



National Congress of American Indians
1516 P Street, NW, Washington, D.C. 20005 - 202/466-7767

Senior Legal & Policy Advisor

ABOUT NCAI

Founded in 1944, the National Congress of American Indians (NCAI) 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 tribal-federal solid government-to-government policies. We promote a better understanding among the general public regarding American Indian and Alaska Native governments, people, and rights.

ABOUT THIS POSITION

NCAI is seeking a Senior Legal & Policy Advisor to join the organization as a Senior Advisor to the CEO on legal matters and federal policy that impacts tribal governments. The Senior Advisor's work includes legal, policy, program, and management work assigned by the Chief Executive Officer. This work includes, but is not limited to: tribal sovereignty, the federal trust responsibility, law enforcement, tribal justice systems, federal agency consultation, climate change, land use policy, and other matters of importance to Tribal Nations. The Senior Advisor reports to the Chief Executive Officer and is a NCAI senior management team member.

JOB REQUIREMENTS:

The employee must possess:

- 5+ years of tribal government, legal, and policy experience;
- Advanced educational degree, including J.D., Master's degree, or other comparable credential;
- Possesses a solid understanding of the legislative and administrative processes;
- Ability to work with and organize a team or teams of legal and policy professionals, as well as take direction and work independently, taking the initiative within areas of responsibility;
- Capacity to work under pressure, meet deadlines consistently, and handle multiple projects concurrently;
- Strong writing, interpersonal, communication and organizational skills; and
- Experience managing a policy team is preferred.

DUTIES AND RESPONSIBILITIES:

The primary duties of the Senior Legal and Policy Advisor will include:

- Working with CEO to plan and implement advocacy strategies, including analysis and development of priorities and partnerships;
- Track and understand a vast array of policy issues, including climate change and land-use policy;
- Draft legal and legislative analysis;
- Researching background information related to tribal issues;
- Drafting legal opinions, memoranda, and briefing documents;
- Providing advice on legal matters when applicable;
- Advising and updating tribal leaders on important issues; and

- Reviewing and providing guidance on contracts, agreements, and other legally binding agreements.

Salary and Benefits:

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

Closing Date: Open until filled.

Application Procedure: Applicants should send their resume, a brief writing sample, three references, and a cover letter by email to jobs@ncai.org.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. In addition, duties, responsibilities, and activities may change at any time with or without notice.