



Woodenfish Foundation

For Immediate Release: January 11, 2019

Recruiting Woodenfish NY United Nations Representative and Program Coordinator

Position: Woodenfish United Nations Representative and Program Coordinator (needs to live in NYC area)

Responsibilities

1. As **Representative**: Attend pertinent meetings, conferences, or events at the UN in NYC as the Woodenfish representative (if interested, potential visits to the UN in Geneva and Vienna)
 - a. Minimally, one event per month in NYC
 - b. In addition to Ven. Yifa, you will function as a primary contact and receive emails related to pertinent events
 - c. Write up short report for each event detailing important information, potential opportunities, contacts, etc.
 - d. For example, we are part of the International Partnership on Religion and Sustainable Development (PaRD)[<http://www.partner-religion-development.org/>] that holds semi-annual meeting and remote meetings, thus we would like to have more regular participation at these events
2. As **Program Coordinator**: Coordinate with Woodenfish Foundation to help bring Chinese NGOs to the UN and help to coordinate events, activities, and speakers on behalf of Woodenfish
 - a. Maximally, one event per month (or every two months)
 - b. This requires close coordination with Ven. Yifa and our connections at UN; several events are already being conceptualized in conjunction with UN activities and themes, such as Women and Children Conference, Youth Assembly, and Interfaith Dialogues - more details will be disclosed upon hiring We are hoping to organize a program for the upcoming March session of the Commission on the Status of Women [see last year's event here; <http://www.unwomen.org/en/csw/csw62-2018>]
3. **Overall**: Develop and maintain networks for Woodenfish inside the UN to create more opportunities for future partnerships and programming; Maintain regular contact with Ven. Yifa to discuss opportunities and program development

Primary Traits and Requisite Skills

- Passionate about promoting social change and progress and developing friendly relationships between nations through the collaboration of NGOs, NPOs, and other entities, as well as furthering the social and educational goals of the Woodenfish Foundation

- Enthralled by the opportunity to attend UN meetings and network with potential UN partners in a highly professional atmosphere (networking skills are primary)
- Ability to work alone, manage time, track responsibilities, and create own deadlines
- Learn quickly and willingness to wear several hats
- Preferred, but not required: knowledge of Chinese to directly communicate with Chinese partner NGOs and participants

Start Date: January 2019 or ASAP (ideally, to start developing March programming at the UN)

Hourly Commitment: Flexible, equivalent to “independent contractor” work. Minimally, a few hours a month to attend events as WF Representative *in addition to* the coordination work necessary to organize Woodenfish (co-)sponsored events. As Program Coordinator, much work will be clerical in nature (emails, phone calls, planning, making spread sheets, etc.). Ideally, we are looking for someone devoted to networking and coordinating regular programming with the Woodenfish Foundation, and as such may constitute between 10-20 hours per week, depending on the frequency and scope of programming developed, as well as one’s skill level.

Pay: Pay is directly contingent upon the programs developed which bring international participants to the UN (see “Program Coordinator” description above). As an independent contractor, the frequency of the programming and number of international participants recruited will determine payment. For reference, larger programs in the past have generated as much as \$5000-\$10000. There is the opportunity, if desired, to develop monthly (or even twice a month) programming that would easily become equivalent to full time pay (in NYC).

About the Woodenfish Foundation:

The Woodenfish Foundation was registered in 2007 as a 501(c)(3) nonprofit entity in the state of California and operates as an international, non-sectarian, non-governmental organization (NGO). Furthermore, in 2016, the Woodenfish Foundation received special consultative status as a member of the Economic and Social Council (ECOSOC) arm of the United Nations. For a summary of this relationship between the Woodenfish Foundation and ECOSOC, see this news release: <https://www.woodenfish.org/single-post/2016/08/02/Woodenfish-Gains-Special-Consultative-Status-with-United-Nations-ECOSOC>. In the summer of 2017, it successfully developed and ran its first international student internship program [for details see here: <https://www.woodenfish.org/un-internship-overview>].

The Woodenfish Foundation aims to establish a global network of ethical and compassionate professionals, scholars, and leaders. Woodenfish cultivates ongoing exploration of one's inner life, and inspires meaningful engagement with the pressing global issues of modern times. As of one of the few Buddhist organizations with operations in New York, NY USA and Beijing, P.R. China, they are uniquely positioned to further meaningful dialogue and mutual understanding within what may be considered the most significant bilateral relationship of the 21st century.

Application Materials

All interested applicants please send 1) résumé and 2) brief cover letter (1-2 pages) detailing relevant experience (education, training, or other skills) *and* reasons for wanting to work with the Woodenfish Foundation at the United Nations. Please send all materials as one file to Peter Romaskiewicz at pmr01@ucsb.edu.