



National Congress of American Indians

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

Position Name: Policy Associate

Reports To: Director of Policy & Legal and/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 projects and 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 Policy Associate will support the policy, advocacy, and communications functions of the NCAI Policy Team.

The Policy Team's work with Tribal Nations includes, but is not limited to, the following broad topics:

- Appropriations and Federal Budget
- Cultural Resources
- Economic development
- Education
- Emergency Management
- Environmental Sustainability and Natural Resources
- Governance
- Health
- Infrastructure
- Public Safety
- Veterans

DUTIES AND RESPONSIBILITIES

Under the direction of the NCAI's Director of Policy & Legal and/or Designee carrying out the primary duties of the Policy Associate include but are not limited to:

Policy Specialist – [General/Comms]

- Advancing NCAI's work with tribal leaders, NCAI staff, and partners to develop and drive a national Indian Country policy agenda that supports and advances a broad, consensus-based approach to developing and advocating for priorities.
- Supporting Policy Director, Manager(s), and Lead(s) to help build and maintain relationships with Congressional and Administration contacts to further the overall mission and responsibilities of NCAI and Indian Country's national policy agenda, including interaction with federal partners, national and regional organization partners, constituent inquiries, and correspondence.
- Developing and maintaining close working relationships with NCAI's coalition partners to facilitate the advancement of Indian Country's national policy agenda.
- Monitoring and analyzing legislation, regulations, and other materials related to policy affecting Indian Country.
- Helping to creating resources, talking points, and reports across various policy portfolios.
- Assisting in researching and drafting Congressional testimony, legislative analyses and alerts, policy briefs, and other written documents.
- Updating and maintaining information on the website as well as draft, monitor, track Policy Team public communications and outreach efforts to partners and membership.
- Perform grant activities as requested.
- Additional projects and tasks, as required.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES

- Knowledge of federal policy issues, including as those policy areas as they relate to tribal governments.
- Strong working knowledge of Native American policy issues impacting tribal governments, experience in tribal government operations, or understanding tribal governments is 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 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.
- The ability to work collaboratively in articulating an agenda and plan to advance policy priorities.
- Strong writing, interpersonal, communication, and organizational skills.
- The ability to take direction, work independently, and take initiative within areas of responsibility while working in a team-oriented environment.
- Experience with and enthusiasm for working in a fast-paced, dynamic, and high-pressure environment.
- The ability to travel in order to staff NCAI's three major conferences that take place each calendar year.

JOB REQUIREMENTS

- Bachelor's degree in public policy/government, Native American Studies, or a related field preferred. Substantive work experience may substitute for a degree.
- Two or more years of experience working on federal Indian policy and/or with American Indian/Alaska Native tribal governments preferred.
- Two or more years of experience in federal policy advocacy, working with Congress and the Administration.
- Strong administrative and organizational skills including demonstrable proficiency with Microsoft Office tools and/or Google Workspace.
- Strong writing, interpersonal, communication, and organizational skills.

WORK HOURS

This is a Forty (40) hours per calendar week position, fifty-two (52) weeks per calendar year; provided, however, during the time periods leading up to, during, and immediately following NCAI conferences and similar events, involvement up to Sixty (60) hours per week will be required.

COMPENSATION

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

WORK ENVIRONMENT

Policy Associates may work remotely if willing to travel to D.C., however, additional consideration will be given to candidates willing to live in the greater Washington, D.C area.

APPLICATION PROCEDURE

Applicants should send their resume, a brief writing sample, three references, and a cover letter by email to jobs@ncai.org.