



## Policy Specialist/Lobbyist

Big Fire Law & Policy Group LLP is a prominent tribal law firm providing legal representation and advocacy in a broad range of services, with an emphasis in tribal law and federal Indian law serving tribal nations, tribal business enterprises and tribal organizations throughout the United States.

Big Fire Law & Policy Group LLP is seeking candidates with 3-5 years of policy experience related to Indian Country issues to join our Washington D.C. office. The right candidate will have a significant history working with tribal communities and federal decision makers, but particularly knowledge of Capitol Hill.

The right candidate will work closely with other members of the Big Fire policy team to ensure the best information and advocacy for clients. This position is responsible to track and monitor key developments in the U.S. Congress, at the White House, and at federal agencies for applicability to clients; attend and analyze Congressional hearings and press events on behalf of clients; create written analysis and advice for clients based on legislative and executive activity relevant to Indian Country; schedule and attend Congressional and agency meetings, including coordination and preparation of materials for those meetings; and generate significant billable work for clients related to federal policy on both ends of Pennsylvania Avenue. This position also works with other members of the Big Fire policy team to help manage client meetings, events, visits, and D.C. client fly-ins. The position requires participating in firm client development initiatives and client service meetings and activities.

The general, in-office responsibilities include conducting daily research, review, and tracking on a variety of policy issues, developing advocacy materials, supporting outreach to appropriate politicians and administration staff, translating research findings into written talking points, drafting memoranda, analysis, white papers, legislation, and other policy documents, and managing projects with clearly stated goals and objectives, including timelines for implementation. The Policy Specialist's responsibilities include supporting client-related work in the D.C. and other offices as assigned.

The applicant need not be an attorney, but it is preferred.

### Requirements

- For attorney applicants, active admission to any state bar, with the ability to become licensed in Washington, D.C.
- For attorney applicants, J.D. from an ABA accredited Law School.
- 3-5 years of experience in tribal government, policy, economic infrastructure, tribal taxation, and economic influence.



- Demonstrated knowledge of the role, duties, and function of the White House, the U.S. Congress, Congressional committees, Congressional procedure, the legislative and regulatory process, and oversight of the federal government by Congress.
- Demonstrated knowledge of the role, duties and function of federal agencies, the process for creating new federal regulations, and navigating federal agency websites and publications for updates and information.
- Experience working with national Native American advocacy organizations or interest groups.
- Experience working in federal Indian policy.
- Attention to detail and demonstrated ability to follow standard procedures.
- Ability to effectively interact orally and in writing.
- Self-starter with the ability to manage multiple competing priorities with a “roll up your sleeves” and team-oriented attitude.
- Exceptional organizational skills, juggling priorities and adhering to strict deadlines.
- First-rate academic credentials and references.
- Superior research, writing, and analytical skills and technology oriented
- In-office work attendance at our D.C. office location
- Understanding of and adherence to law firm billing requirements
- Commitment to participating in the Firm’s marketing and public relations initiatives, including joining associations, securing leadership roles, and conducting webinars, seminars, and speaking engagements

#### **Preferred**

- Experience with Microsoft Office and cloud-based computer environment

#### **Benefits**

Big Fire Law & Policy Group provides excellent legal services and an outstanding client experience, balanced with a work atmosphere that promotes individual betterment and professional exceptionalism. We build incredible trust with our clients by encouraging our attorneys and staff to be the best at what they do, and to do so in the best possible way.

Annual salary that is competitive, compensating for talent, expertise, and performance

Opportunity to participate in the Firm’s 401k plan

Medical, Dental, vision, LTD, life insurance, voluntary life insurance, and FSA

Opportunity to earn annual bonuses

Unlimited paid time off for attorneys (billable time requirement applies)

Work-life balance and employee wellness/self-care promoted environment

Job Type: Full-time

Location: Washington, DC office

Please send resume and cover letter including salary expectations to: [careers@bigfirelaw.com](mailto:careers@bigfirelaw.com)