



## National Congress of American Indians

1516 P Street, NW, Washington, D.C. 20005 - 202/466-7767

**Position Name:** Research Specialist/Coordinator, Environmental Sustainability Initiative

**Reports To:** Chief Executive Officer or 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 tribal governments and communities, promoting strong tribal-federal government-to-government policies. We promote a better understanding among the general public regarding American Indian and Alaska Native governments, peoples, and rights.

### **ABOUT THIS POSITION**

NCAI is a national leader in policy and government relations concerning issues impacting Tribal Nations and peoples. The organization provides essential information and education on key policy initiatives, enhances coordination and consultation with tribal governments, and leads efforts to unite tribal advocates to promote progressive, proactive federal Indian policy. NCAI also manages several grants to enhance relationships between tribal governments and federal, state, and local governments to better meet the needs of tribal citizens and uphold the government-to-government principles that are essential to the autonomy of tribal governments. The Research Specialist/Coordinator of NCAI's Environmental Sustainability Initiative will manage and support the resource development and advocacy functions of NCAI with respect to Environmental Sustainability, Food Sovereignty, Climate Change, Conservation, and related areas.

### **DUTIES AND RESPONSIBILITIES**

Under the direction of NCAI's Chief Executive Officer and the Director of the Sovereignty Institute carrying out the primary duties of the Research Specialist/Coordinator – Environmental Sustainability includes but not limited to:

- Managing NCAI's work with leaders, NCAI staff, and partners to develop and drive a national Indian Country policy agenda and implementation that supports and advances broad environmental sustainability and natural resources efforts including, but not limited to, Indian Country's consensus-based natural resources, land, and energy priorities;



- Coordinating with NCAI's Policy Team, research team, and the Sovereignty Institute to develop data and tribal best practice-informed policy education materials for dissemination to federal policymakers and staff;
- Developing and maintaining close working relationships with NCAI's coalition partners to facilitate the advancement of Indian Country's national policy agenda for natural resources, energy, climate change, environmental protection, conservation;
- Developing resources and materials responsive to Indian Country's Environmental Sustainability priorities in coordination with the Policy team
- Lead and coordinate large-scale team projects related to the Initiative's goals and priorities;
- Coordinate and execute various public facing events – both virtual and in-person gatherings – including large-scale issue area meetings, town hall events, task forces, working groups, webinars, and NCAI conference sessions;
- Plan activities, advise, create responsibilities, and oversee other staff in coordination with supervisors;
- Lead the environmental sustainability team on climate change, conservation, environmental protection, and natural resource protection issues including developing resources, talking points, and reports as needed;
- Lead and manage the related grant activities for the Environmental Sustainability Initiative and related projects; and
- Other duties as assigned.

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

- Knowledge of land, natural resources, climate change, conservation, and other environmental sustainability policy issues, including as those policy areas relate to tribal government;
- Strong working knowledge of Native American culture and the natural resources and environmental sustainability policy issues impacting tribal governments, experience in tribal government operations or understanding tribal governments a plus;
- 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 manage 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;
- The ability to articulate an agenda and plan to advance policy priorities within issue areas, as assigned;
- Strong writing, interpersonal, communication, and organizational skills;
- Possess the ability to take direction, 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.

## **JOB REQUIREMENTS**

- Experience may be substituted for education in the primary areas required for this role (e.g., research, policy, business management, finance, or equivalent).
- Three or more years of experience working on Indian Country related issues and/or experience with American Indian/Alaska Native tribal governments
- Three years of experience in the general topic area of federal Indian policy. Prior government or industry experience may be substituted for issue area experience.
- Availability and willingness to travel, as necessary.
- Possess advanced writing skills and the ability to summarize detailed issues into easy to read and understood documents. Ability to proofread and edit.

## **COMPENSATION**

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

## **WORK ENVIRONMENT**

Research Specialist/Coordinator – Environmental Sustainability must live in the greater Washington D.C area.