



Investigator

Youth, Rights & Justice, an innovative juvenile law nonprofit based in Portland OR is seeking an Investigator to join our team. YRJ's mission is to advance the rights of children, parents, and families through advocacy in the courts, schools, legislature, and community.

We provide court-appointed representation of children and parents involved in the child welfare and juvenile justice systems—in both the trial and appellate courts. Our investigators are critical members of the defense team, supporting attorneys in providing high-quality representation.

Founded in 1975, YRJ is widely recognized as a leader in juvenile law. We provide court-appointed representation of children, youth, and parents involved in the foster care and juvenile justice systems—in both the trial and appellate courts. We also represent individual children and youth in school-related enrollment, special education, and disciplinary matters.

YRJ's vision is a just and equitable society that creates opportunities for children, parents, and families to achieve their goals and aspirations. YRJ is committed to addressing systemic injustices and the needs of our service population through innovative programs, policy work, and impact litigation.

Youth, Rights & Justice offers a competitive benefits package, including 15 days of vacation annually (increases to 20 days after two years); eight hours paid self-care time each month; paid sick and holiday time; 8-week paid sabbatical after 10 years; wellness and cell phone stipends; medical, dental and vision plans; matching 401K retirement benefits; and more.

We encourage diverse applicants and are aware of research indicating that many women and BIPOC individuals hesitate to apply if they don't fully match all listed qualifications. We encourage you to consider this opportunity holistically and we commit to evaluating candidates for this opportunity holistically.

Status Classification: Regular full-time; exempt (salaried)

Hours: Regular hours are Monday through Friday, 8:30am – 5:00pm, some evenings and weekends as needed to carry out the responsibilities of the position

Reports to: Supervising Attorney

Salary: \$45,600-64,296

Summary:

The Investigator performs comprehensive investigative activities in court-appointed juvenile dependency and delinquency cases at the request of attorneys or legal assistants. This includes case initiation, fact development, records collection, trial support, and sentencing mitigation. The role requires professionalism, discretion, and investigative skill to uncover, evaluate, and present facts that advance the defense.

Essential Duties and Responsibilities:

- Demonstrate respect and sensitivity toward clients, witnesses, and others regardless of background or circumstances.
- Maintain confidentiality and professional conduct to foster trust and credibility with clients and colleagues.
- Conduct client interviews, discovery review, and develop case timelines.
- Collaborate with attorneys to understand themes and theories of the case and adjust investigative efforts accordingly.
- Review crime scenes, obtain alibi verification and surveillance video preservation.
- Interview witnesses and other collateral contacts,
- Review discovery for errors or missing materials and preserve key records such as social media, surveillance, and digital files.
- Document, record and submit timely reports as requested by attorneys. Enter information in Defender Data client database.
- Conduct client interviews, review discovery with clients as directed, and gather biographical and mitigation information.
- Locate, interview, and memorialize witness interviews, following requirements for contacting named victims or represented parties. Gather impeachment information and manage cultural competence with difficult or reluctant witnesses.
- Retrace steps of the government's investigation to evaluate reliability of evidence.
- Analyze digital and audiovisual evidence, social media, and other records to challenge the prosecution's case.
- Identify and collaborate with experts.
- Draft summons and subpoenas and perform required service.
- Prepare exhibits and audiovisual presentations, and respond to new developments during trial.
- Interview family, friends, and associates for mitigation evidence.
- Obtain records from various agencies and databases.
- Engage in continuing education as required by OPDC and certification and to stay current on laws and best practices related to investigations and mitigation.
- Seek out opportunities for professional development and continuing education, such as attending seminars, workshops, and conferences relevant to the role of a mitigation specialist.
- Testify competently and professionally in court concerning findings of investigations.
- Perform other duties as assigned.

Required skills and Abilities:

- Passion for YRJ's vision, mission, values, and work
- Alignment with YRJ's values of collaboration, equity, openness, compassion, integrity, and agility
- Two-year college degree or equivalent; prior investigative or legal experience preferred.
- Have or pursuing DPSST certification, valid driver's license and reliable vehicle and automobile insurance coverage as required by state law.
- Demonstrated investigative experience, preferably in criminal defense or legal settings.
- Strong interpersonal, interviewing, and communication skills.
- Knowledge of Oregon laws, investigative procedures, correctional facility protocols, and relevant databases (OECI, PACER).
- Excellent organizational and analytical skills; ability to handle sensitive information with discretion.
- Commitment to equity, racial justice, and working effectively across cultures. Personal lived experience with systemic inequities is valued.

To apply, please email a resume and one-page cover letter to Ally Hood:
ally.h@youthrightsjustice.org

Applications will be accepted through November 3.
Interviews are expected to start the week of November 10.