



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

International Development & Outreach Internship – Fall 2019

The International Association of Women Judges (IAWJ) is a non-profit organization of more than 6,000 members in about 100 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. IAWJ develops and implements international assistance programs around the world that focus on issues such as combating human trafficking and addressing sextortion.

The IAWJ is seeking an intern to assist with its international development programs as well as outreach to its members. The intern will have the opportunity to gain experience in program administration, proposal development, fundraising, and external communications. This position is ideal for undergraduate candidates interested in a career in international development. This is a temporary unpaid internship.

Responsibilities:

- Partner with the Communications and Development Officer in the creation and distribution of external content for IAWJ, including but not limited to monthly newsletter and website;
- Monitor judicial trends, developments, and events to publicize for IAWJ members;
- Assist with event and conference planning;
- Edit and/or contribute to proposals, reports, press releases, and board briefing books;
- Work with the Senior Program Officer on project administration issues such as report writing, background research, and project logistics; and
- Handle special projects as assigned by the Executive Director

Minimum Qualifications:

- Must be enrolled in college or university;
- Fluency in English, both written and spoken
- Knowledge of international affairs
- Strong research and writing/editing skills
- Excellent organizational and communications 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
- Fluency in French or Spanish strongly preferred

Qualified and Interested Applicants:

Please send cover letter, resume, and a writing sample (5 pages or less) by August 30, 2019 to swilson@iawj.org.