



# National Council of Urban Indian Health

## Policy & Legislation



### Policy Associate

**Due: December 8, 2016**

The National Council of Urban Indian Health was founded 18 years ago to represent the interests of Urban Indian Health Programs (UIHPs) before Congress and Federal agencies, and to influence policies impacting the health conditions experienced by urban American Indians and Alaska Natives (AI/AN). The National Council of Urban Indian Health is a 501(c)(3), membership-based organization devoted to support the development of quality, accessible, and culturally sensitive health care programs for AI/AN living in urban communities. NCUIH fulfills its mission by serving as a resource center providing advocacy, education, training, and leadership for urban Indian health care providers. NCUIH strives for healthy American Indians and Alaska Natives living in urban settings, which comprise over 70% of the AI/AN population, supported by quality, accessible health care centers and governed by leaders in the Indian community. NCUIH represents urban Indian Health Programs receiving grants under Title V of IHCIA and the American Indian and Alaska Natives they serve.

The Policy Associate will assist the head of Legislative Affairs in the implementation of NCUIH's legislative priorities, and other policy projects. One of the policy projects includes leading coordination and development of the legislative summit in March of 2016 with regular updates to the committee as well as the head of Legislative Affairs. They will be heavily involved in other aspects of the organization including but not limited to coordinating policy work with the head of Legislative Affairs with Congress and the Urban Indian Health Programs across the country. The Policy Associate will work closely with the head of Legislative Affairs to assist with Indian Health Care Improvement Act advocacy by creating policy education materials and draft documents for the organization's leadership and membership, as well as Congress. The person in this role should have experience with Capitol Hill, public health, government affairs, and the federal legislative process as well as a work history with Native American issues and a strong work ethic.

**EXCELLENCE. EQUITY. EFFECTIVENESS**

924 Pennsylvania Ave. SE  
Washington, DC 20003  
Phone (202) 544-0344  
Fax (202) 544-9394  
[www.ncuih.org](http://www.ncuih.org)





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This opportunity would be best for someone who has congressional experience and a passion for the betterment of American Indian/Alaska Native healthcare.

### **Duties and Responsibilities:**

- Work closely and under the supervision of the head of Legislative Affairs
- Planning, coordinating and developing the Legislative Summit event, under the direction of their supervisor. These duties may account for 10-20 hours a week and more leading up to the event, which includes:
  - Developing a detailed schedule of event activities, including speakers
  - Coordinating developing, and printing communications for attendees and content for sponsorships, marketing, event program materials
  - Supporting and coordinating event financials, including payments/deposits
  - Coordinating the event function, including a possible signature event
  - Developing event surveys and close-out event/ financial reports
  - Providing onsite management and support of event
- Researching data and completing reports
- Drafting congressional testimony, federal regulation comments and conducting policy research and analysis as needed
- Aide in legislative communications, including social media/ website development and posting
- Researching congressional appropriations process and keeping NCUIH membership informed on progress
- Tracking and maintaining communications with NCUIH leadership and membership regarding current and potential legislative affairs pertinent to Urban Indian Health
- Assist with Urban Indian representation at tribal advisory bodies as well as management of legislative and executive branch outreach activities
- NCUIH is a team/community-based organization that relies heavily on all members of the team participating and supporting each other. It is a requirement of this position to work as an active member of the team
- Other duties as assigned by head of Legislative Affairs

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### Requirements and Qualifications:

- Congressional experience
- Passion to serve American Indians and Alaska Natives
- Past fundraising and event planning experience helpful but not required
- Organized and detail-oriented person
- Exceptional Multitasking ability
- Excellent verbal and written communication skills required
- Pleasant and professional behavior with clients and the public
- Ability to work with diverse populations specifically the urban Native population.
- Strong PC computer skills required (Word, Excel, Internet Explorer, Photoshop)
- Ability to present ideas clearly and follow up on assignments
- Ability to work independently and in a team

A resume with a brief email of your interest should be sent to Francys Crevier at [FCrevier@NCUIH.org](mailto:FCrevier@NCUIH.org). Looking to fill this position ASAP. This position is not eligible for benefits and is contracted through mid-April with the opportunity of permanent placement and benefits pending funding and performance. **The payment would be bi-weekly at an hourly rate equal to \$3,000 monthly.**

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