



COMMUNICATIONS ASSISTANT POSITION DESCRIPTION

START DATE: APRIL 2026

CATEGORY: INTERNSHIP

LOCATION: REMOTE

DEADLINE TO APPLY: APRIL 17, 2026



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 Communications Assistant assists with the planning and execution of WFUNA related communications and marketing. This will include work on communications, conference content and any other conference relevant work. They will work closely with and report to WFUNA's Communications Consultants.
- This position is remote.
- Majority of 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

- **Communications & Marketing:**
 - The Communications Assistant will play an active role in shaping and executing communications for Global Model conferences. This includes developing high-quality visual and written content across social media, email campaigns, and the conference website. Responsibilities include graphic design, short-form video production, and supporting the rollout of campaign narratives aligned with recruitment and brand positioning.
 - Where appropriate, the Assistant may also contribute to broader communications strategy, including audience targeting, messaging frameworks, and content planning.
- **Content & Editorial Development:**
 - The Communications Assistant will support the development of structured, audience-focused content across key channels. This includes drafting copy, curating visuals, and maintaining consistency in tone and positioning.
 - They may also support content performance tracking (e.g. engagement, reach, conversions) and contribute to iterative improvements in communications output.
- **Conference Communications & Experience Design:**
 - The Communications Assistant will support the communications dimension of the conference experience, ensuring clarity,

consistency, and professionalism across participant touchpoints. This includes applicant-facing communications, informational materials, and on-site or pre-conference messaging that shapes how participants understand and engage with the conference.

ASSISTANT OPPORTUNITIES

- Develop a professional communications portfolio across digital campaigns, branding, and conference communications
- Gain hands-on experience in executing communications within an international, multi-stakeholder environment
- Build exposure to communications strategy, including audience engagement, messaging development, and performance analysis
- Contribute to a high-level global programme aligned with the United Nations and international cooperation

SKILLS AND QUALIFICATIONS

- Currently pursuing or holding a degree in communications, marketing, international relations, political science, business, design, or a related field
- **Core Requirements:**
 - Strong written and verbal communication skills in English
 - Demonstrated ability to create digital content (graphics, social media content, or video)
 - Proficiency in Canva (required); familiarity with CapCut or Adobe Premiere Pro (strongly preferred)
 - Strong organisational skills and ability to work independently in a remote, asynchronous environment
- **Advantageous Experience:**
 - Experience with Model UN or Global Model conferences
 - Experience in content strategy, campaign planning, or brand communications
 - Experience in event-based communications or participant engagement
 - Familiarity with the United Nations, international organisations, or the non-profit sector

PERSONAL CHARACTERISTICS

- Strong sense of ownership and accountability; able to take initiative without close supervision
- High level of taste and judgment in both visual and written communication
- Able to think beyond execution and understand *why* content is being created and who it is for
- Detail-oriented with a commitment to producing polished, high-quality work

WFUNA COMMUNICATIONS ASSISTANT

- Comfortable working in a fast-paced, international environment with shifting priorities
- Collaborative and responsive, while still able to work independently
- Demonstrates maturity, professionalism, and an understanding of operating within a serious, international organisation

To apply, please send a resume, cover letter and design portfolio to internships@wfuna.org. Please indicate "Communications Assistant" in the subject line of your email and consolidate your resume and cover letter into one document. Application deadline is April 17, 2026 by 11:59pm ET. 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.