



National Congress of American Indians  
1516 P Street, NW, Washington, D.C. 20005

**JOB ANNOUNCEMENT: Staff Attorney**

**ABOUT NCAI**

Founded in 1944, the National Congress of American Indians 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, and promoting a better understanding among the general public regarding American Indian and Alaska Native governments, people, and rights. For more information, visit the NCAI website at [www.ncai.org](http://www.ncai.org).

**ABOUT THE POSITION**

The National Congress of American Indians has an opening for a Staff Attorney in the Washington, DC office. Subject areas of the Staff Attorney's work will include, but are not limited to: tribal-federal consultation, law enforcement and tribal justice systems, cultural/religious protection, the federal trust responsibility, tribal-state collaboration, international Indigenous issues, and other issues of importance to tribal governments.

**JOB REQUIREMENTS:**

Employee must possess:

- Juris Doctor degree
- Active Bar Membership and eligibility for DC Bar Admission
- Two or more years of legal experience
- Strong administrative and organizational skills
- Ability to both take direction and work independently, taking initiative within areas of responsibility
- Capacity to work under pressure, meet deadlines consistently, and handle multiple projects concurrently
- Knowledge of federal Indian law and tribal nations

**DUTIES/RESPONSIBILITIES:**

Under the direction of the NCAI General Counsel, the primary duties of the Staff Attorney include:

- Update and advise tribal leaders on issues of national importance;
- Monitor and summarize legislation, regulations, and other materials affecting Indian Country;
- Build relationships with Congressional and agency contacts that are necessary to further the overall mission and responsibilities of NCAI including responses to congressional questions, constituent inquiries, and correspondence involving proposed or pending legislation or agency activities;
- Engage in legislative and agency advocacy and coordinate with federal agencies;
- Develop Congressional testimony, legislative analyses and alerts, policy briefs, and other written documents;
- Assist in the preparation of amicus briefs;
- Represent NCAI and make verbal presentations at conferences and meetings convened by tribes, inter-tribal organizations, federal agencies, and other partners;
- Review legal documents for NCAI, including contracts, leases, and memoranda of understanding.
- Manage grant projects as assigned; and,
- Supervise and mentor legal fellows and interns.

**SALARY AND BENEFITS:** This position offers a competitive salary and benefits (including health benefits, 401(k) plan, vacation time, etc.).

**APPLICATIONS**

Position will be located at NCAI's Washington DC offices and is open until filled. Applications will be considered on a rolling basis.

To apply, submit a cover letter, resume, brief writing sample and the names of three references, by email (preferred) or mail to:

National Congress of American Indians

Attn: Nketia Agyeman

1516 P St, NW

Washington, DC 20005

jobs@ncai.org

***No phone calls please***