



# ADMINISTRATIVE ASSISTANT POSITION DESCRIPTION

---

START DATE: AS SOON AS POSSIBLE

CATEGORY: INTERNSHIP

LOCATION: NEW YORK

DEADLINE TO APPLY: MARCH 8TH

---



**wfuna**

World Federation of United Nations Associations

**WFUNA**

1 United Nations Plaza  
Room 0240  
New York NY 10017 USA  
+1 212 963 5610

**FMANU**

Palais des Nations  
Villa Bocage, VB3  
1211 Geneva  
Switzerland  
+44 22 917 3239

**WFUNA**

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

**WFUNA**

Rue Montoyer 14  
Bruxelles—1000  
Belgium

info@wfuna.org  
[WWW.WFUNA.ORG](http://WWW.WFUNA.ORG)

---

## ADMINISTRATIVE ASSISTANT

---

### 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

- WFUNA is seeking a highly organized and motivated Administrative Assistant Intern to join our team. The Administrative Assistant Intern will play a crucial role in supporting daily administrative operations, facilitating communication, and contributing to the efficient functioning of the organization. He / she will have the unique opportunity to learn more about the work and processes required to run a global non-profit/civil society organization.
- The position is based at UN headquarters in New York.
- This is an unpaid internship; however, we provide a \$200 per month transportation stipend.
- The Intern will have a flexible schedule based on individual needs, with a minimum requirement of 15 hours/week in the office.
- The Internship has a duration of 3 months with the possibility of extension.

### RESPONSIBILITIES

- **NGO Management:** The Administrative Assistant will be involved with various tasks required to complete to run a global non-profit/civil society organizations. He/she will assist with budgeting and will prepare different spreadsheets to help with finances, assist with managing communications with permanent missions and staff at the United Nations Office, and assist with staff management and HR tasks.
- **Additional Projects:** The Administrative Assistant might also be asked to lend his/her hand in the management of other WFUNA projects. This can include current projects, upcoming projects, or the development and editing of proposals for future projects.

### INTERN OPPORTUNITIES

- Grow your professional network by connecting with UN interns, UN staff, diplomats, academics, and other relevant stakeholders.
- Gain working knowledge of the United Nations Sustainable Development Goals (SDGs) in relation to civil society.
- Access to the UN General Assembly building with the opportunity to attend different UN meetings and events.

## ADMINISTRATIVE ASSISTANT

---

- Gain hands-on experience with project management, partnerships, capacity building, and professional writing (publications, press releases, communications campaigns, etc.).

### SKILLS AND QUALIFICATIONS

- Working towards a Bachelor's, or higher degree in international relations, business administration, communications, or a related field.
- Good knowledge of Microsoft Office.
- Knowledge of the United Nations. Non-profit/civil society experience is a plus.
- Excellent written and oral communication skills in English (any additional UN language is a plus).

### PERSONAL CHARACTERISTICS

- High energy, results-oriented self-starter who can involve and motivate key stakeholders, staff, and interns
- Excellent written and verbal communication skills.
- Well-organized with close attention to detail and implementation.
- Strategic, progressive, and creative thinker.

**To apply,** please send a resume and cover letter to [hanson@wfuna.org](mailto:hanson@wfuna.org). Please include "Finance Assistant Intern Application - [Your Name]" in the subject line. Interviews will also occur 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.

**Note:** This job description is intended to convey information essential to understanding the scope of the internship and is not an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position.