



OFFICE OF THE ORLEANS PARISH DISTRICT ATTORNEY  
JASON ROGERS WILLIAMS

**TO FILL**  
**Orleans Parish District Attorney**  
**Civil Rights Division: “Undoing Jim Crow Cold Cases Initiative” Project Manager**  
**Job Description**

**About the Orleans Parish District Attorney’s (OPDA) office**

Jason Williams took office as the Orleans Parish District Attorney on January 11, 2021, and is the first progressive prosecutor elected in Louisiana in the modern era. He is one of very few progressive Black prosecutors who have been elected in the Deep South. DA Williams is dedicated to helping build up community trust in the work of the Orleans Parish District Attorney’s (OPDA) office by addressing wrongs that have harmed Black and Brown communities and caused them to distrust the criminal legal system. Ninety-five percent of New Orleans’ prison population is Black, and New Orleans has the highest rate of proven wrongful convictions of any major city in the United States. DA Williams is building a diverse team to assist him in implementing a new vision for OPDA that is centered on his slate of progressive policies.

**About the Position**

The “Undoing Jim Crow Cold Cases Initiative” is a new, grant funded, project designed to research the scope of, investigate, acknowledge, and potentially prosecute unsolved homicides suspected of having been racially motivated. The project includes support for victims’ families and communities impacted by long-ignored violence.

The Undoing Jim Crow Cold Case Initiative Project Manager will be responsible for the administration and delivery of the programs, including planning and execution, grant reporting and coordinating with our partners at Xavier University Investigative Stories Project. The position will convene all partner and community meetings and analyze information gathered from the community through listening sessions, one-on-one interviews, case files and oral histories already gathered by community partners. The project manager will supervise all project staff (currently slated to include one investigative researcher) and seek further resources to expand the project if appropriate.

This is a new position which will report to the chief of the Civil Rights Division and work closely with all division staff.

**Essential Functions include but are not limited to:**

- Craft transitional justice strategies.
- Lead Initiative team, including the Advisory Committee and all other community partners.
- Create Initiative action plan with advisory board.

- Direct re-investigations and seek relevant resources.
- Serve as point of contact for all project communication.
- If any cases are able to be prosecuted, either coordinate prosecution or refer to those with relevant experience.
- Work with OPDA director of partnerships and development on all grant reporting requirements, and any new requests for funding.

**Qualifications:**

- At least five years' relevant experience (strong preference for community organizing, civil rights litigation or prosecution, fact investigations or social research).
- Strong connection to the city of New Orleans and the communities affected by racially motivated or state-sanctioned violence.
- Strong research, writing, and analytic skills
- Team-management and leadership skills, with the ability to constructively supervise employees, partners, and volunteers.
- Multitasking.
- Deep interpersonal skills and strong oral communication skills.
- Adept problem solver – this project is going to require a fair amount of creativity.
- Able to work well with people of various socioeconomic and educational backgrounds.
- Experience in using research and analysis to address issues of racism and inequity in the criminal legal system is preferred but not required.

This is a three-year, grant funded position.

**To apply:** Submit a resume, cover letter, transcript and list of references to [crdintake@orleansda.com](mailto:crdintake@orleansda.com). References will not be contacted without advance permission from the applicant.

**Equal Opportunity Employer**

OPDA is an equal opportunity employer. OPDA values a diverse workforce reflective of the communities that it serves. OPDA adheres to a policy of making employment decisions without regard to race, culture, color, religion, sex, sexual orientation, gender identity, national origin, marital status, caregiver status, prior record of arrest or conviction, citizenship, age, or disability. OPDA is committed to complying with all policies required by Title VII of the Civil Rights Act of 1964, as amended; the Equal Employment Opportunity Act of 1972; Executive Order 11246, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act of 1990.