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## **Job Description:** Senior Life History Investigator

ARC, Inc. is accepting applications on a rolling basis for the Senior Life History Investigator position to work from our Jacksonville, FL office.

The Senior Life History Investigator will lead mitigation investigations on behalf of indigent clients at risk of extreme sentences. The Investigator may be asked to work on various types of cases including those where a sentence of death, life without parole, or decades incarceration is a possible outcome. Cases may originate at the federal or state level, and could be at any stage in proceedings. Regardless of the case characteristics, the Senior Life History Investigator is entrusted with ensuring that clients receive the mitigation investigation they are constitutionally guaranteed.

### **Who we are (and are not)**

ARC, Inc. is a growing nonprofit organization dedicated to doing big things. Our team goes above and beyond to ensure that our clients receive the quality defense to which they are entitled. We believe strongly in human dignity and its potential as a force for change in the criminal legal system. We seek to provide our staff members with the compensation, support, and flexibility that will enable them sustain this effort over time. As teammates, we respect each other's diverse contributions to the work.

ARC, Inc. is neither a private firm nor a government agency. If you are looking for a 9-to-5 job, if you take a checklist-style approach to mitigation, or if you are anything less than 100% committed to the inherent dignity of our clients and the work involved in carrying that message forward, we are not a fit for you.

### **What we offer**

The salary for this position will be between \$58,000 and \$68,000. Benefits include an annual contribution of \$4,000 toward health and dental coverage (can be applied to our group plan premium or received as a taxed stipend), employer contributions to a SIMPLE IRA retirement plan, and reserved parking or a \$50/month stipend to defray commuting costs. ARC, Inc. will also cover expenses related to attending training and taking advantage of other professional development opportunities. Our leave policy includes no annual limit on, or pay deductions for, time off. It is our hope that staff members use this time to balance periods that require extensive and sustained work.

Most importantly, we offer the opportunity to work in an environment that acknowledges that your ultimate responsibility is to our clients and that we will provide every support to help meet that commitment. By accepting a position with us, you are committed to creating systemic change and accept the challenges that come with that goal.

### **What you will offer**

The ideal candidate for this position will bring:

- 5 or more years of experience as a mitigation specialist on capital and/or juvenile life without parole cases,
- commitment to upholding and promoting mitigation best practices, as outlined in the ABA Guidelines for Mitigation Function of Defense Team in Capital Cases and in the Campaign for the Fair Sentencing of Youth Guidelines for the Representation of Child Clients,
- mindfulness of what is needed to work across cultural differences of all kinds,
- resilience in the face of difficult work,
- creativity in responding to challenges and developing strategies, and
- eagerness to work as part of a team of mission-driven individuals from diverse backgrounds.

### **Position Details**

The Senior Life History Investigator is a full-time position based in our Jacksonville, FL office. This position reports directly to the Executive Director. The responsibilities of the position include:

#### *As lead investigator on a case*

- developing and maintaining strong client relationships,
- identifying, locating, and interviewing witnesses who are knowledgeable about the client at every phase of their life, and developing ongoing relationships as needed,
- obtaining and analyzing documentary evidence relevant to the client's life history,
- managing case budget, timeframe, and other resources,
- assisting in identifying and working with experts,
- drafting clear and concise memos covering a variety of topics,
- fostering productive working relationships with members of the defense team,
- consulting with attorneys to develop theories of the case and case strategy,
- organizing and administering the case file, and
- completing other tasks needed for the success of the case.

#### *As a member of the ARC, Inc. team*

- participating in team meetings and internal trainings,
- helping to plan and carry out ARC, Inc.-hosted trainings,
- playing a supportive role in special events and fundraising efforts,
- assisting with administrative functions of the office as requested by management,
- supporting the development of junior staff by leading by example, being a collaborative colleague, and being available to answer questions and/or providing feedback, and
- performing other duties as dictated by the needs of the office.

### **Application process**

Those wishing to apply for this position should first ensure that they meet the following minimum requirements: 5 years mitigation experience, a 4-year degree, clear written and oral expression, driver's license (or ability to obtain one), willingness to travel, and familiarity with issues in mental health, mental disability, trauma, racial justice, poverty, and other relevant topics.

Additional qualifications that are preferred but not required include a relevant post-graduate degree, a second language (preferably Spanish), and proficiency with case management programs and software.

This position may be required to qualify for a private investigator's license; if you meet other qualifications but are unsure of your eligibility for a license, you are encouraged to contact our team for further discussion.

Those meeting the minimum requirements should submit a cover letter, resume, contact information for three references, and a brief (3 – 5 page) writing sample to Executive Director Elizabeth Vartkessian at [esv@advancechange.org](mailto:esv@advancechange.org). Successful applications will convey the applicant's fit with the position as described and motivation in pursuing mitigation as a career.

*ARC, Inc. is an equal opportunity employer, which welcomes qualified applicants of all races, ethnicities, genders, gender identities, disability status, and sexual orientations, as well as those who have been system-involved.*