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JOB ANNOUNCEMENT

October 2024

Debtors' Prison Project Investigator

Who We Are

Public Justice, a nonprofit legal advocacy organization that takes on the biggest systemic threats to justice of our time – abusive corporate power and predatory practices, the assault on civil rights and liberties, and the destruction of the earth's sustainability – is seeking to hire an experienced **Debtors' Prison Project Investigator**.

Public Justice connects high-impact litigation with strategic communications and the strength of our partnerships to fight these abusive and discriminatory systems and win social and economic justice. In particular, we ensure access to the civil justice system, protect students' civil rights, fight to end modern-day debtors' prisons, enforce the nation's most important environmental laws, and much more.

Public Justice's Debtors' Prison Project (DPP) works to shrink the criminal legal system by ending the criminalization of poverty. Working with allies and impacted communities, DPP uses litigation, advocacy, and education to ensure people are not punished simply because they can't pay and to stop governments and for-profit companies from treating people impacted by the system as a revenue source.

What We Are Looking For

The person selected for the **DPP Investigator** role will help DPP attorneys identify, develop, and litigate new DPP cases in state and federal courts throughout the country.

The DPP Investigator reports to DPP Director Leslie Bailey and may be based in Washington, D.C., Oakland, CA, or remotely. Because Public Justice investigates and litigates cases nationally, the position will require travel.

Key Responsibilities

1. Factual investigation and analysis:

- Collaborate closely with attorneys to conduct comprehensive factual research using both online resources and in-person investigations.
- Interview witnesses, clients, and other individuals in person (including in jails and/or prisons) and by phone.

- Submit public records requests to government agencies and review and analyze subsequent responses.
- Review and analyze materials produced in discovery.
- Analyze facts, records, and data to identify key facts, insights, and trends.
- Create summaries and charts to effectively organize and present large quantities of documents.
- Conduct court watching and record observation of proceedings.
- Collaborate with attorneys to integrate gathered information into case strategy and preparation.

2. Stakeholder relationship building:

- Develop and maintain strong relationships with clients, witnesses, community partners, organizers, coalition members, and allies.
- Foster open communication channels to ensure efficient exchange of information and cooperation.
- Participate in conferences and meetings on behalf of DPP.

3. Public awareness and communication:

- Work with DPP communications strategist to ensure narrative and storytelling work is aligned with factual investigation.

4. Strategic Planning:

- Participate in strategic planning initiatives.
- Contribute insights and recommendations based on investigative findings to inform strategic decisions.

5. Case management and litigation support:

- Assist in proofreading legal briefs to ensure accuracy and quality.
- Perform various case support tasks as needed.

Experience, Skills & Qualifications

The ideal Investigator is passionate about social justice, hard-working, a fast learner, proactive, able to juggle multiple tasks, and able to work well in a collaborative environment. This is an entry-level position. Specific qualifications we are looking for include:

- Demonstrated commitment to racial justice, decarceration, and ending wealth-based punishment in the criminal legal system;
- Demonstrated ability to work well in teams;
- Highly organized and diligent;
- Intense level of curiosity and willingness to go above and beyond to find answers;
- Healthy distrust of governmental authority;
- Care and respect for people who are system-involved;

- Ability to understand and navigate issues of identity, power, and privilege with clients, partners, and colleagues;
- Experience working with disenfranchised communities and/or those directly impacted by the criminal legal system;
- Proven ability to take initiative, establish priorities, work independently, self-motivate, and achieve objectives with minimal supervision;
- Strong analytical, writing, and research skills;
- Proficiency with data management systems, particularly Everlaw and Relativity, is a plus;
- Demonstrated ability to work with data sets in Excel and R, Python, Stata, or similar coding language is a plus, but not a requirement;
- Ability and willingness to contribute to the creation of a diverse, equitable, and inclusive work community that encourages collaboration.

Salary, benefits and logistics

This is a full-time position with a starting salary of \$60,000/year. We offer a mission-focused work environment and a teamwork and community-oriented approach. Our benefits include:

- A four-day work week all-year round
- Flexible schedule opportunities
- Three weeks paid vacation
- Two weeks of paid sick leave
- Two annual personal days
- Employer-sponsored health plan
- All federal holidays and some local holidays off (*Public Justice acknowledges there are various religious and cultural holidays that are important to our team. We encourage team members to take any days necessary for observing holidays and celebrations that are central to their faith tradition or communities.*)
- 401K plan

How to Apply

Please email the following materials to DPPinvestigator@publicjustice.net:

- A cover letter that conveys why you are drawn to DPP and how your particular experience makes you a strong candidate for this position;
- Your resume;
- Contact information for two references; and
- At least one writing sample, preferably summarizing research you conducted. If you submit an edited sample, please include an explanation of the extent of editing.

Applicants are encouraged to submit their materials by November 15, 2024, at which point applications will be reviewed on a rolling basis until the position is filled.

Diversity, Equity, Inclusion & Access

Public Justice is an equal-opportunity employer and values a diverse workplace. We are committed to providing an environment of mutual respect where equitable employment opportunities are available to all applicants. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or gender expression, age, national origin, citizenship or immigration status, disability, veteran status, record of arrest or conviction, or any other characteristic protected by applicable law. People of color, lesbian, gay, bisexual, queer, transgender and gender-diverse people, women, people with abilities in multiple languages, immigrants, people living with disabilities, veterans, and formerly incarcerated individuals are strongly encouraged to apply. Please visit this link to read our Diversity, Equity, Inclusion, and Access policy statement: [Diversity, Equity, Inclusion & Access](#).

Public Justice is committed to providing reasonable accommodations to individuals with disabilities. If you require reasonable accommodations during any part of the hiring process, please email lhughes@publicjustice.net.