



wfuna

World Federation of United Nations Associations



YOUTH PROGRAM ASSISTANT DESCRIPTION

START DATE: IMMEDIATE

DURATION: 3- 6 MONTHS

CATEGORY: INTERNSHIP/FULL-TIME (UNPAID)

LOCATION: REMOTE

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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 (UN). 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 UN, through the engagement of people who share a global mindset and support international cooperation – global citizens.

POSITION DESCRIPTION - YOUTH PROGRAM ASSISTANT

The Youth Program Assistant will assist with the organization's Youth Program. This position will be under the supervision of WFUNA's Peace and Security Officer. The purpose of this internship is to provide administrative and programmatic support for WFUNA's Youth Program in the area of communications and outreach, fundraising, development of instructional materials as needed, event management, developing the capacity of WFUNA's Youth Network, with a particular focus on supporting WFUNA's work on increasing youth participation in decision-making at the UN. This is an unpaid internship lasting up to six months with a three-month probation period. The intern will also have general WFUNA administrative duties relating to the program or the work of WFUNA. This position is remote for the moment until further noted and will be based out of WFUNA's New York office. Applicants should have a valid US Visa if working in the US.

MAIN RESPONSIBILITIES

- Support the Peace and Security Officer in the coordination of the Youth Program.
- Assist WFUNA's long-lasting efforts to increase Youth participation at the UN through the support and promotion of the UN Youth Delegate Programme and through the engagement with ICMYO (International Coordination Meeting of Youth Organizations).
- Coordinating the work of the WFUNA Youth Delegate Programme Multipliers, a group of current and former Youth Delegates to the UN working to multiply the YDP around the world and WFUNA's Young Leader of the Year.
- Assisting with events management, coordination of meetings and logistics, and conference calls with WFUNA's Youth Advisory Council, the UN Youth Delegate Programme Multipliers, and other actors when needed.
- Developing the capacity of WFUNA's Youth Network through the organization of Youth Seminars, while also recognizing the

contribution of its members through the selection of the WFUNA Young Leader of the Year.

- Mapping potential donors and writing grant applications to fundraise to strengthen our work in support of WFUNA's Youth Program.
- Managing relevant email accounts and communication with partners and programs.
- Assisting with communications and outreach activities, correspondence, website updates, and social media (Facebook, Twitter, Tumblr).

ADDITIONAL RESPONSIBILITIES

- Producing other project-related materials, including timelines and checklists.
- Assist in administrative duties, such as answering phones, printing/copying, and other data entry.
- Attend bi-weekly staff meetings.
- Representing WFUNA at meetings and events, taking notes and reporting back.
- Monitoring and sharing youth-related news/events/progress on a weekly basis.
- Preparing the daily news scan shared with all WFUNA staff and interns.

DESIRED EXPERIENCE AND COMPETENCIES

- Undergraduate degree required, postgraduate degree, or coursework towards a graduate-level degree preferred.
- Background in international affairs, the United Nations, education, nonprofit work, and/or project management. Prior experience in youth engagement and participation a plus.
- 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, technical skills, and organizational skills.
- Fluency in English is required; the ability to speak a second UN language is a plus.
- Interest in and a basic understanding of international affairs, the United Nations and its organs.
- Experience with social media and website management is a plus.
- Capacity to work in multicultural settings, develop solid and productive working relationships, and meet deadlines.
- Proactive, detail-oriented, flexible, adaptable, independent, and creative.

INTERN OPPORTUNITIES

The WFUNA Secretariat is located at the United Nations Headquarters in New York. The Youth Program Assistant will have access to the United Nations building, on-line conferences and events, and resources such as the UN Library.

This position offers an excellent networking opportunity. The Youth Program Assistant will be able to make contact with UN staff, diplomats, United Nations Associations (UNA) members, academics, and NGOs in the international development community, and meet other interns from around the world who are working at WFUNA and the UN.

ADDITIONAL REQUIREMENTS

WFUNA is unable to sponsor a visa for this position. Due to visa restrictions, only applicants who already possess the ability to work in the United States of America (citizens, permanent residents, current valid US visa) will be considered.

HOW TO APPLY

Please combine your resume and cover letter as one pdf document and send it to youth@wfuna.org. Indicate your *last name/first name Youth - Program Assistant* in the email subject line.

A complete application consists of:

- a) Resume/Curriculum Vitae.
- b) Cover letter explaining why you are qualified for/interested in the position of Youth Program Assistant with WFUNA.

Only complete applications in the format requested sent to youth@wfuna.org will be considered.

The application deadline is 15 January. Shortlisted applicants will be contacted for interviews.

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.