

Intake Fellow – Tennessee Innocence Project

Current Posting Expires: 06.15.2024

Position Description - Responsibilities and Requirements:

The Tennessee Innocence Project (TIP) seeks to hire a motivated individual with an interest in the legal profession and the work being done in Tennessee to exonerate victims of wrongful convictions of actual innocence. The **Intake Fellow** will be charged with managing the application intake process and assisting with investigative efforts under the direction of the Executive Director and TIP attorneys. The Tennessee Innocence Project receives new applications for representation each week, and these requests must be thoroughly processed. This individual will have the opportunity to contribute to meaningful work freeing the innocent in Tennessee and will receive foundational experience in criminal law along the way. This position also assists with document management and records requests management.

Key requirements are: attention to detail, appreciation for accurate data, and the ability to work independently and in teams.

This is a two-year position with a start date as early as July 1, 2024.

This position is an excellent opportunity for recent graduates and early-career individuals considering attending law school in the future.

The Tennessee Innocence Project is an equal opportunity employer. We strongly value a diverse workforce and inclusive culture for all employees.

Responsibilities

- Carefully review and document each application for representation,
- Collect and organize data on each case,
- Assist with action recommendations at each stage of the application process,
- Correspond with applicants,
- Obtain records and organize case files,
- Assist TIP staff with investigative efforts for current TIP clients, and
- Assist TIP attorneys with legal assistant/paralegal work on current TIP clients' casework as needed.

Qualifications:

- College degree
- Strong organizational and time management skills
- Excellent written and oral communication skills
- Legal experience preferred but not required

Job Status: 40 hours per week

Salary and Benefits: \$40,000/year; two weeks PTO per year; health insurance benefits; short-term/long-term disability insurance

Location: The position is based in TIP's Nashville, Tennessee office.

Please attach your resume to a brief cover letter and direct to Amber Logue, amber@tninnocence.org with the subject "Intake Fellow Application." Please include three references in your resume or cover letter and highlight any experiences that might align with our organization's work and this position.