

Staff Director for Indian Affairs,

Subcommittee on Indian and Insular Affairs - Minority Staff

The Democratic staff of the House Natural Resources Committee (HNRC) seeks a Staff Director (SD) for Indian Affairs to advise Committee Members in the development of legislative initiatives to elevate the interests of Indigenous Peoples of the United States and to uphold the federal trust responsibility. Candidates should be knowledgeable and passionate about Indian Affairs; have experience in advancing federal legislation; and have relationships with tribal governments, communities, or organizations.

The SD will work directly with the Counsel's Office and Director of Legislative Operations to advance tribal legislation, prepare for Committee meetings, and create legislative memos and reference materials for staff and Members of Congress. The SD also supervises legislative employees, including interviewing, training, assigning work, and appraising performance.

Preferred qualifications: Demonstrates a clear understanding of the unique relationships that the U.S. government maintains with American Indians, Alaska Natives, and Native Hawaiians and the workings of Congress. Demonstrates an awareness of and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations. Understands how HNRC issues intersect with racism, economic and social inequality in the U.S. and has a passion for working to dismantle these systems.

Primary responsibilities include:

- Working to develop tribal legislation and formulate positions on Indian Affairs;
- Overseeing the progression of tribal bills with which Committee Members are involved as they move from Committee to the floor;
- Recommending positions, strategies, and tactics on tribal bills that exist within the Committee's jurisdiction and beyond it;
- Developing and maintaining relationships with tribal governments, communities, and organizations;
- Meeting with groups of constituents or other office visitors, as necessary;
- Providing memos and additional support to the HNRC Ranking Member's Personal Office for district issues that involve Indian Affairs;
- Staffing the HNRC Ranking Member for Indian Affairs at meeting and events, as necessary;
- Providing reference materials and additional support to the Subcommittee Ranking Member for issues involving Indian Affairs;
- Assisting Committee Members during Committee meetings, as needed;
- Preparing legislative memos, talking points, and reference materials for Committee Members, Members' Legislative Assistants, and Committee staff;

- Updating Committee Legislative Assistants with relevant news, schedule updates, and meeting information;
- Working with the Committee Outreach and Communications teams to engage with tribal stakeholders on Committee business;
- Maintaining a good working relationship with Committee Members, staff and constituents;
- Participating in the hiring of legislative staff, when necessary;
- Training and supervising legislative staff and ensuring that legislative staff complies with office policies, practices, and procedures;
- Providing performance-based criticism;
- Having excellent time management and multitasking skills; and
- Working on additional projects assigned by Democratic Staff Director, as needed.

The position is based in Washington, D.C. The SD will be expected to work in-office when Congress is in session and as needed. This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, gender identity or expression, national origin, age, disability, military status, parental status, marital status, sexual orientation, or any other factor or basis prohibited by applicable federal law. Applicants with disabilities who require reasonable accommodation to participate in the application or hiring processes are encouraged to request an accommodation at any time during those processes.

Compensation: Salary is commensurate with experience. The office offers benefits including competitive options for health, dental, vision, and life insurance; retirement match; student loan repayment program and transit/parking benefits.

To apply, address your application materials to Professional Staff, Qay-liwh Ammon, at NRDems.Resumes@mail.house.gov with the subject line “HNRC Staff Director Application” by COB Monday, May 1, 2023. Include a cover letter, résumé, and two writing samples.

This posting will be removed from the website once the position has been filled.

Abbreviated version:

The Democratic staff of the House Natural Resources Committee (HNRC) seeks a Staff Director (SD) for Indian Affairs to advise Committee Members in the development of legislative initiatives to elevate the interests of Indigenous Peoples of the United States and to uphold the federal trust responsibility. Candidates should be knowledgeable and passionate about Indian Affairs; have experience in advancing federal legislation; and have relationships with tribal governments, communities, or organizations.

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Salary is commensurate with experience, plus benefits.

Full job description and instructions on how to apply can be found here:

<https://democrats-naturalresources.house.gov/contact/job-postings>