



**National Congress of American Indians**  
1516 P Street, NW, Washington, D.C. 20005 - 202/466-7767

**Position Name:** Resource Support Specialist, NCAI Sovereignty Institute

**Reports To:** Chief Executive Officer or his/her designee

#### **ABOUT NCAI**

Founded in 1944, the National Congress of American Indians (NCAI) is the oldest, largest, and most representative American Indian and Alaska Native organization in the country. NCAI advocates on behalf of sovereign tribal governments and communities, promoting strong tribal-federal government-to-government policies. NCAI promotes an understanding among the general public regarding American Indian and Alaska Native governments, people, and rights.

#### **ABOUT THIS POSITION**

NCAI established a policy research division within its wholly-owned subsidiary, the National Congress of American Indians Fund (NCAI Fund), in 2003 as a national tribal research and policy center to (i) focus on research and data to support and inform the policy development efforts of tribal leaders, tribal organizations, Congress, the Administration, and other policy institutions serving tribal communities, (ii) inform public policy debates with meaningful data and drive the discourse of Native policy to a framework of proactive, future strategy development, (iii) advocate for the creation, maintenance, or changes to federal laws, regulations, and policies affecting Indian country, and (iv) provide actionable guidance and technical assistance to Indian country on the implementation of federal laws, regulations, and policies; as well as how to (v) engage in capacity building within tribes' component departments and enterprises.

That division is now part of the NCAI Sovereignty Institute (Institute) working within the NCAI Fund, a 501(c)(3) nonprofit.

The Resource Support Specialist (Specialist) position provides actionable guidance and technical assistance to Tribes, by whatever designation (i.e., tribes, rancherias, bands, pueblos, villages, indigenous people, etc.) on the implementation of federal laws, regulations, and policies; as well as how to engage in capacity building within their component departments and enterprises.

By undertaking research projects and interpreting and analyzing policies, public issues, legislation, and/or the operations of governments, businesses, and organizations and their direct and indirect impacts on tribal communities, the incumbent will help formulate, develop, and implement methodologies by which Indian country can maximize the benefits of those inputs; while minimizing any of their detriments.

The Specialist deals with core issues of interest to Indian country including, but not limited to, violence against women, child welfare, the "Indian Boarding Schools" issue, food security, environmental sustainability, and similar matters as may arise from-time-time.

The incumbent will work on a team interfacing with policy professionals.

This position involves engagement in complex socio-economic tribal issues.

### **DUTIES AND RESPONSIBILITIES**

Under the direction of the Chief Executive Officer or his or her designee, the primary duties of Specialist include but are not limited to:

- Participate in the design, management, conduct, and evaluation of technical assistance approaches
- Formulate and develop policy implementation planning documents, briefs, reports and other written
- Execute action plans advising tribes in the implementation of federal policies and related matters
- Interface and work collaboratively with policy staff
- Work with communications staff in the dissemination of data regarding laws, regulations, and policies relevant to core issues of interest to Indian country
- Give advice and counsel, and make recommendations related to matters germane to Indian country
- Prepare reports, charts, correspondence, and similar documents to present and explain results
- Assist in the preparation and editing of papers and blog posts for publication and presentation
- Analyze and remain current on developments and/or initiatives in the public and private sectors (e.g., government, industry, and philanthropic entities) and comprehend how they might benefit Indian country.
- Assist in writing research grant applications as directed
- Contribute to overall NCAI activities, such as general support of policy priorities, conferences and events, and other team-based duties as assigned
- Travel to NCAI facilities in the Washington, D.C. area as directed
- Travel to meetings, retreats, Tribal lands, and similar as pre-approved or directed
- Other duties as assigned.

### **REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES**

- Strong working knowledge of American Indian or Alaska Native (“AI/AN”) culture and the social and cultural policy issues impacting tribal governments, experience in tribal government operations or understanding tribal governments are pluses
- A clear commitment to collaborating with all Institute and other NCAI staff in a collegial and team focused manner
- Flexible and adaptive with a positive approach to managing substantial projects and associated resources
- Superior communication skills both orally and writing in an effective, organized, professional, and timely manner, including authorship, editing, and proofreading
- Attention to detail, accuracy, and deadlines
- Strong organizational skills to handle multiple overlapping projects
- Excellent problem solving and negotiation skills
- Ability to effectively collect, analyze, organize, distill, and present information
- Ability to represent NCAI in a professional manner
- Demonstrated experience working collaboratively with diverse stakeholders, including tribal leaders, intertribal organizations, legislative staff, federal agencies, and non-governmental organizations

- Ability to take direction, or work independently, and take initiative within areas of responsibility while working in a team-oriented environment; and
- Experience with and enthusiasm for working in a fast-paced, dynamic, and high-pressure environment

#### **QUALIFICATIONS**

- Three or more years of experience analyzing research of AI/AN individuals or tribal communities, knowledge of research ethics and regulation issues in Native communities, experience working in tribal policy research data
- Advanced educational degree, minimum Masters degree or doctoral degree in public policy, public administration, education, health, public health, law, economics, or a related field
- Demonstrated skills in writing professionally and for community dissemination, design of graphs/charts, publication design and formatting, and producing online/social media content
- Positive attitude, positive teamwork approach, and ability to adjust to changing priorities and growing responsibilities, ability to take direction, work independently, take initiative within areas of responsibility, in a very team-oriented environment
- Strong interpersonal, communication and organizational skills
- Precision and attention to detail, and excellent time management skills
- Ability to travel for Institute and NCAI meetings, conferences, trainings, and other work-related activities

#### **WORK HOURS**

This position is classified as exempt pursuant to the Fair Labor Standards Act as defined under 29 CFR § 541.301

#### **COMPENSATION**

Annual Salary: Negotiable based on experience and skill set related to the qualifications stated

#### **WORK ENVIRONMENT**

Work location to be determined