



wfuna

World Federation of United Nations Associations

EDUCATION AND TRAINING ASSOCIATE POSITION DESCRIPTION

START DATE: EARLY 2026

CATEGORY: FULL-TIME, PAID STAFF

LOCATION: GENEVA

DEADLINE TO APPLY: JANUARY 18, 2026

WFUNA

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FMANU

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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.

WFUNA’s “Training Programs at the United Nations” are weeklong training sessions organized at the Palais des Nations. They offer participants a unique chance to engage with the work of the United Nations and involve lectures, interactive sessions and quizzes, group work sessions, visits as well as presentations by participants. They are divided into Advanced Training Program (ATP) and Youth Training Program (YTP). The Advanced Training Program targets university students while the Youth Training Program is for elementary, middle school and high school participants.

POSITION OVERVIEW

- Alongside the Education and Training team, the Education & Training Associate has the responsibility to conduct the sessions (pre-training phase, planning, implementation, facilitation, and follow-up) as well as to constantly improve their organization and pedagogical objectives. Additional responsibilities include outreach and promotion of the programs as well as follow-up with partners and educational institutions.
- The position is based in WFUNA’s Geneva office. He/she reports to WFUNA’s Senior Program Officer.
- This is a full-time, paid position.

RESPONSIBILITIES

- Designing and updating the week-long Training Programs at the United Nations to ensure the agenda, learning objectives, and session flow are coherent and aligned with WFUNA’s and the partners’ priorities.
- Contacting and coordinating with invited speakers to confirm participation, manage scheduling, and ensure session expectations and formats are clear.
- Preparing and tailoring WFUNA presentations and supporting materials to match the program content and the needs of participants.
- Providing logistical support for the Training and Education programs in Geneva, including booking rooms, preparing materials, and coordinating day-to-day operational needs.
- Leading and facilitating the Training Programs on-site by accompanying participants, delivering WFUNA presentations, and ensuring the schedule runs smoothly throughout the week.
- Updating monitoring and evaluation tools (including surveys) with program-specific information and compiling key findings for internal reporting.

- Collecting, consolidating, and analyzing participant feedback through surveys and evaluations to inform improvements for future programs.
- Supervising the work of one or more interns.
- Regular reporting on duties to the supervisor.
- General staff duties related to WFUNA's work and other duties as assigned by the supervisor or the Secretary-General.

SKILLS AND QUALIFICATIONS

- At least 2 years of documented relevant professional experience in program coordination, training delivery, or related roles.
- Bachelor's Degree or higher, preferably in Education, Social Sciences, or a related field.
- Strong public speaking, facilitation, and writing skills, with the ability to communicate clearly with diverse audiences.
- Demonstrated experience planning and/or implementing educational programs, trainings, workshops, or events; knowledge of project management techniques is an asset.
- Strong stakeholder management skills, including speaker outreach, professional follow-up, and relationship-building with partners.
- Proven ability to manage logistics and multiple stakeholders (e.g., speakers, partners, participants) in a fast-paced environment.
- Experience with monitoring and evaluation, including survey design, collecting feedback, and summarizing results into actionable recommendations.
- Advanced PowerPoint/Google Slides skills and an eye for clean, professional design is a plus.
- Prior involvement in non-profit organizations, education initiatives, and/or student affairs is a plus.
- Familiarity with the UN system is a plus.
- Excellent written and oral communication skills in English (French is a plus).

Candidates must 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 recruitment@wfuna.org. Applications will be reviewed on a rolling basis. Interviews will take place on a rolling basis and WFUNA reserves the right to close applications once a suitable candidate is found. Your application materials should be submitted in English. Please indicate "Education & Training 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.