



wfuna

World Federation of United Nations Associations



MODEL UN PROGRAM ASSOCIATE

START DATE: JUNE 2024

CATEGORY: 1 YEAR, FULL-TIME, PAID STAFF

LOCATION: NEW YORK

SALARY RANGE: \$54,000 - \$66,000 ANNUALLY

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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.

POSITION OVERVIEW

- The Model UN Program Associate is responsible for the successful planning and implementation of WFUNA's different Model UN programs, including the WFUNA International Model UN (WIMUN), WFUNA Model UN Camps, and the Global Model WHO. He/she will assist with the development of future WIMUN programs. He/she will work closely with WFUNA's Education & Youth Officer and Model UN Coordinator, as well as with partners and volunteers who help organize WIMUN conferences.
- The position is based in WFUNA's New York office. He/she reports to WFUNA's Education & Youth Officer.
- This is a full-time, paid position with benefits. The position is limited to one year, with the possibility of extension.

RESPONSIBILITIES

- **Program Operations:** The Model UN Program Associate is responsible for the planning and execution of all logistics for different WIMUN programs, most notably WIMUN New York and WFUNA's Model UN Camps in New York. He/she will work closely with existing venues (InterContinental New York Times Square and Westin Times Square), or will need to identify new venues, to ensure a seamless experience for Model UN program participants. He/she will also be overseeing the on-site logistics during each program.
- **Vendor and Venue Management:** The Model UN Program Associate will need to conduct market research to identify the best vendors for different required materials (printing, merchandise, AV rental, etc.). He/she will also need to identify venues where external events (socials, dinners, visits, and tours) of WFUNA's Model UN program could be held. Once relationships with vendors and venues have been forged, the Model UN Program Associate will work alongside WFUNA's Education & Youth Officer to manage and maintain these relationships.
- **Communications with Stakeholders:** The Model UN Program Associate will be responsible for managing WIMUN's general email account and other communication channels. He/She needs to liaise with various stakeholders, such as students and teachers, and supplying them with relevant information in a swift manner.
- **Conference Sponsorship:** The Model UN Program Associate will be responsible for securing sponsorships from various sources for the conference. This may include local businesses, such as restaurants or tourists attractions in New York City, or national/global organizations, such as funds, public entities, or companies.

- **Other WFUNA Education Programs:** The Model UN Program Associate will also be assisting with the successful planning and implementation of other educational programs organized by WFUNA, most notably WFUNA's Youth and Advanced Training Programs, as appropriate. This may include the planning of a program, securing UN speakers, or teaching lessons during a program.

SKILLS AND QUALIFICATIONS

- 1-2 years of documented work experience organizing Model UN conferences, or similar large-scale events, ideally as head organizer or similar roles.
- Bachelor's Degree or higher.
- Good working knowledge of Microsoft Office. Previous experience with Salesforce is a plus.
- Previous experience with Model UN (and WIMUN in particular, is a plus).
- Excellent vendor and partner management skills.
- Demonstrated experience with drafting and negotiating contracts, partnership agreements, and memorandums of understanding.
- 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.
- Very well-organized with close attention to detail and implementation.
- Strategic, progressive, and creative thinker.

Candidates must have the right to work in the United States.

To apply, please send a resume and cover letter to wimunassociate@wfuna.org. Applications will be reviewed on a rolling basis, and applications will close on April 30, 2024. 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 "Model UN Program Associate" 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.