

POLICY RESEARCH INTERN 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 – POLICY RESEARCH INTERN

The Policy Research Intern will assist the Partnership Officer by informing the organization's policy formation at the office of WFUNA in Seoul. This unique opportunity will include the following:

- Researching and reporting on news and events that relate to the priority areas of the WFUNA Seoul office
- Researching funding prospects, such as corporations, foundations, individuals, and governments
- Writing/drafting grant proposals
- Drafting correspondence (eg. Letters of inquiry, email meeting requests)
- Gathering data for policy and program analysis
- Managing logistics and communication with organizational partners
- Assisting with events management and meetings coordination
- 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

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 on the field of international organizations by researching the latest news on international issues, dealing with influential and well-connected individuals, and liaising with WFUNA's main offices in New York and Geneva.

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 grant writing and policy research
- Interest in international affairs, non-profit organizations and policy formation
- 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**