

## **Administrator for Women's Federation for World Peace International**

Carolyn Handschin  
January 11, 2019

This full-time position will be part of WFWP International (WFWPI) and the WFWPI United Nations Relations Office in New York. This office was established in 1997 and is currently under the leadership of Professor Yeon Ah Moon, President of WFWPI. The Administrator will report to the Director of the WFWPI UN Relations Office in New York.

This office has a close working relationship with the WFWPI Headquarters in Korea and the WFWPI Director of the UN Relations Office worldwide, Carolyn Handschin. The WFWPI UN Relations Office in New York also maintains consistent communication and collaboration with organizations that are part of the American Unification movement.

In addition to the administrative responsibilities outlined below, the Administrator will have an annual grounds pass to visit and attend meetings in the United Nations Headquarters in New York and will play an important role in developing WFWP's foundation at the UN.

An initial part-time training period will take place under the Director and current Administrator from mid-February to the end of March. The WFWPI UN Office in New York hosts several events in conjunction with the United Nations Commission on the Status of Women (CSW), which will take place from March 9-17, 2019. This training period will cover the preparations leading up to CSW, the week of CSW itself, and wrap-up following CSW.

During the training period, the Administrator should be able to work with the team in either Tarrytown, NY or Bridgeport, CT once a week, with additional time allotted for working remotely. Following the training period, the Director and Administrator will decide all logistical details related to the office.

**Job Title:** Administrator

**Job Location:** New York

**Job Type:** Full Time

**Job Description:**

Administrative Support for WFWP International

Supporting the process to maintain WFWPI's non-profit corporate status in the US: financial and program components

Supporting leadership teams: WFWPI Executive Committee, International Vice Presidents, and WFWPI Board of Directors

Communicating with WFWPI HQ in Korea and regional leaders on 6 continents

Collaborating with WFWPI HQ in Korea for international leaders meetings in Korea

Supporting the Editor with work related to the WFWP, International website and newsletter

**Administrative Support for the UN Relations Office**

Managing ECOSOC and DPI status of WFWPI

Managing a team of 6-10 part-time staff, UN representatives, interns, and volunteers. This number will fluctuate depending on the availability of interns.

Managing UN grounds passes

Managing all UN office email accounts

Staying informed about major DPI and ECOSOC-related events

Communicating with UN offices in Geneva and Vienna

Attending UN briefings

Developing and implementing WFWPI's annual plan related to the UN

Communicating within the UN team regarding reports, meetings, etc.

### **Major Event Planning**

UN Commission on the Status of Women (CSW)

Horizon Summit

Department of Public Information NGO Conference

International Year of the Family

### **Financial**

Supporting the Director with fundraising efforts

Working with the Financial Administrator on the annual budget and other financial matters

### **Required Skills and Education**

Bachelor's Degree or higher

Excellent verbal and written communication skills

Strong team member

Strong management skills

Organized and detail-oriented

Word and Google applications

### **Desired Interests and Skills**

International leadership and global peace

Women's development

Work of the United Nations and NGOs

Ability to bring a concept to fruition

Ability to think strategically

MailChimp email campaigns

All interested applicants should submit their resume to Christina Lange at [c.lange@wfwpi.org](mailto:c.lange@wfwpi.org) by Monday, January 28, 2019.