



Indiana Federal Community Defenders

Position Announcement
**Assistant Federal Defender
Part-Time Training Director**

Indiana Federal Community Defenders (IFCD), is accepting applications for the position of Assistant Federal Defender, who will serve as the Training Director, a part-time attorney position with salary based upon experience. IFCD is an Indiana not-for-profit corporation and represents indigent persons charged with crimes in the Indianapolis and Terre Haute Divisions of the United States District Court for the Southern District of Indiana, and in the United States Court of Appeals for the Seventh Circuit and the United States Supreme Court. Our office is located in Indianapolis.

Job Description: We are seeking a licensed attorney to help develop and provide training to our Criminal Justice Act (CJA) Panel and our in-house attorneys. The person hired for this position will develop, schedule, and host training opportunities for lawyers engaged in federal criminal defense and to a lesser extent, the people who assist them. Additionally, the person hired for this position will help create a warehouse of resources, staying abreast of, gathering materials related to, and disseminating knowledge regarding the latest developments in federal case law and criminal procedure. Some travel is expected. This position is part-time and will not include court appearances or the representation of clients.

Requirements and Qualifications: Applicants must have an established commitment to justice and a working knowledge and demonstrated command of federal criminal law. Additional requirements include proficiency with data management, comfort with technology, the ability to work positively and collaboratively on a team, and excellent communication skills. Teaching experience is a plus.

Salary: Though this position is part-time (20 hours per week) and highly dependent on experience, IFCD strives to offer competitive salaries. Applicants may expect a starting salary of at least \$40,000. Part-time employees do not qualify for health benefits but do qualify for retirement contributions, vacation and sick time on a pro rata basis.

Application for this position is made by sending a cover letter, resume, references, and a writing sample, in that order and compiled in a single PDF, to: IFCD_Applications@fd.org. You must put "Training Director 2021" in the subject

line of your email in order to be considered. The position is open until filled. Start date for the position is October 1, 2021.

NO PHONE CALLS PLEASE.

The IFCD is an equal opportunity employer. Women and minorities are encouraged to apply.