



wfuna

World Federation of United Nations Associations



# PEACE & SECURITY ASSISTANT (INTERNSHIP)

STARTING DATE: SEPTEMBER 2020

DURATION: 6 MONTHS

CATEGORY: FULL-TIME

LOCATION: NEW YORK/REMOTE

#### **WFUNA**

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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. 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](http://www.wfuna.org)

With activities in the field of Peace and Security, Sustainable Development, Human Rights, Youth Engagement and Education, WFUNA has a presence in New York, Geneva, and Seoul. WFUNA's Peace and Security work relates to Security Council Reform, Peacebuilding, Conflict Prevention, Peacekeeping, and Youth, Peace and Security.

## POSITION DESCRIPTION: PEACE AND SECURITY INTERN

The Peace and Security intern will assist WFUNA's Peace and Security Officer with the organization's Peace and Security 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:

- Support the Peace and Security Officer in coordination of all work, particularly as related to WFUNA's Transparency and Accountability at the UN Security Council initiative (CSO Dialogues with Presidents of the Security Council, UN Security Council Election Debates, UN Security Council Exit Briefing); Youth, Peace and Security (specifically related to the protection pillar of the United Nations Security Council Resolution 2250 and 2535); as well as the role of Peace Operations (combating sexual exploitation and abuse in UN peacekeeping missions).
- Assist in fundraising efforts, particularly in research, development of grant proposals, concept notes, and agendas, including liaising with other WFUNA staff and partners.
- Attend meetings and liaise with civil society representatives, UN personnel, UN Missions, UN Associations, civil society networks and working groups and report back on discussions, outcomes and action items.

- Update and maintain contact databases and mailing lists on a regular basis.
- Facilitate the organization of events at the UNHQ or virtually by providing logistical and technical support, conducting background research and preparing event materials.

**Additional responsibilities:**

- Organizing meetings, conference calls, and events; taking notes and drafting summaries; and producing other project-related materials, including timelines and checklists.
- Maintain and update contact lists and Salesforce database.
- Assist in administrative duties, such as answering emails, phone calls, 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 UN Security Council reform and prevention, among others.
- Networking opportunities and ability to make contact with UN staff, diplomats, civil society members from around the world.
- This internship is unpaid, however, interns are eligible for a monthly stipend equivalent to the cost of a monthly Metrocard.

**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, peacebuilding, governance and/or peacekeeping.

- 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.
- Preference will be given to candidates who possess prior experience/knowledge of UN activities related to Peace and Security.

## HOW TO APPLY

**To apply, please go to:**

<https://www.surveygizmo.com/s3/1192558/WFUNA-Internship-Application-Form-New-York-Office>.

**A complete application consists of:**

1. Online application form
2. 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)
3. Your Resume /Curriculum Vitae (to be uploaded in word or pdf as part of the online form)

When sending your application, please indicate which position you are interested in (Peace & Security Assistant).

- Do not send general applications.
- Do not send an application if you cannot commit to a full-time, 6-month internship.
- Incomplete applications will not be considered.

Due to visa restrictions, preference will be given to applicants who possess a valid visa or proper authorization to work in the US.

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.*