



wfuna

World Federation of United Nations Associations

MODEL UN PROGRAM ASSISTANT POSITION DESCRIPTION

START DATE: SEPTEMBER 2025

CATEGORY: INTERNSHIP

LOCATION: NEW YORK/REMOTE

DEADLINE TO APPLY: AUGUST 31, 2025

WFUNA

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Room 0240
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FMANU

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WFUNA

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WFUNA

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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 Assistant assists with the planning and execution of the WFUNA International Model United Nations conferences. This will include work on conference content and any other conference relevant work. He/she will work closely with and report to WFUNA's Model UN Coordinator.
- The position is based in New York but working remotely is possible for qualified candidates who are not based in New York.
- This is an unpaid internship.

RESPONSIBILITIES

- **Research Support:** The Model UN Program Assistant will contribute to the preparation of conference materials by researching a wide range of topics covered during simulations. This includes identifying key issues, global trends, and relevant background information to support delegate preparation.
- **Country Positions and Matrices:** The assistant will gather official statements from UN Member States and other groups, and help build country matrixes that show which countries are involved and where they stand on the issues.
- **Content Review:** The Model UN Program Assistant will review study guides, bibliographies, and handbooks to ensure all materials are clear, accurate, and ready for use.

ASSISTANT OPPORTUNITIES

- Gain working knowledge of the United Nations and many global issues on its agenda.
- Access to the UN Headquarters in New York and the opportunity to observe different UN meetings and events.
- Interfacing with UN staff who are experts in areas that will be discussed at WIMUN and staff at Missions to the United Nations.
- Participation in online meetings that include staff from other UN Specialized Agencies, Programmes and Funds and other Related Organizations.

SKILLS AND QUALIFICATIONS

- Working towards a bachelor's degree, or higher degree in international relations, political science, or a related field.
- Previous experience with Model UN (and WIMUN in particular) is a plus.
- Experience in researching content related to the UN on the Internet a plus.
- Knowledge of the United Nations. Non-profit/civil society experience is a plus.
- Excellent written and oral communication skills in English

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 and cover letter to yotive@wfuna.org. Please indicate "Model UN Program Assistant" in the subject line of your email and consolidate your resume and cover letter into one document. 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. No phone calls, please.