



Position Announcement Mitigation Specialist- Records Coordinator

WHO WE ARE & WHAT WE DO:

The Indiana Federal Community Defenders, known as the “IFCD”, is accepting applications for a full-time Mitigation Specialist-Records Coordinator position in its trial unit in Indianapolis, Indiana. We are a mission driven team that represents people who are both facing serious charges in federal court and who cannot afford to hire their own attorney. We are committed to the pursuit of justice for our clients and their families. We aggressively litigate and protect our clients’ constitutional rights in the courtroom and strive to shine a light on each individual case, forcing the system to see the humanity of the person standing before the court. Because we cannot accomplish this task alone, our team consists of experienced lawyers, investigators, mitigation specialists, and paralegals. For more information, visit: <https://www.indianafederaldefender.org/>

JOB DESCRIPTION: The Mitigation Records Coordinator will provide support to the Mitigation Specialists, Chief Federal Defender and Assistant Federal Defenders. Responsibilities will include performing initial mitigation screenings; assisting in gathering, reviewing, and summarizing records; assisting mitigation specialists with helping clients on pretrial release access services that will assist them in complying with conditions of supervised release; provide support and information to family members and loved ones of clients; assist mitigation specialists where necessary with interviews of clients in a culturally competent manner, including clients who are incarcerated, family, friends and other relevant people in a client’s life. This position requires excellent skills in prioritization and organization, the ability to work both independently and collaboratively, and excellent communication skills.

REQUIREMENTS: To qualify for this position, applicants must be a college graduate. Computer proficiency in Microsoft Office Suite (Word, Excel, and PowerPoint) and Adobe Acrobat are required.

SALARY & BENEFITS: Salary dependent upon experience. IFCD is proud to offer a highly competitive first-rate benefit package with health insurance, life insurance, retirement contributions, and parental leave.

TO APPLY: Please send your resume and cover letter to IFCD_Applications@fd.org. The email subject line must read: Mitigation Records Coordinator 2026. Position open until filled. Only those who are selected for an interview will be contacted. **NO PHONE CALLS PLEASE. This position is subject to the availability of funds.**

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