for (to be uploaded in word or pdf as part of the online form)
- c) Resume/Curriculum Vitae (to be uploaded in word or pdf as part of the online form)

For more information on how to apply, please visit:

<https://wfuna.org/ABOUT/SECRETARIAT/INTERNSHIPS>

*WFUNA is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.*