HUMAN RESOURCES & ADMINISTRATION ASSISTANT

START DATE: IMMEDIATE
DURATION: 6 MONTHS
CATEGORY: FULL-TIME (UNPAID), INTERNSHIP
LOCATION: NEW YORK, REMOTE

GENERAL OVERVIEW

The World Federation of United Nations Associations (WFUNA) is a global nonprofit organization working for a stronger and more effective United Nations. Established in 1946, we represent and coordinate a membership of over 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 who share a global mindset and support international cooperation – global citizens. Our organization is headquartered at the United Nations in both New York and Geneva with offices in Seoul and Brussels. Learn more at www.wfuna.org

POSITION DESCRIPTION – HUMAN RESOURCES & ADMINISTRATION ASSISTANT (INTERN)

The incumbent will assist with the organization’s Human Resources & Administrative functions and will report to the Human Resources & Administration Officer and time to time to WFUNA’s Secretary-General. Because of the COVID-19 pandemic, this position will be remote until further noted, with the flexibility to work from any location for the time being. Duties of this position will include but are not limited to the following:

HUMAN RESOURCES

- Organize and maintain electronic and hard copy filing system of sensitive employee information related to onboarding, benefits, and tax information
- Maintain a system of tracking employee organizational charts, attendance, leave, and required trainings pertaining to anti-sexual harassment
- Research and maintain necessary policies and legal requirements to ensure compliance in countries of operation
- Support the preparation of material for Human Resources audits
- Assist in the development and management of employee recruitment, onboarding and orientations among all offices
- Communicate organization’s policies and follow through on required paperwork
- Support the draft of formal communications regarding organizational benefits throughout all offices
HR & ADMIN INTERN DESCRIPTION

- Aiding in preparing for bi-weekly all-staff meetings, including scheduling Zoom meetings and sending reminders to staff. Tracking minutes for record-keeping

ADMINISTRATION

- Support the maintenance of a filing system for MOUs and partnership agreements plus assist in tracking financial deadlines related to these documents
- Assist in liaising with relevant UN entities and building management/security regarding staff support, badge renewals, office maintenance and upkeep
- When in the office, support NY Office maintenance – including supplies, equipment, and work stations
- Manage incoming communication to info@wfuna.org/web@wfuna.org and other relevant accounts
- Track COVID-19 developments and guidelines within WFUNA countries of operation
- Perform general tasks as needed; other tasks as required by staff and program officers
- Other duties as assigned by the Human Resources & Administration Officer and the Secretary-General

INTERN OPPORTUNITIES

- The WFUNA Secretariat is located at UN Headquarters in New York. This position provides hands-on professional development and experience in human resources management and operation of a global non-profit organization
- When relevant and possible, the Human Resources & Administration Assistant will have access to the United Nations building, conferences and events and resources such as the UN Library
- This position offers networking opportunities – when possible the Human Resources & Administration Assistant will be able to make contact with UN staff, diplomats, UNA members, academics, and NGOs in the development community, and meet other interns from around the world who are working at the UN
- This position will provide a unique opportunity to learn and influence global human resources functions in a growing NGO with consultative status at the United Nations. The incumbent will also have an opportunity to interact with staff from our Geneva, Switzerland and Seoul, South Korea offices
- The incumbent will be eligible for college credit or hours as part of this internship. WFUNA can and will provide necessary documentation for intern to fulfill any school coursework, credit or hours as part of their program requirement

REQUIREMENTS
HR & ADMIN INTERNS DESCRIPTION

- Bachelor degree required or final stages of coursework toward completion of a Master degree in human resources, organizational psychology or similar discipline

- Applicant must be self-motivated, self-starter, energetic, vigilant about staying on tasks and managing multiple tasks in a fast-paced work environment. Able to maintain strict confidentiality regarding employee information

- Preference will be given to candidates who possess experience in human resources, office management and nonprofit organizations, coupled with an interest in the United Nations and international affairs

- Strong writing skills are necessary, as well as an advanced proficiency with MS Office, Zoom and particularly Excel

- Fluency in English is required; knowledge of a foreign language (especially French and Spanish) is a plus

- Candidates must possess valid citizenship or visa to work in the United States. Those who are not eligible to work in the United States cannot be considered at this time.

APPLICATION INSTRUCTIONS

- To apply, please email resume and cover letter to humanresources@wfuna.org. Include [Your Name - HR & Admin Assistant Position]

A full application will consist of:

- Cover letter and up-to-date resume/curriculum vitae explaining why you are qualified for/interested in the HR & Admin Assistant position (please attach as one document either in word or pdf form)

- Applications will be reviewed on a rolling basis until position is filled

Due to high levels of interest, we will only respond to prospective candidates.

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.