



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

**JOB ANNOUNCEMENT: Project Attorney – Special
Domestic Violence Criminal Jurisdiction**

Position Name: Project Attorney – Special Domestic Violence Criminal Jurisdiction
Category: NCAI internal
Open Date:
Close Date: 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 Project Attorney in the Washington, DC office. The Project Attorney will have responsibility for day to day management of NCAI's VAWA implementation technical assistance project. This project is focused on supporting tribes as they implement Special Domestic Violence Criminal Jurisdiction pursuant to the Violence Against Women Act of 2013. The Project Attorney will work closely with senior NCAI staff assigned to the project, with an inter-tribal working group of tribal stakeholders, and with other project partners.

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
- Strong communication skills
- Willingness to travel

QUALIFICATION PREFERENCES

- 2+ years of legal experience is preferred.
- Experience working with tribal justice systems, on violence against women issues, or managing federal grants is a plus.

DUTIES AND RESPONSIBILITIES:

- Project management
- Coordination among project partners
- Planning and coordinating inter-tribal working group meetings
- Legal analysis and drafting
- Researching background information related to tribal issues
- Drafting and reviewing tribal codes, policies, and procedures
- Planning and conducting webinars and trainings
- Coordination with federal agencies
- Advising and updating tribal stakeholders on important issues
- Maintaining project website

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). This position is funded under a federal grant and employment may be contingent on availability of grant funds. 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 starting May 2.

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>.

Information about the VAWA Implementation project is at: www.ncai.org/tribal-vaawa.