



wfuna

World Federation of United Nations Associations

POSITION DESCRIPTION FOR INNOVATION AND ENTREPRENEURSHIP COORDINATOR

PERIOD: 1 MAY – 31 OCT 2017 (6MONTHS)

LOCATION: SEOUL

PAID CONSULTANT POSITION

WFUNA
1 United Nations Plaza
Room 1177
New York NY 10017
USA

FMANU
Palais des Nations
Room E4-2A
1211 Geneva 10
Switzerland

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 both New York and Geneva, and host interns in both locations. www.wfuna.org

POSITION OVERVIEW

The Innovation and Entrepreneurship Coordinator's role is to support the Partnerships officer in planning and implementing WFUNA's projects on social innovation and entrepreneurship, namely the 'SDG Hackathon' and 'SDG Entrepreneurs' programs. He/she will hold responsibilities to support fundraising efforts, liaise with program partners, oversee the general implementation of projects, and produce required reports to donor organizations.

He/she reports to the Partnerships officer in WFUNA's Seoul office.

The position is based in our Seoul office.

RESPONSIBILITIES

- Support the Partnerships officer in the phases of the partnering process: environmental scanning, proposal writing, negotiation with partners, budget preparation and review of donor agreements;
- Support the planning of each project with research and writing, producing stakeholder analyses, needs analyses, logical frameworks, milestones, project schedules, work breakdown structures, risk management plans and budgets;
- Assume responsibility for an effective roll-out of each project, ensuring that the implementation meets all the milestones and goals previously set for the project;
- Provide direction and leadership to volunteer staff and event participants through all necessary means, including online and offline communication, printed material, and formal and informal meetings;
- Produce required reports to donors on each project based on achievements measured by previously established indicators, as well as participant feedback;
- Report regularly on duties to the Partnerships Officer;

SKILLS & QUALIFICATIONS

- Experience with and knowledge of start-ups, business management, project management, public relations, budgeting, and evaluation methodologies
- Ability to think strategically and to analyze, interpret, and speedily assess programmatic information
- Ability to work collaboratively and effectively with partner organizations and start-up companies
- Knowledge of the United Nations and the social enterprise sector

- Excellent written and oral communication skills in the English and Korean language
- University degree or higher
- Experience using social media networks and media tools for outreach

PERSONAL CHARACTERISTICS

- High energy, results-oriented
- Ability to involve and motivate 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