



POSITION TITLE

High School Volunteer

POSITION PURPOSE AND ESSENTIAL DUTIES

The Northern California Innocence Project (NCIP), a clinical program of Santa Clara University School of Law, seeks a High School Volunteer to work with NCIP's team on various tasks and initiatives that address the causes and consequences of wrongful conviction. NCIP's mission is to promote a fair, effective and compassionate criminal justice system and protect the rights of the innocent. Reporting to the External Relations Director, this volunteer is a summer, up to 10 hours/week position.

TYPICAL TASKS

- Performing general office duties like photocopying, scanning, and filing.
- Shadowing multiple office positions to learn about the work of NCIP.
- Supporting NCIP events and activities.
- Monitoring and responding to social media posts.
- Providing support for all other NCIP projects and activities.

QUALIFICATIONS

The ideal candidate will possess:

- Interest in NCIP's mission.
- Good organizational skills.
- Excellent communication and interpersonal skills.
- Enthusiasm and willingness to learn.
- Ability to work as part of a team.
- Commitment to volunteering at least 6 hours per week on a regular basis.

DIVERSITY STATEMENT

Santa Clara University is an Equal Opportunity/Affirmative Action employer, committed to excellence through diversity and inclusion, and, in this spirit, particularly welcomes applications from women, persons of color, and members of historically underrepresented groups. All qualified applicants will receive consideration without regard to race, religion, color, national origin, sex, sexual orientation, gender identity or expression, age, status as a protected veteran, status as a qualified individual with a disability, or other protected category in accordance with applicable law.

HOW TO APPLY

Please complete the volunteer application on the NCIP website and return the application along with a cover letter and copy of your most recent resume to ncip@scu.edu. Please include your name and the position you are applying for in the subject line of your email. The application deadline for the summer 2020 volunteer cycle is Friday, April 3, 2020. NCIP will consider applications on a rolling basis.