



wfuna

World Federation of United Nations Associations

LEARNING AND TRAINING INTERN DESCRIPTION

START DATE: IMMEDIATELY / DURATION: 6 MONTHS

CATEGORY: FULL-TIME (UNPAID)

LOCATION: NEW YORK

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

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 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.

POSITION DESCRIPTION – LEARNING AND TRAINING INTERN

The Student Training Internship is an unpaid full-time position at WFUNA lasting for six months. This person will assist with the organization's activities related to the Training Programs at the United Nations taking place in New York, directly reporting to the Student Training Officer. The purpose of this Internship is to help plan and manage the logistical side of the training sessions for the student groups visiting during the winter.

About the Training Programs at the United Nations

The Training Programs at the United Nations is an educational experience on the United Nations that partners with universities and educational institutions and promotes the effective participation of youth in the UN's work. WFUNA runs week long programs for high school, college, and graduate students. Participants gain an in-depth understanding of the UN through:

- Briefings with UN officials and staff
- Presentations from area non-governmental organizations (NGOs)
- Visits to UN Permanent Missions
- Educational activities such as projects and presentations.

Students can also receive training on relevant skills such as project management, design process and public speaking.

WFUNA has been running Training Programs at the United Nations since the winter of 2012. WFUNA plans to implement a handful of programs during the Fall and Winter of 2018. The workload would be divided into planning the Training Programs and running the actual sessions.

Responsibilities will include the following:

- Contacting speakers and trainers; Responding to emails
- Planning events, including presentations, lunches, and visits to UN offices and permanent missions
- Aiding in the creation and administration of curriculum customized to the group
- Creating, printing, and distributing documents
- Sending out visa letters
- Managing payments of tuition fees
- Managing group during the training with volunteer(s)

- Administering assessments and evaluations
- Assisting in creation of social media content
- Arranging meals and venue space
- Tracking finances and purchasing supplies
- Organizing additional necessary logistics
- Other tasks as related to the trainings or assigned by responsible Staff

INTERN OPPORTUNITIES

The WFUNA Secretariat is located at UN Headquarters in New York. The Student Training 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 Student Training Intern 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

REQUIREMENTS

- Applicant must be self-motivated, self-starter, energetic and vigilant about staying on tasks. Able to handle a fast-paced environment, as well as situations involving different cultures and upbringing. Interns must possess the ability to adapt to last minute changes.
- Preference will be given to candidates who possess prior experience in education, event planning, office management, and/or nonprofit work, coupled with an interest in international affairs
- Strong writing and editing skills are necessary, as well as an advanced proficiency with MS Office. Strong interpersonal skills required
- Fluency in English is required; knowledge of a foreign language (especially Mandarin or Korean) is a plus

[APPLICATION INSTRUCTIONS AVAILABLE AT WWW.WFUNA.ORG/INTERN](http://WWW.WFUNA.ORG/INTERN)