

About the Exoneration Project:

The Exoneration Project (EP) investigates and litigates post-conviction cases with the goal of exonerating the wrongfully convicted and freeing them from unjust imprisonment. It is one of the best-funded, largest, and most successful innocence projects in the country. We are interested in candidates who appreciate the importance and complexity of our mission. This position is based in our Chicago West Loop Office (Fulton Market area).

Position:

The EP is seeking an **experienced paralegal** to work as a part of the legal team to provide substantive and administrative support to attorneys and staff on all EP cases.

Primary responsibilities include interacting with clients, courthouse staff, and other governmental entities; coordinating prison visits and calls for attorneys; working with attorneys to prepare and timely file pleadings; managing electronic and physical case files as well as incoming correspondence and sensitive case documents; drafting and proofreading documents; conducting research; preparing for and assisting in court during hearings and trials; case investigation projects; making copies, sending letters, making phone calls, and performing similar miscellaneous duties as needed.

Qualifications:

- **At least two years of litigation paralegal experience (or comparable project assistant/legal assistant/other titled roles in fast-paced litigation environment)**
- **A demonstrated passion for social justice**
- An ability to think creatively in a fast-moving litigation environment
- Analytical skills necessary to independently collect, analyze, and interpret data and resolve problems requiring innovative solutions
- Self-direction for daily work, with an ability to interact positively with the team
- Experience and desire to work with a diverse population
- Computer and document management skills
- Strong writing, editing, and proofing skills
- The flexibility to accommodate the shifting priorities of the litigation world
- Impeccable organization, strong work ethic, and attentiveness to detail

The EP is a fast-paced environment and is staffed by highly effective and efficient professionals. Work is often needed to be completed on tight deadlines. Some of it may feel mundane, but it is all part of the larger team effort of working together to free the innocent.

Our new paralegal will be a self-starter who is diligent and compassionate and who is able to work collaboratively with our team and partner organizations to advocate for our clients. Ideally, we are looking for a career paralegal and are asking for someone who is able to make at least a two-year commitment to our Project.

Send applications to apply@exonerationproject.org

Exoneration Project Hiring Policies: The Exoneration Project has a strong commitment to providing exemplary representation to our diverse client community and creating an inclusive workplace environment welcoming to people of all backgrounds. We strongly encourage applications from people of color, people of all genders and sexual orientations, people with disabilities, and people historically underrepresented in the practice of law.