

EDUCATION AND TRAININGS INTERNSHIP

THE WORLD FEDERATION OF UNITED NATIONS ASSOCIATIONS (WFUNA)

DURATION: 4 MONTHS - LOCATION, GENEVA

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 United Nations in both New York and Geneva and hosts interns in both locations. www.wfuna.org

PROGRAMS DESCRIPTION

WFUNA's Human Rights in Action (HRA) program is tailored to enhance youth activism. Launched in 2011, HRA has trained more than 175 youth who in turn impacted thousands of beneficiaries through locally implemented projects. The program leverages the human rights infrastructure in Geneva to deliver a unique training, followed by a project implementation phase. WFUNA collaborates the Office of the High Commissioner for Human Rights to further amplify participants' projects.

WFUNA's Training Programs at the United Nations offer participants a unique chance to take part in training and educational activities at the United Nations. The Training Programs promote the participation of youth in the UN's work.

POSITION DESCRIPTION

The Intern will provide support to the Officer in charge of educational programs and trainings, and participates to the general tasks of the office of WFUNA in Geneva.

KEY TASKS AND RESPONSIBILITIES:

- ✓ Assisting with trainings and educational events;
- ✓ Drafting contents for educational events or trainings;



WFUNA
1 United Nations Plaza
Room 0240
New York NY 10017 USA
+1 212 963 5610

FMANU
Palais des Nations
Villa Bocage, VB3
1211 Geneva
Switzerland
+41 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

- ✓ Helping with management and coordination of events;
- ✓ Creating PPT and Prezi;
- ✓ Assisting with the budget management and drafting reports;
- ✓ Outreaching to potential sponsors, donors, and partners;
- ✓ Assisting with grant applications.

ADDITIONAL RESPONSIBILITIES:

- ✓ Research on the different program-related topics;
- ✓ Representing WFUNA at UN meetings and events, and sharing relevant information with interested UNAs;
- ✓ Assisting with website management and contributing written materials to WFUNA's website and social medias;
- ✓ Attending sessions of the Human Rights Council and other UN agencies;
- ✓ Office maintenance;
- ✓ Preparing the daily news scan shared with all WFUNA staff and interns.

OTHER OPPORTUNITIES:

1. The WFUNA Secretariat office is located within the Palais des Nations, the United Nations building in Geneva. The Intern will have access to the United Nations building, conferences and events, and resources such as the UN Library.
2. This position offers an excellent networking opportunity – the Intern will be able to make contact with UN staff, diplomats, UNA members, academics, and NGO representatives, and meet other interns from around the world who are working at the UN.

EXPERIENCE AND COMPETENCIES REQUIRED:

- ✓ Background in education, domestic or international human rights, international relations or political science;
- ✓ Fluency in English; knowledge of another UN language is a plus;
- ✓ Previous conference management experience;
- ✓ Good knowledge of PPT, Prezi, Salesforce and Illustrator;
- ✓ Strong interest in the UN and its values;
- ✓ Strong writing, drafting, public speaking and computer skills;
- ✓ Flexibility, autonomy, curiosity and capacity to adapt to an international environment;
- ✓ Involvement in student affairs, non-profit organizations and familiarity with the UN system is beneficial.

REQUIREMENTS:

- ✓ Current enrollment in university studies in a relevant field, such as education, international law or relations, or political sciences;
- ✓ Valid work permit for Switzerland at the time of application.

Starting date: 7 January 2019 or another mutually agreed date.

To apply, please send an email with a cover letter and a CV (2 pages maximum each) at internships.gva@wfuna.org with a copy to varenne@wfuna.org

Please note that only selected candidates will be contacted for an interview.

WFUNA is committed to equality of opportunity and encouraged applications from all individuals regardless of sex, age, disability, gender identity, or ethnicity.