



National Congress of American Indians

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

Position Name: Project Coordinator, NCAI Institute for Environmental Sovereignty

Reports To: Director, NCAI Institute for Environmental Sovereignty

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 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 Project Coordinator of NCAI's Institute for Environmental Sovereignty will manage and support the resource development and advocacy functions of NCAI with respect to Environmental Protection, Food Sovereignty, Climate Change, Conservation, and other related areas.

DUTIES AND RESPONSIBILITIES

Under the direction of NCAI's staff leadership and the Director of the Institute for Environmental Sovereignty, the primary duties of the Project Coordinator – NCAI Institute for Environmental Sovereignty includes but are not limited to:

- Managing NCAI's work with leaders, NCAI staff, and partners to develop and drive a national Indian Country policy agenda 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 and Research Teams 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 agenda for natural resources, climate change, environmental protection, conservation;

- 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;
- Assist in developing talking points, written testimony, and reports for NCAI’s Executive Committee members
- Lead the grant management activities for the Institute for Environmental Sovereignty 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 issue areas, including as those policy areas relate to tribal governments;
- Strong working knowledge of Native American culture and the natural resources and environmental sustainability issues impacting tribal governments, experience in tribal government operations or understanding tribal governments a plus;
- Strong 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

- Bachelor’s degree in public policy, public administration, tribal governance or administration, American Indian/Native American studies, education, law, economics, or a related field;
- One or more years of experience working on Indian policy and/or with American Indian/Alaska Native tribal governments is strongly preferred;
- One or more years of experience in grants management is preferred;
- Availability and willingness to travel, as necessary (Up to 25% of work time);
- Possess advanced writing skills and the ability to summarize detailed issues into easy to read and understood documents. Ability to proofread and edit.

WORK HOURS

This position is classified as exempt pursuant Sections 13(a)(1) and 13(a)(17) of the Fair Labor Standards Act as defined under 29 C.F.R. Section 541.400

COMPENSATION

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

WORK ENVIRONMENT

The Project Coordinator of the Institute for Environmental Sovereignty can work remotely or within the Washington D.C. area.

TO APPLY

Please send your cover letter and resume to Ron Teliszcak, HR Director, at rteliszcak@glitc.org.