



POSITION TITLE

Legal Volunteer

POSITION PURPOSE AND ESSENTIAL DUTIES

The Northern California Innocence Project (NCIP), a clinical program of Santa Clara University School of Law, seeks a Legal Volunteer to work with NCIP's legal team on potential wrongful conviction cases. NCIP's mission is to promote a fair, effective and compassionate criminal justice system and protect the rights of the innocent. Reporting to the members of legal team, the Legal Volunteer is a summer, 20+ hours/week position. The volunteer will work directly with members of the legal team to:

- Conduct legal research regarding issues affecting our work
- Draft memos regarding legal research and its application to the facts of our cases
- Conduct factual case investigation including document identification, retrieval and review, and locating and interviewing witnesses, both lay and expert
- Draft legal documents, letters and pleadings
- Assist with case intake, case review, and written case summaries
- Other administrative duties as required

QUALIFICATIONS

The ideal candidate will possess:

- Experience with in-depth legal analysis and effective advocacy
- Excellent oral and written communication skills
- Strong interpersonal and organizational skills
- Strong computer skills, including proficiency in MS Office applications (Word, Excel, PowerPoint, Outlook)

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.