



# PARTNERSHIPS ASSISTANT POSITION DESCRIPTION

START DATE: AUGUST 2026

CATEGORY: INTERNSHIP

LOCATION: REMOTE

DEADLINE TO APPLY: JUNE 21, 2026

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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 Global Model Conferences, Training Programs at the United Nations, and Act4Impact. He/she will work closely with and report to WFUNA's Institutional Engagement Officer and Community Outreach Officer.

- Time commitment: minimum 15 hours per week
- Duration: 3 - 6 months, depending on availability and project needs
- Compensation: this internship is unpaid.
- Work style: Primarily asynchronous and independent, with regular check-ins and training sessions.

## RESPONSIBILITIES

- Lead Generation & Prospecting:
  - Research and identify educational institutions that align with WFUNA's partnership criteria
  - Maintain an organized and up-to-date database of prospective partners
  - Initiate outreach through cold emails, calls, and other channels
- Lead Qualification
  - Engage prospects to assess their interests, needs, and organizational fit
  - Apply qualification frameworks to evaluate lead quality and readiness
  - Determine appropriate next steps, including nurturing or escalation to the Partnerships team
- Pipeline Coordination & Handoff:
  - Schedule discovery calls for the Institutional Engagement Officer; over time, attend and lead calls independently
  - Maintain accurate CRM records and provide regular reports on outreach activity and conversion metrics
  - Collaborate with marketing, implementation, and partnerships teams to refine messaging and targeting strategies
  
- Special Projects

Throughout the internship, the Partnerships Assistants may contribute to ad hoc projects based on organizational needs and individual interests. Applicants are encouraged to indicate in their application which of the following areas they are most interested in exploring:

- Data Evaluation & Visualization — Analyzing outreach and partnership data to surface insights and support decision-making
- Program Development — Supporting the design, refinement, or delivery of WFUNA's educational programs and initiatives
- Social Media & Digital Marketing — Contributing to content strategy and audience engagement across WFUNA's digital channels

Note: Project availability may vary based on organizational needs at the time of the internship.

### WHAT YOU WILL GAIN

- Hands-on experience in partnership development, relationship building, and outreach within a global nonprofit context
- Exposure to the international nonprofit sector and the United Nations system
- The opportunity to work alongside a diverse, motivated cohort of interns from around the world
- Professional connections with WFUNA staff and educational leaders across multiple countries and regions
- The chance to develop specialized skills in one or more areas — data analysis, program development, or digital marketing — through project-based work

### QUALIFICATIONS

- Currently pursuing a Bachelor's degree or higher in business, communications, marketing, public relations, nonprofit management, international relations, political science, or a related field
- Strong written and verbal communication skills in English; proficiency in additional languages is an asset
- Familiarity with the United Nations system and the Sustainable Development Goals
- Prior experience in outreach, lead generation, or CRM systems is an advantage
- Previous involvement with Model UN or nonprofit/civil society organizations is a plus

### WHO WE ARE LOOKING FOR

We're seeking a motivated, detail-oriented self-starter who is passionate about the UN's mission and global citizenship. The ideal candidate is organized, accountable, and comfortable working independently in a remote, asynchronous environment.

### HOW TO APPLY

Send your resume and cover letter — combined into a single document — to [internships@wfuna.org](mailto:internships@wfuna.org) with "Partnerships Assistant" in the subject line. Applications are reviewed

on a rolling basis, and interviews are scheduled accordingly. WFUNA reserves the right to close the application process once suitable candidates are identified. Please submit all materials in English. Due to application volume, only shortlisted candidates will be contacted. No phone calls, please.