

The Pennsylvania Innocence Project
Job Announcement
Staff Investigator

PIP Mission: The Pennsylvania Innocence Project is a nonprofit innocence organization dedicated to exonerating those who have been convicted of crimes they did not commit, and preventing innocent people from being convicted.

Position Overview: The Staff Investigator is responsible for conducting and overseeing all investigations at various stages during the review and litigation process. The position will be available starting in July, 2018. Salary is commensurate with experience.

Qualifications:

1. Minimum 1 year of investigation experience required, preferably in defense investigations.
2. BA/BS preferred.
3. Must be willing to travel throughout Pennsylvania and surrounding states (including prisons). With offices in Philadelphia and Pittsburgh, much travel is required, approximately 5-10 days per month, overnight trips included.
4. Must have a valid driver's license and reliable car.
5. Must pass a thorough criminal background check.
6. Background in forensics, criminal justice, and/or social work preferred.
7. Notary Public and Spanish speaking candidates a plus.

Applications: Interested applicants should send a cover letter and resumé to the Pennsylvania Innocence Project, addressed to Marissa Bluestine, Executive Director, by electronic mail to innocenceprojectpa@temple.edu.

Specific Responsibilities:

1. **Investigation:** Create investigative logs that document all investigative actions. Locate and interview witnesses, family members, prior counsel, and/or anyone associated with the case. Memorialize all communications and interviews. Keep clients and potential clients informed of investigation progress via writing and face-to-face meetings.
2. **Volunteer/Student Involvement:** Assist students with questions about their cases and/or writing their reports. Review and edit investigative reports written by clinical and volunteer students/attorneys. Assist attorneys with student case assignments. Must be willing to mentor students who are interest in learning investigative techniques.
3. **Litigation:** Assist staff attorneys and legal director with hearings (review filings, help prepare witnesses, serve subpoenas, provide transportation to witnesses, and attend hearings). Must be willing to sign affidavits/certifications to support court filings and testify if necessary.