



Administrative Assistant

The Washington Innocence Project (WashIP) seeks an Administrative Assistant for 25 hours per week beginning no later than June 30, 2025. The Administrative Assistant position is based at our Seattle office, located near Pike Place Market and close to public transit. No remote applicants will be considered. This position is subject to a six-month introductory period, during which performance and fit for the role will be evaluated.

About WashIP: Washington Innocence Project provides free investigative services and post-conviction representation in cases of actual innocence with supporting newly discovered evidence. We work to secure relief from wrongful convictions so that our clients can be where they belong—at home, with their families and friends, living their lives. Twenty individuals are living free because of our work, 16 of whom have been exonerated and fully cleared of charges. Collectively, they lost over 300 years of their lives to crimes they did not commit. In addition to direct client representation, WashIP promotes policy reforms to identify, rectify, and prevent wrongful convictions, and supports our freed clients following release.

Job Duties: The Administrative Assistant will support the WashIP team with day-to-day administrative duties including: monitoring and maintaining office supplies; scanning and filing incoming mail; drafting letters and mailing applications to potential clients; screening requests for assistance; preparing and organizing case files for review; recording historic case file data; supporting donor relations; creating and posting social media content; assisting with event planning; collecting policy data; and other tasks as determined by the Executive Director and Litigation Director.

Physical Demands: While performing the duties of this job, the

Administrative 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.

Emotional Demands: While performing the duties of this job, the Administrative Assistant will be required to manage topics including but not limited to sexual assault, domestic abuse, racial discrimination, and violence.

Desired Skills and Qualifications:

- Clear written and verbal communication skills with potential clients, their families, community partners, and staff
- Highly organized
- Excellent attention to detail
- Ability to work on multiple concurrent projects and remain organized in a fast-paced environment with multiple deadlines and changing priorities
- Competence with Adobe, the Microsoft suite (Word and Excel) and Google Suite (Tables, Sheets, Docs)
- Familiarity with SharePoint, Dropbox, and Legal Server or similar case management system
- Demonstrated commitment to WashIP's mission, principles of equity and inclusion, and the effects of place-, race-, policy-, and systems-based inequities on marginalized communities

Compensation: The Administrative Assistant will be paid \$25/hour, accrue sick leave, and be provided with an ORCA card.

How to apply: To apply, email a letter of interest and resume to work@wainnocenceproject.org with "Admin Assistant" in the subject line. Priority will be given to applications received by Friday, May 30, 2025. Any questions about the position or application process should be directed to Marriam Oliver at:

Marriam.oliver@wainnocenceproject.org

We highly encourage individuals whose lived experience aligns with our work to apply. WashIP 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.