

## Intake & Project Coordinator Position

**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 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 **Intake and Project Coordinator** to lead projects and provide substantive and administrative support to attorneys on all EP cases.

### Responsibilities

- Oversee the EP's intake; ensure applications are being properly processed through intake flow; update intake systems as needed
- Draft and disseminate press releases; assist with setup and coordination of press conferences
- Manage EP's social media pages and website
- Lead client programming, including quarterly newsletter, Wrongful Conviction Day, and other client events (monthly workshops, conference attendance, etc.)
- Foster relationships with partner organizations to best serve released clients
- Manage student interns and volunteers as well as summer internship program
- Support with hiring efforts (communications with candidates, job postings, coordinate scheduling)
- Renew institutional standing as a non-profit, malpractice insurance, etc.
- Maintain EP's internal databases, records, and client contact information
- Coordinate staff meetings and events
- Assist attorneys and paralegals with other projects as needed

### Qualifications

- Demonstrated passion for social justice
- Strong writing skills
- Ability to juggle multiple projects simultaneously
- Ability to think creatively in a fast-paced environment
- Self-direction for daily work without significant oversight
- Experience and desire to work with a diverse population
- Strong computer and tech skills
- Flexibility to accommodate shifting priorities of the organization
- Ability to learn quickly and work efficiently
- Desire to be a team player while maintaining the ability to work independently
- Strong organizational skills and attentiveness to detail
- Comfort and ability to assist with administrative tasks



The EP is a fast-paced environment and is staffed by highly effective and efficient professionals. Although some tasks are more administrative in nature, every assignment is integral to a larger team effort, with the focus of working together to free the innocent. We ask that serious candidates make at least a two-year commitment to our Project.

**Send applications to [apply@exonerationproject.org](mailto: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. We also welcome applications from people with personal experience with the criminal legal system.