



wfuna

World Federation of United Nations Associations



# SDG 16+ COORDINATOR

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START DATE: ASAP/ CATEGORY: FULL-TIME

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. 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 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.

## 16+ FORUM OVERVIEW

From access to justice and the rule of law, to inclusion and participatory decision-making, violence reduction and the promotion of peace, Sustainable Development Goal (SDG) 16 resonates across societies and the 2030 Agenda as an indivisible whole. SDG 16+, which includes Sustainable Development Goal 16, its related 2030 Agenda targets for peaceful, just and inclusive societies and links to other UN agendas, such as Sustaining Peace, offers a catalytic opportunity to fully realize the 2030 Agenda, as an integrated and mutually-reinforcing whole, and deliver on the promise of societies which are free from fear and violence.

Launched in April 2016, the 16+ Forum is a multi-stakeholder platform and partnership of 12 member states, the G7+ and with WFUNA as its Secretariat, designed to share and amplify best practices in SDG 16+ implementation at all levels and across a wide community of stakeholders – governments, civil society, the UN, regional and international organizations, academia, the private sector and others. The 16+ Forum's partner member states include Australia, Costa Rica, Czech Republic, Denmark, Georgia, Guatemala, Peru, Sierra Leone, Sweden, the Republic of Korea, Timor-Leste and Tunisia.

In short, the 16+ Forum provides a platform to demonstrate SDG 16+ in policy and practice, through multi-stakeholder partnerships and universally across countries and contexts. Through gatherings, events and publications, it facilitates dialogue, learning and exchange among stakeholders. Its primary global gathering, the 16+ Forum Annual Showcase, brings together 200+ policy makers, practitioners and thought leaders from over 40 countries focused on the policy and practice of advancing peaceful, just and inclusive societies (SDG 16+). The first Showcase was held in Georgia in 2017, the second in Sierra Leone in 2018 and the third in Timor-Leste in 2019. The fourth is taking place in Costa Rica March 2022.

## POSITION DESCRIPTION: 16+ FORUM COORDINATOR

The WFUNA 16+ Forum Coordinator will be responsible for the implementation of work in relation to the *16+ Forum* initiative and WFUNA's related programs. This will include designing and delivering the next Annual Showcase conference, managing all related substantive and logistical work, coordinating with other SDG 16+ partners and initiatives at global and national levels, and developing additional 16+ Forum work streams, based on constituency demands and opportunities.

Day-to-day responsibilities include developing 16+ Forum content, including as related to the next Annual Showcase, regularly liaising with government, civil society and UN focal points, as well as the other member-state led SDG 16+ global initiatives, coordinating with various partners on shared interest and opportunities for collaboration, coordinating all logistics related to 16+ Forum activity, fundraising, and managing and maintaining 16+ Forum media-related platforms.

Please note this position is based in New York, and only candidates who are legally able to work in the United States will be considered for this position. This position will be supervised directly by WFUNA's Secretary-General.

## RESPONSIBILITIES

- Coordinate the activities of the 16+ Forum in New York and the Annual Showcase; develop additional work streams for scaled impact and based on available levels of funding.
- Maintain current partnerships and develop new partners for the work of the 16+ Forum; including with UN Diplomatic Missions, UN partners, civil society organizations, and private sector entities.
- Coordinate design, planning, implementation and follow-up for the Annual Showcase, including liaising with the government representatives, local and national organizations.
- Produce concept notes, agendas, background materials for the Annual Showcase and subsequent Outcome Document.
- Develop programs on SDG 16+ for our UN Associations.
- Liaise with WFUNA staff, cross sector focal points, and others to implement the work plan in a successful and timely manner.
- Fundraise for 16+ Forum work and build partnerships.
- Maintain project-related media assets (photographs, videos), contribute to social media, and manage the 16+ Forum website.
- Collaborate with WFUNA staff to coordinate culminating event(s) and resources to be generated from the successful completion of the Annual Showcase conference.
- Manage a small team of two 16+ Forum interns.
- Other duties as assigned by WFUNA's Secretary-General.

## SKILLS AND QUALIFICATIONS

- University degree in Social Sciences, Education, International Relations, International Development, or related field; Master's preferred.
- 5-6 years of experience in non-Governmental Organizations, with proven experiences designing and implementing trainings, a project management background, conferences, and/or high-level events.
- Experience working on SDG 16+ and demonstrable understanding of the United Nations 2030 Agenda; committed to the advancement of Peaceful, Just and Inclusive Societies.
- Demonstrated ability to work in multi-cultural settings and establish efficient and harmonious working relationships.
- Excellent communication, facilitation, and presentation skills.
- Fluency in English is required and fluency or knowledge of a 2<sup>nd</sup> UN official language is preferred.
- Ability to travel both domestically and internationally.
- Strong computer skills, including experience managing web content (MS Office, Excel, Web/Social Media outlets); experience with SharePoint/Teams, Salesforce and In-Design preferred.
- Located in New York.

## PERSONAL CHARACTERISTICS

- Enthusiastic self-starter.
- Be self-motivated, energetic, and vigilant about staying on tasks, following through, and meeting deadlines.
- Strong communication (verbal and written) and organizational skills.
- Engaging public speaking presence.
- Strong ability to build and maintain professional relationships.
- Interest in peace, justice, rule of law, inclusion and equality, international affairs, non-profit organizations, and public relations.
- Ability to be proactive, work independently, and multi-task effectively.
- Excellent attention to detail.

- Strategic, creative, and progressive.
- Flexible.

#### APPLICATION INSTRUCTIONS

**Only candidates who are legally able to work in the United States will be considered for this position.**

To apply, please send the below materials to [sdg16coordinator@wfuna.org](mailto:sdg16coordinator@wfuna.org):

- a) A resume (no longer than two pages)
- b) A one-page cover letter highlighting interest, availability, experience and expected annual salary

Your application materials should be submitted in English. Please indicate “SDG 16+ Coordinator” in the subject line of your email and consolidate your cover letter and CV into one document.

Applications will be reviewed on a rolling basis and we will close the application period on 7 January 2022. Interviews will take place on a rolling basis and WFUNA reserves the rights to close the application period early if a suitable candidate is found. **Please submit as soon as possible.** Due to the volume of applications received, please note that only candidates who are selected for an interview will be contacted.

*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.*