

# CONTENTS DESIGN & DEVELOPMENT POSITION DESCRIPTION

**INTERNSHIP DURATION: 6 MONTHS**

**CATEGORY: FULL-TIME (UNPAID)**

**LOCATION: SEOUL**

## 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 Headquarters in New York and Geneva, with project headquarters offices in Brussels and Seoul.

## POSITION DESCRIPTION – CONTENT DESIGN AND DEVELOPMENT ASSISTANT

This intern will assist the WFUNA Seoul office by designing visual contents for the various activities of the office. This unique opportunity will include the following:

- Assisting in creation of program information packets
- Assisting in creation of web-friendly graphics for WFUNA's SNS platforms, website and videos
- Assisting in designing posters, brochures, official letters, and other documents
- Answering, screening and referring phone calls, greeting visitors
- Performing general office tasks as needed; other tasks as required by staff and program officers



**wfuna**

World Federation of United Nations Associations

### WFUNA

1 United Nations Plaza  
Room 1177  
New York NY 10017  
USA

### FMANU

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

### **INTERN OPPORTUNITIES**

- This position offers an excellent networking opportunity – interns 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 and experience in marketing and promoting international causes
- All interns will be offered a general training course in leadership, motivation, problem solving, planning, project life cycle management, and marketing, depending on availability.

### **REQUIREMENTS**

- 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 document/web design
- Ability to deal with various design-related software including Adobe Photoshop, InDesign, and Illustrator is required
- Strong writing and editing skills are necessary, as well as an advanced proficiency with MS Office.
- Interest in international affairs and 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](http://WWW.WFUNA.ORG/INTERN)**