

Job Opening: WFWPI UN Representative - Public Relations and Media Coordinator

Carolyn Handschin

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This full-time position is part of the WFWPI International/UN Office in New York, which was established in 1997. The Public Relations and Media Coordinator/UN Representative is part of the UN Office in NY trinity, made up of CAO/Deputy Director, Merly Barlaan, and Program Administrator/UN Representative, Grace Kellett. This position has a close working relationship with the WFWPI Headquarters in Korea (i.e. the ISG and the International Administrator), the Director of the WFWPI Offices for UN Relations worldwide, Carolyn Handschin, and the Director of the WFWPI Giving For Good Founder, Dr. Sun Jin Moon.

WFWPI is looking for an individual with experience in any or all of the following areas: communications, writing, project management, social media/marketing and international affairs. Public Relations and Media Coordinator/UN Representative will primarily function in three main areas: UN work, WFWPI website/Articles for Global News, social media/marketing and supporting the Giving for Good project.

In addition to the responsibilities outlined below, the Public Relations and Media Coordinator serves as a UN Representative, and thus has an annual grounds pass to visit and attend meetings in the United Nations Headquarters in New York and plays an important role in advancing WFWPI's advocacy work in the field and at the UN.

Location: NYC, NY (Hybrid)

Hours: Full time (9am - 5pm, Monday - Friday)

Salary: \$32,000/year

Position available starting September 6, 2022

Skills & Education

- Bachelor's Degree; preferably in International Relations, Marketing, English/Writing
- Desired experience related to communications, marketing, publishing, digital platforms, project management, and/or social media strategy
- Strengths in managing and planning
- Self-driven, forward looking, creative; well organized and detail oriented
- Familiarity with Word and/or Google applications, and social media platforms
- Layout and design skills (ie. Canva, Microsoft Publisher, Adobe InDesign)
- Socially-minded and driven to create change

Job Attributes

The Public Relations and Media Coordinator/UN Representative will primarily function in the following areas:

UN Work

- Involved in developing, training and overseeing work being done by an intern program in the UN office areas of focus (i.e. public policy/relations team etc.)
- Working with the trinity and Carolyn Handschin to develop and publish the bi-annual UN Newsletter
- Function as a representative of WFWPI at the UN

Website/Article

- Responsible for collecting articles from WFWP Regions for the WFWPI website
- Responsible for editing the articles from regions according to the WFWPI Editorial Guidelines
- Responsible for publishing the monthly Global News
- As part of the UN office trinity, participates in a monthly meeting with the WFWP ISG and IA
- Responsible for editing the quarterly UN Newsletter

Social Media/Marketing

- Manages the Social Media and Email marketing platforms
- Creates and develops content for WFWPI Facebook, Instagram and Twitter
- Develops flyers and promotional materials for our office's projects/events

About the WFWPI Office for UN Relations in New York

The WFWPI Office for UN Relations in New York focuses on three main areas: Bridging Divides, Raising Young Peace-Loving Global Leaders, and Women's Leadership and the Environment. With WFWPI's motherly heart and hopeful outlook, we wish to continue cultivating a more peaceful and sustainable world, together with the United Nations.

Bridging Divides

WFWPI has a tradition of bringing people of different or opposing ideals, life experiences, histories and cultures together to find and cultivate points of convergence and healing. Through this, we create the conditions for coexistence, harmony and peace. Facilitating intergenerational harmony has been a focus of this office for many years, creating opportunities for the elder and younger generations to connect through events such as the Horizon Summit.

Raising Young Peace-Loving Global Leaders

Raising up and empowering young people to become peace-loving global leaders is at the heart of WFWPI's work. The WFWPI Office for UN Relations in NY has actualized this core value through the internship program, hiring young professionals, mentorship, seeking and promoting intergenerational dialogue in events and investing in capacity-building opportunities for our young people. Our interns work on research and analysis papers for the office and for the regions, creative messaging, article writing, fundraising, event planning and social media management.

Women's Leadership and the Environment

Our office's goal is to empower and raise up men and women to take responsibility for healing the Earth for the next generation. Climate action and biodiversity adaptation initiatives are therefore at the center of our projects for the coming years because it is intrinsically linked to our work for a sustainable world.

If interested in applying for this position, please send your Cover letter, Resume & two references to unoffice@wfwp.org