



Indiana Federal Community Defenders

## Position Announcement Mitigation Specialist

### **WHO WE ARE & WHAT WE DO:**

The Indiana Federal Community Defenders, known as the “IFCD”, is accepting applications for a full-time Mitigation Specialist 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:** This Mitigation Specialist position will summarize records concerning the client, and at times family, including educational, military, mental health, and employment; identify and analyze patterns of trauma, mental illness, substance use, systemic inequities and other relevant factors; conduct interviews in a culturally competent manner, including clients who are incarcerated, family, friends, teachers, employers, and other relevant people in a client’s life; assist attorneys with the selection of and transfer of records to defense experts; research themes impacting a client’s life; write sentencing memorandums for the attorney and court detailing a client’s life experience; help incarcerated clients receive needed services; provide support and information to loved ones of a client

**REQUIREMENTS:** To qualify for this position, applicants must be a college graduate with a master’s degree in social work, anthropology, psychology, sociology, law, or criminal justice and must have experience investigating and developing mitigation evidence. Applicants must have experience writing memorandums or similar reports. In order to be considered for this position you must be committed to equal justice under the law and must always be willing to strive towards cultural competence.

**SALARY & BENEFITS:** Salary range is \$62,297 - 126,947, 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, cover letter and writing sample to [IFCD\\_Applications@fd.org](mailto:IFCD_Applications@fd.org). The email subject line must read: Trial Mitigation Specialist 2026. Position open until filled. This posting may be used to fill more than one position. 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.*