



EXONERATION PROJECT STAFF INVESTIGATOR 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 New York, Washington, D.C., and Chicago, and are a member of the Innocence Network.

Job Description: The EP is seeking a full-time Staff Investigator **based in New York City**. One year of investigation experience preferred, but not required. Candidates with backgrounds in criminal or social justice will be seriously considered. Must have a reliable car. Essential functions of the Staff Investigator position include:

- Handling investigations at all stages of the litigation process
- Locating witnesses
- Thoroughly preparing for and interviewing witnesses
- Taking written statements from witnesses
- Communicating comfortably and adeptly with individuals from all socio-economic backgrounds
- Working and regularly communicating with EP attorneys, staff, and law students
- Being extremely well-organized
- Possessing an ability to recall details of conversations well after the fact
- Locating and obtaining documents and information at courthouses and other locations
- Occasionally testifying at court hearings
- Some travel throughout New York, Connecticut, Pennsylvania, Maryland, Washington D.C., and other places, including to prisons
- 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. For this reason, an ideal Staff Investigator must be client-focused, motivated, and able to work independently. A Staff Investigator can expect to be very busy, but must also be able to deliver exceptional results.

The Staff Investigator position is based in the EP's New York City office. Travel is required as described above.



The Exoneration Project

Compensation/Benefits: Compensation commensurate with experience. Includes full benefits and annual bonuses.

Application Process: The EP is now accepting applications for the Staff Investigator position. To apply, please send a cover letter and résumé to apply@exonerationproject.org with the email subject line “NYC Investigator 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.