



wfuna

World Federation of United Nations Associations



POSITION DESCRIPTION: DESIGN COORDINATOR (PART-TIME)

LOCATION: SEOUL

PAID CONSULTANT POSITION WITH BENEFITS

WFUNA

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Room 0240
New York NY 10017 USA
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FMANU

Palais des Nations
Villa Bocage, VB3
1211 Geneva
Switzerland
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WFUNA

12F, Seoul Global
Center Building
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WFUNA

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Belgium

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ORGANIZATIONAL 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 are the largest international network of people supporting and engaging with the United Nations.

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 New York, Geneva, and Seoul. www.wfuna.org

POSITION OVERVIEW

The Design Coordinator is responsible for designing visual content for the various activities of the WFUNA Seoul office.

He/she reports to the Secretary-General. This is a part-time (24 hours a week including lunch time) position with benefits, based in our Seoul Secretariat.

MAIN RESPONSIBILITIES

- Managing the integrity of WFUNA's brand identity through the visuals they create
- Creating web and print documents which include online promotional banners, program documents, brochures, posters, and more
- Managing the WFUNA Seoul Website and its subsidiary website
- Working with New York and Geneva offices and their programs
- Assisting in marketing and digital content creation on WFUNA's social platforms
- Managing WFUNA branding with internal company documents
- Maintain constant communication and liaise with members of all three offices to facilitate design content.
- Regular reporting on duties to the Secretary-General; other duties as assigned, as this may include duties related to other program areas

SKILLS & QUALIFICATIONS

- The designer should be adept at most of the following programs and platforms:
 - Adobe Creative Suite: Illustrator, Photoshop, Indesign, Premiere Pro
 - Adobe Acrobat Pro
 - Webflow
 - Wix
- Knowledge of the United Nations
- Excellent written and oral communication skills
- University degree or higher
- Fluency in both English and Korean is required

PERSONAL CHARACTERISTICS

- High energy, results-oriented
- Ability to set and maintain positive work structures with key stakeholders
- Self-starter
- Strong interpersonal skills
- Well-organized and thorough with close attention to detail and follow-through
- Works well in a small office environment and thrives in a multi-faceted, fast-paced environment
- Adaptive and flexible