



Title: Youth Representative

**Job Summary:** A Sigma Theta Tau International (Sigma) youth representative represents Sigma to the United Nations Department of Public Information (DPI) and the non-government organization (NGO) community. They attend and/or participate in various United Nations (UN) events/programs/activities with the purpose of gathering information to inform and advise the Sigma Global Initiatives department, with the ultimate goal of fulfilling Sigma's mission. This role reports directly to Global Initiatives department.

#### **Principal Responsibilities of Youth Representative**

- Attend United Nations briefings, special sessions or meetings an average of eight times a year
- Attend UN youth representative meetings as available, to discuss and chart activities and participate in the development of the youth representative role of the United Nations DPI/NGO (these meetings are held quarterly)
- Participate in, and stimulate dialogue and conversation within, the Sigma community regarding UN programs, goals and activities
- Participate as available in Sigma sponsored UN activities and presentations
- Document and communicate the UN experience to the Global Initiatives department, for dissemination to our chapters, members and regions
- Participate in a ½ day meeting regarding your role and responsibility as a Sigma youth representative presented by Sigma
- Attend an orientation sponsored by the UN to learn about the UN and what it means to be a youth representative
- Engage with other Sigma youth representatives and the Global Initiatives department to coordinate Sigma UN presence
- Participate in a quarterly conference call with the Global Initiatives department

#### **Minimum Requirements**

- Some travel required to attend UN events in New York
- Be at least 18 years of age and will be no older than 32 years of age by the end of 2022 at time of application
- Be an active Sigma member throughout the term of service
- Serve a two-year term during the duration of Sigma's biennium; option of applying to renew for a second, two year term
- May not hold another position at the regional/global level with Sigma while in the role of UN youth representative
- Submit receipts and reports for reimbursement within one month of activity.

#### **Principal Responsibilities of STTI**

- Engage youth representative participation in Sigma sponsored activities and presentations affiliated with the UN
- Authorize a UN grounds pass which allows access to UN headquarters in New York city (USA)
- Host quarterly conference call with Sigma representatives
- Promote and disseminate the work of the Sigma UN youth representatives to Sigma members and other interested audiences
- Feature the Sigma UN youth representatives on the Sigma Global Initiatives department website
- Supplemental reimbursement for travel and food expenses upon submission of receipts and report of activities, up to a maximum of US \$100 per month