

MIDWEST INNOCENCE PROJECT

Intake Analyst/Office Manager

The Midwest Innocence Project (MIP) seeks an innovative, compassionate, and justice-oriented individual to join our Kansas City team on the front lines of fighting and preventing wrongful convictions. The MIP is a 501(c)(3) non-profit legal defense organization dedicated to representing wrongfully convicted prison inmates in our five-state region (MO, KS, NE, IA, AR) who can prove their innocence through the use of DNA testing and other newly discovered evidence. The Intake Analyst/Office Manager will play a vital role in the project, particularly in the areas of client communication and case management. Responsibilities include:

- Answering phones and responding to calls and letters from clients, their families, potential new clients, and the public.
- Receiving and processing incoming and outgoing mail.
- Coordinating and supervising in-office and special event volunteers, including high school students, paralegals, and attorneys.
- Pre-screening intake forms and questionnaires for the MIP and our partner organizations
- Locating court and evidence records and creating and managing case files.
- Maintaining case databases, including case statuses and grant reporting information.
- Supporting the Executive and Development Directors and legal staff with calendaring, mailings, and in-office event preparation tasks.
- Tracking and ordering office supplies; maintaining office machines and service contracts.
- General bookkeeping, including reviewing invoices, drafting checks for signature, and account reconciliation.

Qualifications

Ideal applicants will be highly motivated, compassionate, and energetic self-starters, who have the ability to work independently and a demonstrated commitment to social justice. Excellent communication skills required. Applicants should be familiar with and proficient in Excel, Word, and Quickbooks.

Key Competencies (Skills, Abilities, and Traits):

- Superior skills in organization, planning and attention to detail.
- Excellent written, verbal and interpersonal communication skills, including the abilities to protect confidential information.
- Ability to learn software with ease.
- Ability to work independently with minimal supervision.

Application Instructions:

Send cover letter and resume to tbushnell@themip.org. Applications will be considered until the position is filled.

The Midwest Innocence Project is an equal opportunity employer and strives for diversity among its applicant pool as well as within its staff and board. 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.