



**wfuna**

World Federation of United Nations Associations



# MODEL UN PROGRAM ASSOCIATE

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START DATE: DECEMBER 2024/JANUARY 2025  
CATEGORY: 1 YEAR, FULL-TIME, PAID STAFF  
LOCATION: NEW YORK (PREFERRED) OR GENEVA  
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) and the Global Model WHO. They will assist with the development of future WIMUN programs. They 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 or Geneva office. They report to WFUNA's Education & Youth Officer.
- This is a full-time, paid position. 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. They will work closely with existing venues and/or will need to identify new venues, to ensure a seamless experience for Model UN program participants. They 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, A/V rental, etc.). They 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 communication with different stakeholders, such as conference participants, potential partners, and sponsors. This may include direct email communications, mass emailing via Mailchimp, and phone calls.
- **Conference Sponsorship:** The Model UN Program Associate will be responsible for securing sponsorships from various sources for the conference. This may include businesses, such as restaurants or tourist attractions, or national/global organizations, such as funds, public entities, or companies.

## 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 Monday.com is a plus.
- Previous experience with Model UN (and WIMUN in particular, is a plus).
- Excellent vendor and partner management skills.
- Previous experience using Mailchimp or a similar mass mailing platform is a plus.
- 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 OR possess a valid visa to work in Switzerland OR must hold citizenship of an EU member state, Switzerland, or any other country within EFTA.**

To apply, please send a resume and cover letter to [wimunassociate@wfuna.org](mailto:wimunassociate@wfuna.org). Applications will be reviewed on a rolling basis, and applications will close on November 22, 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 November 22. 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.