



**International Association of Women Judges**  
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**Intern – Special Assistant to the IAWJ President  
Washington, D.C.  
Apply Immediately**

**About the International Association of Women Judges:**

The International Association of Women Judges (IAWJ) is a non-profit, non-government organization of more than 6,000 members at all judicial levels in more than 82 countries. Founded in 1991, the IAWJ unites women judges from diverse legal-judicial systems who share a commitment to equal justice and the rule of law. Through pioneering judicial education programs and worldwide collaboration, the IAWJ is working to advance human rights, eliminate discrimination on the basis of gender and make courts accessible to all.

The IAWJ is seeking an intern to support the IAWJ's President, Judge. Vanessa Ruiz, in fulfilling her mandate and communication efforts to improve visibility and discussion on women's rights and justice issues among the IAWJ membership and other stakeholders through meetings, teleconferences, events and programs. This position is ideal for candidates interested in a career in international development, women's rights, rule of law, international affairs, and / or international communications. This is a temporary, part-time, unpaid internship and will last no less than 14 weeks. The intern will work alongside Judge Ruiz at the DC Court of Appeals and from the IAWJ office in Dupont Circle.

**Select Duties and Responsibilities:**

- Research and write on specific women's rights and justice issues.
- Monitor trends and developments in women's rights in specified regions of the world.
- Attend IAWJ meetings, as well as other external meetings.
- Prepare communications for the President.
- Translate documents from EN to Spanish/French/Arabic.
- Some organizational administrative duties to support President's commitments, as required.
- Work with IAWJ staff to support the implementation of IAWJ events and Programs.

**Minimum Qualifications:**

- Intern must be enrolled in an accredited college or university.
- Strong ability to communicate effectively in English and Spanish/French, both verbally and in writing.
- Ability to speak, read, and write in other languages is a plus, e.g., Arabic.

**Strong Interest and Engagement in the Following:**

- Strong written and verbal Communication Skills.
- Interest in women's rights, justice, and/or international development.
- Ability to work independently and to collaborate with others and work as an effective team member.
- Ability to plan, organize, prioritize work, and meet deadlines.
- Ability to apply close attention to detail.
- Advanced skills with Microsoft Suite, including databases, PowerPoint, and excel.
- Strong interpersonal skills.

**Qualified and Interested Applicants:**

To apply, please send cover letter, resume, writing samples in English and Spanish/French, and two references to Laura Campiglia de Mendez at [office@iawj.org](mailto:office@iawj.org).