



# PARTNERSHIPS ASSISTANT POSITION DESCRIPTION

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START DATE: MAY 21, 2025

CATEGORY: INTERNSHIP

LOCATION: REMOTE

DEADLINE TO APPLY: MAY 16, 2025

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**wfuna**

World Federation of United Nations Associations

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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 Partnerships Assistant facilitates outreach for various educational programs provided by WFUNA. This will include work on communications and outreach for WFUNA International Model UN Conferences, Training Programs at the United Nations, and Act4Impact. He/she will work closely with and report to WFUNA's Partnerships Coordinator.
- This position is remote.
- Majority the work will be results-oriented and completed asynchronously, with regular training sessions and check-ins scheduled to provide support and guidance.
- The internship will last anywhere from 3 to 6 months, depending on availability and project needs.
- This is an unpaid internship.

## RESPONSIBILITIES

- Lead Generation & Prospecting:
  - Research and identify potential educational institutions that match WFUNA's target market.
  - Maintain a clean and organized list of prospective partners
  - Initiate contact via cold emails, calls or other opportunities.
- Qualifying Leads:
  - Engage prospects in conversation to understand their interest, needs, challenges, and fit.
  - Use qualification frameworks to assess lead quality.
  - Determine whether a lead is ready to be passed to the Partnerships Coordinator or needs nurturing.
- Pipeline Coordination & Handoff:
  - Schedule discovery calls or demos for Partnerships Coordinator. At times, attend and or lead calls as experience is gained.

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## WFUNA PARTNERSHIPS ASSISTANT

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- Maintain accurate CRM records and report on outreach activity and conversion rates.
- Collaborate with marketing, implementation, and partnership teams to refine messaging and targeting.

### ASSISTANT OPPORTUNITIES

- Grow your professional network by connecting with WFUNA staff and various educational leaders around the world.
- Gain hands-on experience with partnership development, relationship building, marketing, and communications.

### SKILLS AND QUALIFICATIONS

- Working towards a Bachelor's Degree, or higher degree, in business, communications, marketing, public relations, non-profit management, international relations, political science, or social sciences.
- Excellent written and oral communication skills in English. Additional languages are a plus as our outreach is global.
- Previous outreach or lead generation experience is a plus.
- Previous involvement with Model UN, Study Abroad, or Sustainable Development Goals is a plus.
- Knowledge of the United Nations. Non-profit/civil society experience is a plus.

### PERSONAL CHARACTERISTICS

- High energy, result-oriented self-starter who is looking for an opportunity to support WFUNA in promoting the principles and programs of the United Nations and engaging Global Citizens.
- Well-organized with close attention to detail and implementation.
- Strategic, coachable and accountable. This position will include asynchronous, remote work.

**To apply**, please submit your résumé to [devashrayee@wfuna.org](mailto:devashrayee@wfuna.org) with the subject line: **"[First Name] – Partnerships Assistant Application."** In the body of your email, include a brief paragraph outlining your interest in the internship and how your background and interests aligns with the role.

Applications will be reviewed on a rolling basis. Interviews will also take place on a rolling basis and WFUNA reserves the right to close applications without further notice once a suitable candidate is found. Your application materials should be submitted in English. Due to the volume of applications received, please note that only candidates who are selected for an interview will be contacted.