



International Association of Women Judges

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Terms of reference: Regional Conference Logistics Assistant

Goal

Person to assist in the organization and development of a regional conference against human trafficking in Santo Domingo, Dominican Republic, on July 30 and 31.

Background

The International Association of Women Judges (IAWJ) received a U.S. Department of State Trafficking in Persons award to implement a two-year anti-trafficking project in the Dominican Republic (DR). This project is in partnership with the IAWJ local association, the Asociación de Juezas de la República Dominicana (AJURD), Free the Slaves (FTS), and the Movimiento de Mujeres Dominicanas y Haitianas (MUDHA). As part of the project, the IAWJ is hosting a Regional Conference on Trafficking in Persons for Latin America and the Caribbean (LAC) in Santo Domingo on July 30-31, 2019.

The conference theme is “Access to Justice for Victims of Human Trafficking: Effective Collaboration and Victim-Centered Best Practices.” Participants will have an opportunity to discuss this issue through sessions focusing on: (1) prevention and public awareness; (2) trauma-informed services and treatment for victims and witnesses; (3) effective victim-centered and trauma-informed TIP investigations, prosecutions, and trials; and (4) cross border and regional collaboration in TIP Cases.

Responsibilities

1. Provide logistical support for the planning of the upcoming regional conference, including but not limited to making travel arrangements for sponsored participants, procuring translation services, printing conference materials, ordering food for conference participants, setting up the conference venue, ensuring appropriate audio-visual equipment is set up, visiting conference venues, and setting up any additional services needed.
2. Participate in planning meetings in person and via conference call. Communicate regularly with AJURD and IAWJ on project updates and provide bi-monthly report on progress.
3. Maintain and catalogue conference receipts and assist in the financial management of the conference.
4. Attend the conference, assist in the registration, and provide support during the 2 days of the conference, and a separate meeting for IAWJ members from the LAC region on the 29th.
5. Conduct other tasks as needed.

Qualifications

- Prior conference planning or logistical support experience.
- Familiarity or experience in USG funding programs is desirable.

- Ability to communicate effectively in English and Spanish, both verbally and in writing. (Ability to communicate in French would be a plus, but is not essential.)
- Written and oral communication skills.
- Ability to work independently.
- Ability to plan, organize, prioritize work, and meet deadlines.
- Ability to pay close attention to detail.
- Advanced skills with Microsoft Suite, PowerPoint, and Excel.
- Strong interpersonal skills.

Terms of the position

- The position will be based in the Dominican Republic.
- It will last for approximately three months on a part time basis with a minimum of 10 hours a week.

Oversight and Reporting

The person selected will work under the primary supervision of IAWJ Senior Program Officer, Jane Charles-Voltaire. However, other IAWJ staff members may provide direction and approval on an as needed basis.

How to apply

To apply, please send cover letter and resume to Jane Charles-Voltaire at jcharles-voltaire@iawj.org, with the subject line **“Regional Conference Logistics Assistant.”** Applications are open until the position is filled, but no later than May 6.