



## Sigma United Nations Liaison Job Description

**JOB SUMMARY:** The Sigma Theta Tau International Honor Society of Nursing (Sigma) liaison advocates on behalf of Sigma at the United Nations (UN) and the non-government organization (NGO) community. The liaison attends and/or participates in various UN events/programs/activities related to health and/or nursing, with the purpose of gathering information to inform and advise the Sigma Global Initiatives department, with the goal of fulfilling Sigma's mission. This role reports directly to Global Program Manager in the Global Initiatives department. [Apply now.](#)

### Principal Responsibilities of Liaison:

- Attend a minimum of four (4) on-site and two (2) virtual health, nursing, or other areas of interest to Sigma, UN briefings, programs or meetings annually.
- In conjunction with the Global Initiatives department and Sigma United Nations youth representatives, other liaisons, and colleagues, develop a comprehensive plan for Sigma engagement with the UN.
- Youth representative(s)
  - o Mentor youth representative(s) to grow as youth leaders.
  - o Engage with Sigma UN liaisons, youth representatives, and the Global Initiatives department to coordinate Sigma UN presence.
  - o Regular communication with youth representatives to coordinate Sigma liaison and youth representative activities at the UN.
- Identify opportunities and recommend strategies to promote Sigma.
  - o This includes identifying appropriate conferences, meetings, and other events, workgroups, and committees to enhance Sigma's presence at the UN.
  - o Identify potential co-sponsors for programs.
- Participate in regular conference calls with the Global Initiatives department.
- 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.
- Assist in planning any presence events Sigma hosts at/in conjunction with the UN.
- Submit Activity Report of events/programs/activities attended.

### Minimum Requirements:

- Have knowledge of Sigma's global initiatives.
- Ability to travel to attend UN events in New York, NY, United States.
- Maintain active Sigma membership throughout the term of service.
- Serve a two-year term during the duration of Sigma's biennium. By invitation, option of applying to renew for a second, two-year term.
- May not hold another elected position at the regional/global level with Sigma while in the role of UN liaison.
- Submit receipts and Activity Reports for reimbursement within one month of activity.

**Principal Responsibilities of Sigma:**

- Apply for and assign an annual and/or temporary UN grounds pass which allows access to UN headquarters in New York, NY, United States.
- Coordinate regular conference calls.
- Promote and disseminate Sigma's work at the UN to Sigma members and other interested audiences.
- Post submitted Activity Reports to Sigma's web site.
- Provide limited reimbursement for travel and food expenses incurred in completion of job duties and upon submission of receipts and Activity Reports.
- Feature the Sigma UN liaisons on the Sigma Global Initiatives department website.