

**Program Coordinator**  
**International Association of Women Judges**  
**(Washington, D.C.)**  
Apply Immediately



Since 2000, the IAWJ and its partner national associations have been training judges to use international human rights law to decide cases that routinely come before their courts involving discrimination or violence against women. The IAWJ works closely with its locally based members and partner associations to implement its programs. This work requires development and coordination of research, judicial training, public education and outreach, impact analysis, and the collection and dissemination of human rights case law along with membership services.

**Primary Responsibilities**

The IAWJ Program Coordinator works on programs across the board. S/he provides headquarter coordination for biennial international conferences and judicial education programs. S/he will provide coordination for membership and educational programs ranging from Afghanistan to Latin America. The Coordinator supports the International Board of Directors and the Board of Managerial Trustees. S/he works closely with the Executive Director, the Human Rights Education Director and Program Officer to write various proposals and to seek resource development opportunities, including drafting letters of inquiry, managing budgets and project reports. The Program Coordinator may represent the IAWJ at various meetings, both in Washington and elsewhere. Along with other staff, the Program Coordinator supervises IAWJ interns.

The position will be based in Washington, D.C., with some travel possible.

**Qualifications:**

Commitment to the goals and values of the IAWJ.

M.A., J.D., LL.M. or related post-graduate degree or substantial work experience.

International experience.

Strong knowledge of Spanish essential.

Knowledge of international women's rights or related topics important.

Strong oral and written skills; computer literacy required.

High degree of organization, initiative and cultural sensitivity. Ability to work on a wide range of tasks and issues simultaneously.

Able to work well as part of the IAWJ team and with all levels of the judiciary and other professionals.

Good sense of humor, enthusiastic, and demonstrated commitment to human rights and justice.

Current USA work permit required if non-citizen

**Salary and Benefits:** Competitive non-profit, NGO salary. The IAWJ offers health, dental and vision benefits, life insurance, and good vacation plan.

**How to apply:**

Apply immediately. Applications will be reviewed as received.

Please send cover letter and resume to:

IAWJ - Program Coordinator  
1850 M Street NW, Suite 350  
Washington, DC 20036

Or online at: [employment@iawj.org](mailto:employment@iawj.org) or

**[No phone calls, please.]**

The IAWJ is an equal opportunity employer and does not discriminate on the basis of sex, race, ethnicity, national origin, age, political affiliation, religion, creed, disability, and/or sexual orientation.