



DIRECTOR OF INDIGENOUS ADVOCACY POSITION DESCRIPTION

October 1, 2020

The Firm is currently recruiting for a Director of Indigenous Advocacy based in our Washington, D.C. office. The Director of Indigenous Advocacy will have experience working on Capitol Hill and will interact primarily with the firm's Managing Principals led by Robert Odawi Porter, Esq., a former President of the Seneca Nation of Indians. Communication with other Firm personnel, clients, and people outside of the Firm will be required to accomplish the duties of the position.

RESPONSIBILITIES

- Serve a lead role in advocating for American Indian and Alaska Natives on Federal government relations issues before the Congress, the White House and Executive branch agencies;
- Advocate, communicate and interface with Federal government elected officials, appointees and staff;
- Coordinate the monitoring and reporting of legislative, regulatory, industry and client-based areas of interest;
- Conduct legislative and/or fact research and compile memoranda and summaries of information for internal and/or client consumption;
- Other duties as may be assigned to fully meet the requirements of the position.

EXPERIENCE & QUALIFICATIONS

- Bachelor's Degree required, with a Master's Degree or Juris Doctorate preferred.
- Prior experience as a legislative director or assistant, or equivalent Capitol Hill or political experience (2-5 years), is required.
- Prior experience working on issues involving American Indians and Alaska Natives is required.

- Professional demeanor and strong verbal, written, time management, organizational and interpersonal skills are essential;
- Strong sense of good judgment and independence; well-developed analytical, research and problem-solving skills;
- Capacity to handle multiple assignments and meet deadlines with precision and attention to detail;
- Proficient in MS Office Suite and related applications;
- National travel as needed and allowable.

The Firm offers a competitive salary and benefits package commensurate with qualifications and experience. Interested applicants should send by email a cover letter explaining your interest in the position and a resume to:

Robert Odawi Porter, Managing Principal
Capitol Hill Policy Group LLC
800 North Capitol Street, N.W.
Suite 800
Washington, D.C. 20002
kisha@capitolhillpolicygroup.com

The application period is open through November 15, 2020.

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[ABOUT THE CAPITOL HILL POLICY GROUP LLC](#)

The Capitol Hill Policy Group is a bipartisan federal government relations firm that provides advice and advocacy on a wide range of issues before Congress, the White House and Executive branch agencies. Our principals have broad public affairs expertise with emphasis on American Indian and Alaska Native Affairs, Aviation, Commerce and Economic Development, Environment and Natural Resources, Transportation and Infrastructure, Tax Policy, and Telecommunications. We work collaboratively with our clients to develop winning strategies and aggressively engage with federal officials to pursue desired outcomes.

For more information, see www.capitolhillpolicygroup.com.

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The Capitol Hill Policy Group LLC is an equal opportunity employer.