



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

JOB ANNOUNCEMENT: Staff Attorney

Position Name: Staff Attorney
Category: NCAI internal
Open Date: 2017-02-09
Close Date: 2017-02-21 First Review: Open Until Filled
Organization: National Congress of American Indians
Location: Washington, DC

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 strong tribal-federal government-to-government policies. We promote a better understanding among the general public regarding American Indian and Alaska Native government, people, and rights.

ABOUT THIS POSITION

The National Congress of American Indians has an opening for a Staff Attorney in the Washington, DC office. The position will remain open until filled, but first review of applications will occur after February 21. The Staff Attorney will have responsibility for a portfolio of legal and policy issues that may include: natural resources, water rights, agriculture, energy development, climate change, Indian land rights, tribal justice systems, violence against women, voting rights, taxation, and other issues of importance to Indian tribal governments. Applicants with experience in any of these areas are encouraged to apply.

JOB REQUIREMENTS:

Minimum Qualifications

- JD degree
- Active Bar Membership and eligibility for DC Bar Admission
- Strong administrative and organizational skills including demonstrable proficiency of Microsoft Office tools
- Ability to both take direction and work independently, taking initiative within areas of responsibility
- Capacity to work under pressure, meet deadlines consistently, and handle multiple projects concurrently
- Willingness to travel
- Knowledge of tribal communities.

QUALIFICATION PREFERENCES

- Three or more years of legal experience is strongly preferred.
- Prior work with Indian tribes is preferred, but not required.

DUTIES AND RESPONSIBILITIES:

- Legislative and legal analysis and drafting
- Researching background information related to tribal issues
- Drafting memoranda
- Preparation of amicus briefs
- Coordination with federal agencies
- Legislative and agency advocacy
- Advising and updating tribal leaders on important issues
- Assisting with NCAI projects as directed by supervisor.

SALARY AND BENEFITS

This is a salaried position that offers competitive compensation and benefits including health insurance and disability, paid time off, and a 401(k) plan (to begin after 3 months of employment). Salary to be determined based on experience.

APPLICATIONS:

Position will be located at NCAI's Washington DC office.

Applicants should send their resume, a brief writing sample, three references, and a cover letter by email (**preferred**), or mail. Applications will be accepted until the position is filled and will be reviewed on a rolling basis.

By email: jobs@ncai.org or

By mail: National Congress of American Indians, Attn: Nketia Agyeman, 1516 P St, NW
Washington, DC 20005

Organization Web Site: <https://www.ncai.org>