

# PROGRAM ASSISTANT POSITION DESCRIPTION

THE WORLD FEDERATION OF UNITED NATIONS ASSOCIATIONS  
(WFUNA)

LOCATION: SEOUL, ROK

## 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.

## POSITION DESCRIPTION – PROGRAM ASSISTANT

This person will assist with the organization’s administrative duties at the office of WFUNA in Seoul. This will include the following:

- Assisting with events management and meetings coordination
- Assisting in the recruitment of interns, handling internship applications and all related documents, and liaising with related staff or program officer
- Assisting in management of receipts, invoices, expenditure reports, and other miscellaneous documentations, and with keeping the office well-organized
- Answering, screening and referring phone calls, greeting visitors
- Performing general office tasks as needed; other tasks as required by staff and program officers



wfuna

World Federation of United Nations Associations

### WFUNA

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### WFUNA

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### WFUNA

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### **INTERN OPPORTUNITIES**

- This position offers an excellent networking opportunity – Program Assistants will be able to make contact with UN staff, diplomats, UNA members, academics, and NGOs in the development community, and be involved in WFUNA’s various projects in Korea.
- This position also offers an opportunity to expand one’s knowledge on how an organization is run by dealing with various administrative work, archiving documents, and liaising with WFUNA’s main offices in New York and Geneva.

### **REQUIREMENTS**

- Applicant must be self-motivated, self-starter, energetic and vigilant about staying on tasks
- Preference will be given to candidates who possess prior experience in office management and 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 and Korean is required; knowledge of a foreign language (especially French and Spanish) is a plus

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