



National Council of Urban Indian Health

Position Description

Title: Congressional Relations Policy Fellow

Reports To: The Congressional Relations Policy Fellow will report to the Director of Congressional Relations of the National Council of Urban Indian Health.

Job Overview: The Congressional Relations Policy Fellow (Policy Fellow) will assist in the implementation of the NCUIH's legislative priorities and policy projects as directed by the Director of Congressional Relations. The Policy Fellow will work closely with NCUIH's Policy team to assist with healthcare and public health advocacy for the Urban Indian Health Programs across the country. The Policy Fellow will be responsible for creating policy and regulation education materials and draft documents for the organization's leadership and membership as well as Congress. The person in this role should have experience or a desire to have or expand his/her experience in public health, government affairs, and the federal legislative process; as well as a work history with American Indian / Alaska Native (AI/AN) issues and a strong work ethic.

This opportunity would be best for someone who is interested in the inner workings and facets of AI/AN advocacy, both federally and congressional, as well as educating and serving the community to develop advocacy skills. This position would be best for someone who would like to further develop their policy research and writing skills and learn in a hands-on, fast-paced environment.

Congressional Relations Policy Fellow Responsibilities:

- Work closely and under the supervision of the Director of Congressional Relations
- Research data and complete reports
- Draft congressional testimony
- Conduct policy research and analysis
- Aide in legislative communications
- Research congressional appropriations process and support member involvement
- Track and maintain communications with NCUIH leadership and membership regarding current and potential legislative affairs pertinent to urban AI/AN health
- Other duties as assigned by the Executive Director, Director of Federal Relations and Director of Congressional Relations

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 policy team.





Congressional Relations Policy Fellow Requirements:

- Masters or law students interested in Indian law and policy work
- Organized and detail-oriented
- Passionate about AI/AN policy issues
- 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 AI/AN population
- Strong PC computer skills required (Word, Excel, Internet Explorer)
- Ability to present ideas clearly and follow up on assignments
- Ability to work independently and in a team

Job Type:

This full-time summer fellowship is available for college credit and/ or \$1,200 bi-weekly. This fellowship is flexible with start and end dates for 8-10 weeks.

To Apply:

Please send a resume and cover letter to Carla Lott, Director of Congressional Relations at jobs@ncuih.org.

About the National Council of Urban Indian Health:

The National Council of Urban Indian Health was founded in 1998 to represent the interests of Urban Indian Organizations (UIOs) 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 UIOs receiving grants under Title V of IHCA and the American Indian and Alaska Natives they serve.

Last updated: February 20th, 2020

