



ROLE DESCRIPTION: Sigma Liaison to the United Nations

Role Description: The Sigma liaison advocates on behalf of Sigma at the United Nations and within the non-governmental organization (NGO) community. The liaison attends and/or participates in various United Nations (UN) events, programs, and activities related to health and/or nursing. This volunteer role reports directly to the global initiatives department and will serve a three-year term starting January 2025 and ending January 2028. During this time, the liaison may not hold an elected position within Sigma, unless it is at the chapter level. The first year of the three-year term will be an onboarding time period for the liaison to get comfortable in the role.

Principal Responsibilities

- Attend a minimum of six (a combination of virtual and in-person) health related, UN briefings, programs, or meetings annually.
- Develop a comprehensive plan for Sigma's engagement with the UN in conjunction with the global initiatives department, the other liaisons, and the Sigma United Nations youth representatives.
- Mentor youth representative(s) to grow as youth leaders.
- Identify opportunities and recommend strategies to promote Sigma.
 - This includes identifying appropriate conferences, meetings, and other events, workgroups, and committees to enhance Sigma's presence at the UN.
 - Identify potential co-sponsors for programs.
- Participate in scheduled conference calls with the global initiatives department.
- Participate in, and stimulate dialogue and conversation within, Sigma and the nursing community regarding UN programs, goals, and activities (e.g., social media, The Circle, chapter meetings, webinars).
- Submit activity report of events/programs/activities attended.
- Write articles for dissemination in journals and on *Nursing Centered*.

Minimum Qualifications

- Ability to travel to attend UN events in New York, NY, United States.
- Maintain active Sigma membership throughout the term of service.
- Pass a background check.
- Have the ability to pay for travel out of pocket with the ability to be reimbursed after the event occurs.

Preferred Qualifications

- Since liaisons will be representing Sigma, they must have been a Sigma member for at least 1 year and demonstrate engagement in Sigma.
- Liaisons are expected to be tech-savvy, able to work with minimal supervision, culturally competent, dedicated, possess leadership experience, have a diplomatic personal style, excellent writing and communication/social media skills, as well as the ability to work collaboratively with peers, senior NGO reps, UN officials, and others.
- Demonstrated global awareness and engagement.

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 conference calls.
- Promote and disseminate Sigma's work at the UN to Sigma members and other interested audiences.
- 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 liaisons on the Sigma website.

Documents Needed for Application

- Curriculum vitae (CV) or resume
- Reference Letter
- Letter of Support from your current employer. This letter should provide confirmation that your employer supports your pursuit of the role and will allow you time off when necessary. If you are currently self-employed or unemployed a second reference letter can be uploaded in place of the letter of support.

To apply visit https://sigmanursing.formstack.com/forms/sigma_liaison_application