



International Association of Women Judges

2000 M Street, NW, Suite 750C • Washington, DC 20036
Tel: +1.202.223.4455 • email: office@iawj.org • www.iawj.org

Special Assistant to the IAWJ President – (Fall 2019) Washington, D.C.

The International Association of Women Judges (IAWJ) is a non-profit organization of more than 6,000 members at all judicial levels in 100 countries. Founded in 1991, the IAWJ unites women judges from diverse legal systems who share a commitment to equal justice and the rule of law. Through pioneering international programs and publications, IAWJ works to advance human rights, eliminate gender discrimination, and make courts accessible to all.

The IAWJ is seeking an intern to support the IAWJ President. As such, the intern will work on a range of tasks including conducting research, preparing remarks, developing board briefing books and other board materials, and assisting in board and member communications. This internship will help an individual hone their research and writing skills, improve their analytical abilities, and provide exposure to international development programs. While the bulk of the intern's time and effort will be devoted to supporting IAWJ's President, the intern will also offer research and programmatic support to the IAWJ headquarters staff. This is a temporary, part-time, unpaid internship and a student may receive academic credit for work. The intern will work mainly at the D.C. Court of Appeals, where the IAWJ President is a Senior Judge, with occasional work done at the IAWJ office.

Responsibilities:

- Conduct research on a range of topics related to women's rights and justice issues and prepare research memoranda;
- Undertake a mapping of international efforts devoted to number of women judges in individual countries/regions and specific issues regarding women in the judiciary;
- Monitor trends and developments within the judiciary, with a particular focus on issues impacting women judges;
- Prepare remarks, background papers and external communications in English and Spanish;
- Assist in preparations for board meetings and development of board briefing books;
- Help in planning IAWJ events; and
- Handle special projects as assigned by the IAWJ President.

Minimum Qualifications:

- Intern must be enrolled in an accredited college, university or law school;
- Strong ability to communicate effectively in English;
- Knowledge of international affairs;
- Strong research and writing/editing skills;
- Proficiency in Microsoft Office software, including Excel;
- Ability to work independently and collaboratively with the team;
- Keen attention to detail and strong ability to follow through on tasks; and
- Cross cultural familiarity and sensitivity.

Preferred Qualifications:

- Previous work experience in women's rights, justice, and/or international development.
- Knowledge of Spanish, French or Arabic.
- Law student or graduate student

Please send cover letter, resume, and a writing sample (5 pages or less) by September 16, 2019 to Shawna J. Wilson at swilson@iawj.org