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Rodney B. Lewis Fellow - American Indian Law and Policy

Job Location: Washington, DC

Schedule: 9:00 AM - 5:30 PM

FLSA Status: Non-Exempt

Position Type: Full-Time One Year Fellowship

Under the general supervision and direction of assigned attorney(s), advisor(s) or practice management, and following prescribed department, office and firm procedures, the Rodney (“Rod”) B. Lewis Fellow assists with projects for the American Indian Law and Policy practice. The American Indian Law and Policy practice provides legal and strategic advice to American Indian tribal governments and other entities that share a commitment to tribal political empowerment, sovereignty and economic development. Our lawyers and consultants design legal strategies, defend tribal rights and formulate public policy recommendations that make it possible for our tribal clients to accomplish their business, legal and political goals. This fellowship is named for Mr. Lewis, a member of the Gila River Indian Community who was a giant of the legal profession in Arizona and across Indian Country nationally. Mr. Lewis was the first Native American attorney to be admitted to the State Bar of Arizona, the first Native American attorney in the nation to argue and win a case before the United States Supreme Court, and a former member of the American Indian Law and Policy practice group.

In the course of duties during the one-year fellowship, the Rod Lewis Fellow is exposed to the intersection of business, policy and politics, the legislative process, Capitol Hill, and Indian Country political and legal issues. The Rod Lewis Fellow is expected to perform all responsibilities with a commitment to providing superior service to the firm’s clients, attorneys, advisors and staff, and maintaining an atmosphere of teamwork and continuous improvement. Above all, the Rod Lewis Fellow must fulfill the needs of the firm in a manner which is consistent with the Firm's Core Values.

Key responsibilities of this position include:

- Research, draft and prepare presentations and reports on select legislative and regulatory issues.
- Research various topics of importance to clients, partners, and policy advisors.
- Research and identify regulatory problems and prepare briefings for partners.
- Create and manage excel charts detailing client development and current client project progress.
- Monitor Congress, select legislation, and political activity, such as Congressional hearings.
- Maintain a working knowledge of the legislative process and Capitol Hill.
- Draft memoranda, white papers, and letters for clients, partners, and policy advisors.

- Draft and manage client schedules.
- Create and manage excel charts detailing upcoming events and conferences.
- Assist with client meetings and events as necessary.
- Assume other responsibilities as requested in support of the Public Law and Policy practice and the American Indian Law and Policy practice groups' goals and objectives.

Qualifications (Experience, Knowledge, Skills & Abilities):

- Bachelor's degree required
- Background in business, politics, tribal issues, as well as the regulatory and legislative processes preferred
- Knowledge and experience working with Indian tribes and tribal nations
- Understanding of political and legislative processes
- Strong new monitoring, analysis and judgment skills
- Proficiency in Windows operating systems and Microsoft Office including Word and Outlook, Excel and PowerPoint
- Strong reading and writing abilities
- Strong oral communication skills and presentation abilities
- Strong research and analytical skills with internet research capabilities
- Strong attention to detail
- Ability to work independently and demonstrate initiative
- Ability to multi-task and prioritize among competing tasks under pressure and time constraints
- Good judgment and a strong sense of responsibility, integrity and loyalty
- Strong client service skills
- Demonstrated interest for business, economics and policy
- Commitment to maintaining confidentiality of client, firm and office information and adhering to the Firm's Core Values