

## EXONERATION PROJECT CASE COORDINATOR POSITION

**About the Exoneration Project:** The Exoneration Project (EP) investigates and litigates post-conviction cases for individuals who are innocent and have been wrongfully convicted. We are one of the largest and most successful innocence organizations in the country. The EP has a unique, collaborative structure: we work with law students at multiple law schools in the United States and are staffed with attorneys from the civil rights firm Loevy + Loevy. We operate offices in Washington, D.C., New York and Chicago, and are a member of the Innocence Network.

**Job Description:** The EP is seeking a full-time Case Coordinator who will be based in Washington, D.C. The assistant will assist in managing the EP East offices and developing and advancing EP cases at all stages of pre-litigation and litigation. This is a unique opportunity to help build the EP East by identifying and developing cases. The right candidate will be self-motivated, committed to fighting injustice, and excited about working hard to grow the EP East. We're looking for a passionate, organized, and motivated person who is committed to helping free the wrongly convicted, including by:

- assisting EP East attorneys to develop an intake structure and system; working with Chicago-based staff on intake projects;
- reviewing and analyzing potential cases for actual innocence;
- assisting attorneys with some fact investigation at all stages of the litigation process;
- communicating comfortably and adeptly with individuals from all socio-economic backgrounds including incarcerated clients and potential clients and their families. This includes occasionally meeting with incarcerated people in prison;
- travel between the New York and Washington, D.C. offices, and potentially to other states as needed;
- working closely, and regularly communicating with EP attorneys, staff, and law students;
- assisting attorneys with exhibits for filings and during court hearings;
- performing ordinary paralegal tasks, like preparing and filing documents, obtaining records, and drafting letters;
- championing EP East's intake and case development process by screening applications to identify cases that meet the EP's criteria, and working closely with attorneys to develop those cases through investigation to litigation;
- assisting in developing name recognition, branding, and communications strategies for the EP East, including social media content and strategy; and performing administrative office tasks including organizing files and sending out correspondence as needed.



# The Exoneration Project

## **Qualifications:**

- A demonstrated passion for social justice; familiarity with the criminal legal system and specifically the causes of wrongful conviction.
- Innovative thinking, and solutions-oriented problem solving.
- A respect for and ability to communicate effectively with people from diverse backgrounds and life experiences.
- At least one year of experience in a criminal legal services organization or comparable experience in a litigation environment is preferred. Prior criminal or civil rights investigation experience is preferred but not required.
- Strong organizational skill; experience adopting and implementing organizational systems for attorneys strongly preferred;
- 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 and professionally with the team, witnesses, court officials, staff, and others.
- Ability to travel as described above.
- Candidates must either already be a Notary Public or able to become one upon hiring.
- Spanish-speaking candidates are strongly preferred.

The EP is a client-centered, nimble advocacy organization that aspires to produce the best possible legal product for our clients. As a staff, we accomplish work quickly and efficiently and do whatever justice demands for our clients. We are at the top of our field, and demand excellence for our clients. For this reason, an ideal Case Coordinator must be client-focused, motivated, and able to work independently. A Case Coordinator can expect to be very busy but must also be able to deliver exceptional results.

The Case Coordinator position is based in the EP's Washington D.C. office. Travel is required, including some travel to the New York City office and other locations.

**Compensation/Benefits:** Salary range is \$50,000-60,000 depending on experience, plus benefits and annual bonuses.

**Application Process:** To apply, please send a cover letter and resume to [apply@exonerationproject.org](mailto:apply@exonerationproject.org) with the email subject line "Case Coordinator Position." Applications will be considered on a rolling basis starting immediately. The position is available until filled.

**Exoneration Project Hiring Policies:** The Exoneration Project is an equal opportunity employer. We value diversity and an inclusive culture. We strongly encourage applications from all qualified individuals regardless of race, color, religion, gender, sexual orientation, gender identity or expression, age, disability, veteran status, or national origin. We strongly encourage candidates with lived experience with the criminal legal system to apply.