



INNOCENCE PROJECT OF FLORIDA, INC.
Unlock the Truth

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Innocence Project of Florida – Intake Assistant Position
February 18, 2019

The Innocence Project of Florida, Inc. (IPF) is seeking candidates for a full-time Intake Assistant position beginning in May 2019 or earlier in its Tallahassee, Florida office. The Innocence Project of Florida is a 501(c)(3) non-profit legal defense organization dedicated to representing Florida prison inmates who can prove their innocence using DNA testing and other newly discovered evidence of actual innocence. IPF is the premier criminal justice organization in Florida and has helped release of numerous individuals who collectively spent hundreds of years in prison for crimes they did not commit.

Essential Functions of Position:

The Intake Assistant, under the direction of the Intake Analyst and Intake Coordinator, will be responsible for the clerical duties associated with IPF's case-decision-making process. The Intake Assistant is expected to:

- Log, open, and review all incoming correspondence from inmates and their advocates seeking assistance;
- Prepare responses to incoming correspondence;
- Facilitate translation of incoming and outgoing correspondence from Spanish to English and English to Spanish;
- Participate in legal calls and visits to facilitate interpretation for Spanish-speaking clients;
- Pack, post, and mail correspondence;
- Create and maintain digital and paper case files;
- Maintain and replenish office supplies;
- Perform additional tasks or duties at the direction of the Intake Analyst and Intake Coordinator.

Qualifications:

Fluency in reading, writing, and speaking Spanish is required. Prior experience in a non-profit and/or criminal justice setting is preferred. The ideal candidate must be:

- organized and maintain attention to detail;
- inquisitive and eager to learn and ask questions;
- comfortable reading and writing about violent crime and able to maintain personal coping mechanisms;
- able to maintain the strict confidentiality required of a law office setting.

Benefits:

Besides being afforded the opportunity to work in an exciting, dynamic and collegial small-office environment, the Intake Assistant will be compensated commensurate with their level of experience, including full health benefits, life insurance and a generous vacation and sick time allowance.

How to Apply:

No later than March 22, 2019, please send a cover letter, resume, and list of references to Adina Thompson at athompson@floridainnocence.org. In the Subject Line, put “Intake Assistant Job Application”.

The Innocence Project Florida is an equal-opportunity, affirmative-action employer, that strives for diversity among its applicant pool as well as within its staff and board. We do not discriminate in employment decisions based on race, color, religion, sex, gender identity, sexual orientation, national origin, citizenship, age or disability. We strongly encourage people from all backgrounds, especially racial and ethnic minorities, veterans, people with disabilities, and smart people with non-linear/non-traditional experience and educational backgrounds to apply for this position. Most importantly, no matter their background, the person selected for this position must embrace, advocate for, and deeply value equity, diversity, and inclusivity.