



wfuna

World Federation of United Nations Associations



WIMUN PROGRAM ASSOCIATE FOR CONFERENCE MANAGEMENT

START DATE: AS SOON AS POSSIBLE

CATEGORY: 1 YEAR, FULL-TIME, PAID STAFF WITH BENEFITS

LOCATION: NEW YORK

DEADLINE TO APPLY: SEPTEMBER 13

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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 has offices at the UN Headquarters in New York and Geneva, as well as in Seoul, Republic of Korea.

POSITION OVERVIEW

- The WIMUN Program Associate for Conference Management is in charge of running the logistics for WIMUN's University conference in New York and will assist with the development of future WIMUN programs. He/she will work closely with WFUNA's Model UN Coordinator and Model UN Program Associate, as well as with partners and volunteers who help organize WIMUN conferences.
- The position is based in WFUNA's New York office. He/she reports to WFUNA's Model UN Coordinator.
- This is a full-time, paid position with benefits. The position is limited to one year, with the possibility of extension.

RESPONSIBILITIES

- **Partner Management:** The WIMUN Program Associate for Conference Management needs to negotiate and maintain local partnerships with hotels, vendors, and venues in New York City. He/she will need to find and negotiate with a suitable venue for the conference (hotel, conference center, etc.), venue(s) for WIMUN social events (bars, clubs, arcades, etc.), and conduct market research to identify the best vendors for conference materials (printing, merchandise, AV rental, etc.).
- **Logistical Planning:** The WIMUN Program Associate for Conference Management is the main person responsible for planning and executing all logistics for WIMUN's University conference in New York. This will include recruiting and working with a team of student volunteers, as well as other stakeholders to ensure the conference logistics run as smoothly as possible. The WIMUN Program Associate for Management will also be in charge of overseeing the event logistics on-site during the conference.
- **Development of future programs:** The WIMUN program continues to evolve and WFUNA aims to expand its portfolio of Model UN activities in the upcoming years. The WIMUN Program Associate for Conference Management will need to assist with the development of these new programs and offer logistics insights gained from previous programs. This will also include conducting market research on what cities/countries would be best suited to host future WIMUN programs and doing initial outreach to new potential venues and vendors in the identified countries/cities.

SKILLS AND QUALIFICATIONS

- 1-2 years of documented work experience organizing Model UN conferences, or similar large scale events
- Bachelor's Degree or higher.
- Good working knowledge of Microsoft Office. Previous experience with Salesforce is a plus.
- Previous experience with Model UN (and WIMUN in particular, is a plus).
- Excellent vendor and partner management skills.
- Demonstrated experience with drafting and negotiating contracts, partnership agreements, and memorandums of understanding.
- Knowledge of the United Nations. Non-profit/civil society experience is a plus.
- Excellent written and oral communication skills in English (French and/or Spanish are a plus).

PERSONAL CHARACTERISTICS

- High energy, results-oriented self-starter who can involve and motivate key stakeholders, staff, and interns
- Thrives in a multi-faceted, fast-paced, and challenging environment.
- Well-organized with close attention to detail and implementation.
- Strategic, progressive, and creative thinker.

Candidates must possess a valid visa to work in the United States.

To apply, please send a resume and cover letter to wimunassociate@wfuna.org. Applications will be reviewed on a rolling basis, and we will close the application on September 13, 2019. Interviews will take place on a rolling basis and WFUNA reserves the right to close applications early if a suitable candidate is found before September 13. Your application materials should be submitted in English. Please indicate "WIMUN Program Associate for Conference Management" in the subject line of your email and consolidate your resume and cover letter into one document. Due to the volume of applications received, please note that only candidates who are selected for an interview will be contacted. No phone calls, please.