Position Description for Program Assistant Intern

Location: Geneva  
Category: Full-time (40hrs/week), 6-month duration, unpaid internship

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 United Nations in both New York and Geneva, and hosts interns in both locations.  
www.wfuna.org

Position Description – Program Assistant Intern

The intern will provide administrative and human resources support to the Director of Programs at the office of WFUNA in Geneva.

Responsibilities include:

• Assisting with events management and meetings coordination
• Assisting in the recruitment of interns, handle internship applications and all related documents
• Assisting with membership coordination
• Answering, screening and referring phone calls, greeting visitors
• Assisting with filing of documents and with keeping the office well-organized
• Ordering and stocking office supplies

Additional responsibilities/ opportunities may include:

• Representing WFUNA at UN meetings and events, and sharing relevant information with interested UNAs
• Assisting with website management
• Contributing written materials to WFUNA’s website

Some of the opportunities:

1. The WFUNA Secretariat office is located within the Palais des Nations, the United Nations building in Geneva. The Administrative Intern will have access to the United Nations building, conferences and events and resources such as the UN Library.
2. This position offers an excellent networking opportunity – the Administrative Intern will be able to make contact with UN staff, diplomats, UNA members, academics, and NGO representatives, and meet other interns from around the world who are working at the UN.

Additional considerations:
Prior practical experience in administration is a must. Applicants should have completed, or be near completion of their studies at the B.A. level.

Preference will be given to candidates with prior UNA experience.

Familiarity with the UN system is beneficial.

Strong writing, drafting and computer skills are necessary.

Fluency in English and French is required; knowledge of Spanish or another foreign language is a plus.

To apply, please go to http://www.wfuna.org/internship-vacancies-and-application-instructions and follow the instructions at the bottom of the page.