



Paralegal

Job Description

Mission: Washington Innocence Project (WashIP) is a nonprofit legal organization that works to identify, rectify, and prevent wrongful criminal convictions in Washington State. Our mission is to free the innocent through litigation and other forms of advocacy, provide support to the wrongly convicted as they rebuild their lives in freedom, and prevent future injustices through education and policy reform.

Position Summary:

WashIP's Paralegal must have a demonstrated ability to support legal professionals, a strong working knowledge of Washington State court rules and practices, expertise in legal document preparation and court filings, and overall case organization and management skills. This position requires exceptional organization and communication skills, comfort learning new technology, and the ability to handle a variety of duties in a fast-paced, deadline-driven environment.

WashIP's Paralegal supports WashIP staff attorneys as they litigate post-conviction claims of actual innocence on behalf of our clients. In addition to traditional legal support functions, the Paralegal will also work closely with the Programs and Operations Manager to support our volunteer management, donor relations, and general day-to-day office administration. In addition, the Paralegal will have a crucial role in managing WashIP's cases, including documenting incoming and outgoing mail, updating our case management database system, obtaining case-related records, and organizing files.

As a key member of the WashIP team, the Paralegal supports current and potential clients through the application and case selection process, and co-leads community outreach efforts.

This position is based in Seattle, Washington. Given the uncertain nature of the Covid-19 pandemic, the Paralegal can work remotely 50% of the time for now. However, once it is safe to do so, all staff are expected to work in the office, and occasional travel may be required.

Qualifications:

The ideal candidate will have excellent organizational and interpersonal skills, enjoy working in a fast-paced but collegial non-profit environment, and have a dedication to social justice. The ideal candidate also has strong written and verbal communication skills, acute attention to detail, the ability to balance multiple assignments and deadlines, a demonstrated ability to work well with others, and is self-motivated. Preference will be given to candidates with Spanish language proficiency.

Proficiency with Microsoft Office Suite and Adobe PDF required. Familiarity with or the capacity to learn to use cloud-based data storage sites, such as Dropbox, Google Drive, and WashIP's internal case management system, is essential.

A paralegal certificate or equivalent degree from an accredited institution of higher education, or an equivalent combination of education, training, and experience, is preferred.

The Washington Innocence Project is an equal opportunity employer committed to ensuring diversity among our applicant pool as well as within our staff and board to reflect the clients and communities we serve. We strongly encourage candidates from diverse backgrounds to apply for this position. In your cover letter, we invite you to tell us how your unique background and/or experiences can contribute to the diversity, vitality, and cultural perspective of our staff, clients, and case work. All members of the WashIP staff must embrace, advocate for, and deeply value equity, diversity, and inclusivity. WashIP does not discriminate in the selection of employees on the basis of race, color, religion, gender, sexual orientation, sexual identity, age, national origin, disability, or veteran status.

Salary Range: \$50,000-\$65,000 depending on experience.

To Apply: Please submit a resume and cover letter to work@wainnocenceproject.org.

Preference will be given to applications received by September 3, 2021.