



FEDERAL RELATIONS ASSOCIATE

Position Summary

The Federal Relations Associate is a critical member of the Federal Relations Team within the National Council of Urban Indian Health's (NCUIH) Public Policy Division. The Federal Relations Associate will work to advance NCUIH's mission through excellence in public policy, technical assistance, and research. This position is an opportunity for an individual who is passionate about upholding the United States' trust responsibility to American Indians and Alaska Natives to work at an organization which is at the forefront of these issues as they relate to the health of American Indians and Alaska Natives.

The Federal Relations Associate's work will involve monitoring and analyzing federal agency regulations and activity, policies, and budgets; providing technical assistance and policy education to urban Indian organizations (UIOs), federal advisory committees, federal agency officials, and other policymakers; and supporting special projects related to the provision of health care to American Indians and Alaska Natives living in urban areas. The Federal Relations Associate is also responsible for ensuring the viability and growth of the funding supporting these activities, including grants compliance and timely achievement of grants deliverables.

The Federal Relations Associate should have a working knowledge of either the federal regulatory system or Federal Indian Law. An ideal candidate will have experience in both areas, with a particular knowledge of the Indian health care system. Candidates without prior experience in these fields but with a proven track record of being able to quickly develop a good understanding of new areas of public policy and a demonstrated commitment to working with and on behalf of American Indian and Alaska Native communities are encouraged to apply.

Duties and Responsibilities

- Track, analyze, and assist with the development of comments on proposed regulations impacting the provision of healthcare to American Indians and Alaska Natives, including but not limited to those issued by the Indian Health Service, the Centers for Medicare and Medicaid Services, the Department of Veterans Affairs, and others.



- Prepare testimony, technical reports, policy position papers, blogs and newsletters, and other materials on key healthcare and public health issues
- Work closely with UIO leaders and staff to advance UIO priorities at the state and federal level through frequent communications and convening
- Identify opportunities to educate policymakers on NCUIH's policy priorities and issues impacting the provision of healthcare to American Indians and Alaska Natives in urban areas
- Facilitate Urban Confers between federal agencies and UIOs
- Monitor department grants and contracts and support the planning, implementation, evaluation, and dissemination of deliverables
- Support the planning and preparation of an annual national conference hosted by NCUIH and other events/meetings as assigned

Required Skills and Qualifications

- Passionate commitment to the mission of improving the health status of American Indians and Alaska Natives
- An understanding of the United States' trust responsibility to American Indians and Alaska Natives
- Prior experience working with and on behalf of American Indian and Alaska Native communities
- Excellent public speaking skills with strong, analytic writing skills.
- Demonstrated ability to learn quickly and efficiently
- The ability to multi-task and respond to multiple priorities with efficiency and flexibility
- Desire to join a a team/community-based organization that relies heavily on all members of the team participating and supporting each other and willingness to work as an active member of the team.
- Bachelor's degree with a minimum of 2 years relevant post-graduate experience

Preferred Skills and Qualifications

- Advanced degree (i.e. MA, MPP, JD) in a relevant field
- Prior experience working at or with relevant federal agencies including the Department of Health and Human Services, the Indian Health Service, the Centers for Medicare and Medicaid Services, Health Resources



Services Administration, Substance Abuse and Mental Health Services Administration, Department of Veterans Affairs, and others

- Prior experience working with relevant statutes including the Indian Healthcare Improvement Act, the Social Security Act, the Affordable Care Act, the American Recovery and Reinvestment Act, and others

American Indians and Alaska Natives are strongly encouraged to apply.

Job Type- Full Time

Salary Range- \$55,000 to \$60,000 Annually

NCUIH Team Member Perks:

- Annual Leave: 13 days a year, increases after 3 years, accrued bi-weekly
- Sick/Safe Leave: 13 days a year, accrued bi-weekly
- 12 paid holidays a year
- Premier employer-sponsored Medical, Dental and Vision insurance (no payroll deductions for employee AND dependent/partner/ family coverage and low co-pays)
- Employee Assistance Plan
- Eligible Employer for Public Student Loan Forgiveness as a non-profit
- 403b with a 10% Employer Match
- Short- and Long-Term Disability
- Life Insurance valued at \$50,000
- Optional employee-paid enrollment in AFLAC
- Competitive pay with merit bonuses and increases

Work/Life Balance and Flexibility are vital to mental, physical and spiritual health. NCUIH offers the following benefits:

- Flexible remote work environment (unless specified in the job description)
- Flexible start times between 8am-10am ET
- Staff Appreciate Early Release Days and Staff Appreciation Summer Fridays (half-days)
- Wellness Program, ShareCare, and CloseKnit to support gym memberships, virtual behavioral health, etc
- NCUIH sponsored travel including an annual all staff retreat
- Modern laptop equipment, supplies and online tools to support you in an everyday virtual environment to ease technology frustration and provide support for high quality work



- Monthly training and teambuilding to keep our skills sharp and increase synergy amongst the organization.

There are perks to working remote, but we do not forget to connect to our hard working team!

- NCUIH Swag
- Yearly anniversary gift
- Yearly birthday gift
- Holiday virtual and in person parties
- Occasional lunch delivery
- Occasional Contests with prizes!
- NCUIH Virtual Staff Clubs
- Organizational platforms to share recognition of a job well done!