



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: 2018-03-12
Close Date: 2018-04-13
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. Subject areas may include (but are not limited to): tribal sovereignty, the federal trust responsibility, tribal lands, environment and natural resources, public safety, tribal justice systems, juvenile justice, federal agency consultation, taxation, economic development, and other issues of importance to Indian tribal governments.

JOB REQUIREMENTS:

Minimum Qualifications

- JD degree
- Active Bar Membership and eligibility for DC Bar Admission.
- 2+ years of legal experience preferred but will consider candidates with varying levels of experience.
- Strong administrative and organizational skills.
- 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,
- Knowledge of tribal communities.

DUTIES AND RESPONSIBILITIES:

Responsibilities include:

- Legal analysis
- Legislative 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
- Supporting NCAI during conferences as part of all-staff team

SALARY AND BENEFITS

This is a salaried position that offers competitive salary and benefits (including health benefits, 401(k) plan, vacation time, etc.). 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.

By email: dbeetso@ncai.org or

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

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