



wfuna

World Federation of United Nations Associations



WIMUN DIGITAL MEDIA INTERN POSITION DESCRIPTION

START DATE: AS SOON AS POSSIBLE

CATEGORY: INTERNSHIP

LOCATION: REMOTE

DEADLINE TO APPLY: APRIL 30, 2021

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1 United Nations Plaza
Room 0240
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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.
- The WFUNA International Model United Nations (WIMUN) is WFUNA's Model UN program and the most accurate simulation of the United Nations in the world. With participants from over 100 countries and all inhabited continents, WIMUN is a truly international educational experience.

POSITION OVERVIEW

- The WIMUN Digital Media Intern assists with the creation of digital media and communications for all WFUNA International Model United Nations conferences. He/she will work closely with and report to WFUNA's Model UN Coordinator and Model UN Program Associate.
- The position is remote.
- This is an unpaid internship.

RESPONSIBILITIES

- **Marketing:** The WIMUN Digital Media Intern will have the opportunity to have a significant input in the development of marketing materials for upcoming WIMUN conferences. This may include, but is not limited to, the creation of videos and graphics that can be utilized in email campaigns or on the WIMUN website. If agreed upon by the intern and his/her supervisor, this may also include assisting with the development of a broader marketing strategy and/or the upcoming WIMUN website overhaul.
- **Social Media:** The WIMUN Digital Media Intern will assist with maintaining WIMUN's social media presence including but not limited to Facebook, Instagram, Snapchat, Flickr, and Twitter. He/she will help to develop a coherent social media strategy that can be applied across different social media pages and will be create strong visuals to help reach a wide international audience.
- **Website and Newsletter:** The WIMUN Digital Media Intern will assist with managing the WIMUN website (www.wfuna.org/wimun) and update it regularly. He/she will work closely with WFUNA's Model UN Program Associate and WFUNA's Digital Media & Communications Officer to ensure a successful integration of the WIMUN website into the WFUNA website. He/she will also send out regular newsletters with information about past events, upcoming WIMUN conferences, and other WIMUN related news.

SKILLS AND QUALIFICATIONS

WIMUN DIGITAL CONTENT INTERN

- Bachelor's Degree or higher in Communications, Marketing, or a related field.
- Previous experience with the creation of digital media content, such as graphics for social media or marketing campaigns, video creation and editing,
- Previous experience with Model UN (and WIMUN in particular, is a plus).
- 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.
- To apply, please send a resume, cover letter, and 1-2 samples of previous digital content you created to wimunassociate@wfuna.org. Applications will be reviewed on a rolling basis, and we will close the application on April 30, 2021. Interviews will take place on a rolling basis and WFUNA reserves the right to close applications early if a suitable candidate is found before April 30. Your application materials should be submitted in English. Please indicate "WIMUN Digital Media Internship" 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.