

Position Announcement
Administrative Operations Specialist
Capital Resource Counsel Project (CRCP)
Announcement No. 2026-01

The Capital Resource Counsel Project (CRCP) is accepting applications for the position of Administrative Operations Specialist. This full-time position provides essential administrative, organizational, and operational support to the Federal Capital Trial Project (FCTP) Director, the Capital Resource Counsel team, and the Federal Death Penalty Resource Counsel Project (FDPRCP).

About the Federal Capital Trial Project:

The CRCP and FDPRCP together form the Federal Capital Trial Project, a national program within the Defender Services Office of the Administrative Office of the United States Courts. The Project provides specialized expertise and supports high-quality representation in federal cases at risk of capital prosecution.

Both branches of the Federal Capital Trial Project are hosted by a Federal Defender organization, which provides administrative oversight and support.

Position Overview:

The Administrative Operations Specialist will assist and advise the FCTP Director and Project Administrator in many areas. This is a broad overview and not all inclusive:

1. Financial & Budget Administration

- Financial and budget management, analysis, and tracking
- Accounting systems and internal controls
- Contracting, procurement, and travel management

2. Human Resources & Personnel Support

- Development of personnel policies and procedures
- Staff recruitment, onboarding, and selection
- HR training and development coordination
- Support for compensation and benefits administration

3. Property & Procurement Management

- Oversight of procurement processes and property management
- Coordination of vendor contracts and purchasing workflows

4. Training & Program Support

- Development and support of internal Project trainings
- Assistance with external training programs for the national Defender community

5. Operational & Case-Related Support

- Day-to-day support for Project members, federal capital defense teams, and working groups
- Coordination with the Federal Defender administrative host office
- Collaboration with other Defender offices, the Defender Services Organization, and other Administrative Office units as needed

This position is fully remote and will work independently with the FCTP Director and Project staff across the country, which requires flexibility in working hours.

Requirements & Qualifications:

Applicants must:

- Be a high school graduate or equivalent (advanced education preferred)
- Have experience with administrative management principles, practices, methods, and techniques
- Possess knowledge of fiscal processes including budget preparation, accounting, procurement, contracting, and HR/personnel support
- Be very proficient with office automation tools and able to learn new systems quickly
- Demonstrate strong organizational, communication, and multitasking abilities
- Be able to work effectively with diverse, strong personalities in a team environment
- Communicate clearly both orally and in writing
- Show initiative, attention to detail, and the ability to prioritize and meet deadlines
- Be willing to travel as required

Preferred experience includes:

- Familiarity with Judiciary rules and regulations
- Experience with federal financial programs (JIFMS, JETS)
- Paralegal skills and experience working with criminal defense teams

Salary & Benefits:

This is a full-time position with federal salary and benefits, commensurate with experience and consistent with federal guidelines and regulations. The position is classified between GS-11 and GS-14. Direct deposit of federal pay is required. Employment is contingent upon successful completion of a background check.

Application Instructions:

Applicants should submit a letter of interest, resume, and three references. All materials must be combined into one PDF document and emailed to

Melissa Read
Federal Capital Trial Project Administrator
CRC_Hiring@fd.org

Please send with the subject line:

"CRC Administrative Operations Specialist 26-01"

The Federal Defender Program is an Equal Opportunity Employer. Women, people of color, and individuals with disabilities are strongly encouraged to apply. The position is open until filled; however, applicants are strongly encouraged to submit their application by April 30, 2026. Position is subject to availability of funding.