

PROGRAM ASSISTANT POSITION DESCRIPTION

THE WORLD FEDERATION OF UNITED NATIONS ASSOCIATIONS
(WFUNA)

LOCATION: SEOUL, ROK

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.

POSITION DESCRIPTION – PROGRAM ASSISTANT

This person will assist with the organization's administrative duties at the office of WFUNA in Seoul. This will include the following:

- Assisting with events management and meetings coordination
- Supporting program management for various programs
- Assisting in management of receipts, invoices, expenditure reports, and other miscellaneous documentations, and with keeping the office well-organized
- Performing general office tasks as needed; other tasks as required by staff and program officers



World Federation of United Nations Associations

WFUNA

1 United Nations Plaza
Room 1177
New York NY 10017 USA
+1 212 963 5610

FMANU

Palais des Nations
Villa Bocage VB4
1211, Geneva
Switzerland
+44 22 917 3239

WFUNA

12F, Seoul Global
Center Building
38 Jong-ro
(Seorin-dong)
Jongno-gu
Seoul, Republic of Korea
+82 2 6925 2695

WFUNA

Rue Montoyer 14
Bruxelles—1000
Belgium

info@wfuna.org
WWW.WFUNA.ORG

INTERN OPPORTUNITIES

- This position offers an excellent networking opportunity – Program Assistants will be able to make contact with UN staff, diplomats, UNA members, academics, and NGOs in the development community, and be involved in WFUNA’s various projects in Korea.
- This position also offers an opportunity to expand one’s knowledge on how an organization is run by dealing with various administrative work, archiving documents, and liaising with WFUNA’s main offices in New York and Geneva.

REQUIREMENTS

- Must be able to complete 6 months of internship
- Applicant must be self-motivated, self-starter, energetic and vigilant about staying on tasks
- Preference will be given to candidates who possess prior experience in office management and nonprofit work, coupled with an interest in international affairs
- Strong writing and editing skills are necessary, as well as an advanced proficiency with MS Office. Strong interpersonal skills required
- Fluency in English and Korean is required; knowledge of a foreign language (especially French and Spanish) is a plus

**APPLICATION INSTRUCTIONS AVAILABLE AT
WWW.WFUNA.ORG/INTERN**