



## Paralegal

**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 19 innocent men and women in Washington State, 15 of whom have been fully exonerated.

**Position Summary:** WashIP's Paralegal reports to the Litigation Director and supports WashIP staff attorneys as they litigate post-conviction claims of actual innocence on behalf of our clients. As such, the Paralegal plays a crucial role in managing WashIP's cases, including responsibility for documenting incoming and outgoing mail, updating our case management database system, obtaining case-related records, and organizing files. The Paralegal also works closely with the litigation team on intake of new cases by analyzing case documents and evaluating new applications for assistance. The Paralegal may also receive discrete legal research or writing tasks from members of the litigation team to support active case litigation.

**Essential Job Functions:** WashIP's Paralegal supports the litigation team by applying their strong working knowledge of Washington State court rules and practices, expertise in legal document preparation, and overall case organization and management skills. This position requires reliable, timely, and meticulous attention to detail, exceptional organizational and communication skills, comfort learning new technology, a willingness to accept re-direction on priorities when necessary, and the ability to handle a variety of duties in a fast-paced, deadline-driven environment.

*Location:* This position is based in Seattle, Washington with the option to work 1-2 days remotely, except when case work requires on-site support for the litigation team. Occasional travel may be required. Applications seeking fully remote positions will not be considered.

*Physical demands:* While performing the duties of this job, the Paralegal 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 Paralegal will also be required to pick up mail from a post office to process in the office at least once per week. When working remotely, the Paralegal must have 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 Paralegal will be required to handle materials and discuss topics including but not limited to sexual assault, domestic abuse, racial discrimination, and violence.

## **Qualifications:**

*Skills & Disposition.* 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 respectfully and productively with others; and be self-motivated.

*Technical Ability.* 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 LegalServer is essential.

*Paralegal Certificate.* A paralegal certificate or equivalent degree from an accredited institution of higher education, or an equivalent level of training and experience *in a paralegal role*, is **required**.

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, and vision insurance; Employer-matched 401(k); Transit pass; Professional development opportunities; and Flexible schedule.

**Salary Range:** \$55,000 - \$70,000 depending on experience and qualifications.

**To Apply:** Please submit a resume and letter of interest via email with “Paralegal” in the subject line to: [work@wainnocenceproject.org](mailto:work@wainnocenceproject.org)

Open until filled. Preference will be given to applications received by June 9, 2023.