



Paralegal Internship (Paid) — Seattle, WA

The Washington Innocence Project (WashIP) provides free investigative services and post-conviction representation in cases of actual innocence with supporting newly discovered evidence. Innocent men and women are living free because of our work, most having been exonerated and fully cleared of charges—collectively, they have served hundreds of years for 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.

We are seeking a **paid, part-time Paralegal Intern** to support our Litigation Unit in our downtown Seattle office.

Position Details

- **Location:** In-person, downtown Seattle
- **Hours:** Up to 15 hours/week (paid at **\$21.50/hour**)
- **Additional Hours:** Optional unpaid hours (remote or in-person) may be available to satisfy academic program requirements or personal interest
- **Term:** Minimum 6 months (preferred 1 year), with an intermediate review after the first 6 months
- **Preferred Start Window:** No later than June 15, 2026

Responsibilities

The Paralegal Intern will support all stages of our post-conviction litigation work, including: Ordering and organizing trial court records - Submitting and tracking public records requests - Conducting short research projects for staff attorneys - Organizing complex case files and litigation materials - Supporting pro bono initiatives - Corresponding with applicants seeking assistance - Supporting case management systems and general organizational operations. The intern will report directly to the Litigation Director and work closely with WashIP's senior paralegal.

Qualifications

- Strong interest in our work or criminal legal system reform
 - Ability to collaborate in a small team environment while working independently when needed
 - Demonstrated initiative and problem-solving skills
 - Strong proficiency with Microsoft Office (Word, Excel) and Adobe tools
 - Familiarity with criminal legal practice, appellate litigation, or Washington courts is a plus
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Application Instructions

Application Deadline: March 27, 2026

Submit materials to: work@wainnocenceproject.org

Please include the following materials: **1.** Cover letter **2.** Resume **3.** Writing sample (maximum 3 pages) - Excerpts from longer writing samples are welcome - Substantive professional emails are acceptable **4.** Two professional references (only one may be from an academic source - included in either resume or cover letter)

We strongly 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 also 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.