



NATIONAL AMERICAN INDIAN COURT JUDGES ASSOCIATION
SERVING TRIBAL JUSTICE SYSTEMS SINCE 1969

1942 BROADWAY, SUITE 510 / BOULDER, CO 80302 | **PHONE** 303.449.4112 | **FAX** 303.449.4038

REQUEST FOR PROPOSALS

Job Title: Tribal Law Consultant

Closing Date: March 5, 2022

Summary:

The National American Indian Court Judges Association (NAICJA), established in 1969, is a non-profit membership organization dedicated to supporting and promoting tribal justice systems through technical assistance and training. NAICJA also works to further the public knowledge and understanding of tribal justice systems. NAICJA's training and technical assistance program is the National Tribal Justice Resource Center (NTJRC), located in Boulder, Colorado.

In order to increase and improve access to legal assistance in Indian Country, NAICJA is developing the Native Veterans Project in conjunction with Tribal Civil and Criminal Legal Assistance (TCCLA) grantees, past grantees, and tribes. NAICJA is seeking an experienced consultant to assist in the implementation of the Veterans Project.

Compensation: Compensation depends on qualifications.

Primary Duties:

Under direction of NAICJA's TCCLA Team, Consultant will:

1. Devote up to 20 hours per week to the development of the Veterans Project.
2. Coordinate grant and project deliverables; ensure deliverables are met.
3. Participate in frequent planning sessions with the NAICJA TCCLA Team.
4. Assist in regional policy dialogue sessions to assess the issues and needs of communities and inform the TCCLA team on emerging issues.
5. Develop follow-up recommendations from regional policy analysis of tribal villages and/or communities.
6. Assist with developing Veterans Project social marketing posters/logo.
7. Research, design, and implement strategies for the Veterans Project.
8. Interface with NAICJA's federal partners, when requested.
9. Assist in all areas of the Training and Technical Assistance and special projects as required.
10. Additional assigned duties related to current NAICJA projects.
11. Commit for the duration of the Pilot Project, up to two years.
12. Demonstrate self-motivation through remote work and strong ability to work virtually.

Qualifications:

Education and/or Experience:

Required:

- Experience working with Veterans and/or Alaska Native communities.

- Substantial previous experience with American Indian and Alaska Native persons, communities and/or tribal justice systems particularly in Alaska.
- Background in training and technical assistance for tribal audiences
- Understanding of legal clinic and cultural models
- Knowledge and experience working with Zoom, Microsoft 365, and any other software that supports remote work

Strongly preferred:

- Background in legal services or experience with direct client contact
- Advanced understanding of federal Indian law and tribal legal systems
- Some experience with policy analysis
- Experience in administering federal grants
- Comfortable presenting to diverse audiences

Language/Writing Skills: Must possess strong written communication skills, including excellent grammar, spelling and proofreading skills. Strong computer skills required including proficiency in Internet-based research, Microsoft Office applications, Zoom software.

Communication/Presentation Skills: Must possess strong oral communication skills. Demonstrated ability to communicate orally to a variety of audiences. Ability to present educational workshops for tribal nations and organizations on issues pertaining to related projects. Proven ability to communicate in a culturally sensitive environment.

Reasoning Ability: Ability to solve practical problems as well as address the complex challenges related to working within tribal communities and tribal justice systems is essential. Experience interfacing with federal and state governments highly desirable.

Organizational Skills: Must be a highly organized and self-directed individual with the ability to work independently. Must be able to exercise initiative and effectively handle multiple priorities simultaneously, work cooperatively in a team environment, and complete assigned tasks in a timely manner.

Other Requirements: Knowledge of virtual training platforms, including Zoom, is required. Must undergo and pass a criminal background check.

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How to Apply: Submit via email, a cover letter, resume, one writing sample, and three references to:

A. Nikki Borchardt Campbell
Executive Director
National American Indian Court Judges Association
Email: nikki@naicja.org