



## **Programs & Operations Assistant**

**Mission:** Washington Innocence Project (WashIP) works to identify, rectify, and prevent wrongful criminal convictions in Washington State by: Providing free post-conviction legal and investigative services to individuals with viable claims of actual innocence; Supporting our Freed and Exonerated Family as they rebuild their lives in freedom; and Promoting education, policy reform, system change, and culture change to prevent future injustice.

**About:** WashIP is an independent 501 (c)(3) charitable organization, distinct and separately run and funded from the Innocence Project based in New York City. The third innocence organization established in the United States, WashIP has been in continual operation since 1997 and remains an active founding member of the national Innocence Network. WashIP's efforts have led to the passage of four state laws to improve the system, and freedom for 25 innocent men and women in Washington State, 15 of whom have been fully exonerated.

**Position Summary:** WashIP's Programs & Operations Assistant is a full-time, multi-faceted support position that reports directly to the Executive & Policy Director. This position moves the organization's mission forward by handling a wide range of organizational and administrative tasks to support WashIP's legal program, client support program, policy efforts, and non-profit operations. Opportunity for promotion into a position with greater responsibility and compensation may be available following one year of exemplary performance in this role.

### **Essential Job Functions:**

- Serve as main point of contact for the WashIP staff for all administrative needs.
- Maintain a high level of integrity and discretion in handling confidential information.
- Facilitate meetings through scheduling and preparing agendas.
- Make staff and Freed Family travel arrangements and prepare itineraries as needed.
- Support the Executive Director in executing event and operational activities, e.g. by tracking payment of invoices, maintaining organizational account information, and preparing communications to the WashIP board, staff, and supporters.
- Support the Litigation Team in processing requests for assistance and other discrete mail processing or other administrative tasks.
- Arrange legal calls and legal visits with prisons on behalf of WashIP staff.
- Provide logistical assistance to serve WashIP's Freed and Exonerated Family.
- Maintain current donor records in WashIP's donor database.
- Update WashIP's social media accounts as needed.

*Location:* This position is based in Seattle, Washington with the option to work up to 50% remote (2-3 days/week), except when the workload requires more on-site support. Occasional travel may be required. Applicants seeking fully remote positions will not be considered.

*Physical demands:* While performing the duties of this job, the Programs & Operations Assistant will regularly be required to be stationary as well as move throughout the office or external offices; communicate over the phone; and operate keyboards, computer, phone, and other peripherals. The Programs & Operations Assistant may be required to pick up mail from a post office to process in the office at least once per week. When working remotely, this position requires access to a reliable Wi-Fi connection and the ability to be reached via phone and text message during set business hours.

*Emotional demands:* While performing the duties of this job, the Programs & Operations Assistant may be required to discuss topics including but not limited to sexual assault, domestic abuse, racial discrimination, and violence.

### **Qualifications:**

- 3+ years providing exemplary administrative support.
- Superior time management, organizational, and problem-solving skills.
- Self-starter with a strong attention to detail.
- Proficiency or willingness to learn technology including Microsoft's Office Suite, Google's G-Suite, Zoom, and Dropbox.
- Ability to establish strong, productive working relationships within WashIP and beyond.
- Collaborative work style and strong work ethic.
- Brave communication style and ongoing willingness to improve in conflict management.
- Drive to succeed individually and as a part of a team, and willingness to push through the challenges inherent in a developing organization.

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 letter of interest, 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 embrace, advocate for, and deeply value equity, diversity, and inclusivity. WashIP does not discriminate in the selection of employees based on race, color, religion, gender, sexual orientation, sexual identity, age, national origin, disability, former incarceration status, or veteran status.

**Benefits:** Medical/dental/vision insurance; 401(k); ORCA Card; and Flexible schedule.

**Salary Range:** \$45,000 - \$55,000 depending on experience and qualifications.

**To Apply:** Please submit a resume and letter of interest via email with "Programs & Operations Assistant" in the subject line to: [work@wainnocenceproject.org](mailto:work@wainnocenceproject.org)

Open until filled. Preference will be given to applications received by July 13, 2022.