

Job Title: Policy Specialist

Functional Department: Policy and Research Division

Job Reports To: Director of Policy and Research

☒ Exempt ☐ Non-Exempt

About the NIWRC:

The National Indigenous Women's Resource Center, Inc. is a non-profit organization created specifically to serve as the National Indian Resource Center to Enhance the Safety of Native Women. The NIWRC provides technical assistance, policy development and system engagement, training, materials and resource information, and guidance with evaluation/research regarding violence against American Indian, Alaska Native (AI/AN), and Native Hawaiian women. Our mission is to uphold the sovereignty of Indian nations so we can restore safety for Native women and their children.

Position Summary:

Under the general direction of the Executive Director and the supervision of the Director of Policy, the Policy Specialist will assist in fulfilling NIWRC's FVPSA policy grant deliverables by working with staff, consultants, and external partners to identify policy priorities, drafting position papers, and provide training and technical assistance regarding policy priority areas; and engage in advocacy efforts to advance NIWRC's policy goals, with particular emphasis on FVPSA grant deliverables. The Policy Specialist will help ensure that the NIWRC's policy work, systems engagement, and resource development are culturally, historically, and legally relevant and supports governmental, nonprofit, and community responses to the immediate crisis needs of Native women victimized by violence and the social change work inherent in ending violence against Native women.

Responsibilities:

1. Fulfill NIWRC's FVPSA policy grant deliverables
2. Draft policy documents, including but not limited to position letters, white papers, policy papers, testimony, training materials, special collections, reports, presentations, and other documents.
3. Review and analyze reports, articles, data sets, policy proposals, and other materials and communicate information and recommendations to the policy team and other staff and partners as appropriate.
4. Respond to requests for training and/or technical assistance on time and record them in the NIWRC TA ticketing system as appropriate.
5. Support the Director of Policy in providing findings, recommendations, and other relevant information to various audiences, including the NIWRC staff, NIWRC Board of Directors, strategic partners, and other policymakers.
6. Support NIWRC policy priorities and prepare materials for meetings, special events, and NIWRC policy activities, as requested.

7. Assist in coordinating communication activities and develop materials as necessary, including policy articles, public statements, and website content.
8. In coordination with the Director, network on a continuing basis with tribal leaders, tribal programs addressing violence against women, tribal coalitions, national tribal and allied organizations, and other key organizations to promote the mission and work of the NIWRC.
9. As part of a team, work to develop and advocate for administrative, regulatory, legislative, and systems policies and/or reforms based on identified issues and needs.
10. Track emerging issues, model tribal programs, promising practices, and projects that have the potential to be replicated in Native communities.
11. Build public support for NIWRC policy priorities through grassroots engagement, including outreach to tribes, tribal organizations, partner organizations, allies, and the media.
12. Provide overall support to the policy team concerning tasks involving the organization of events, including but not limited to hill briefings including logistics, social justice events, and other NIWRC functions, meetings, and/or activities, with particular emphasis on NIWRC's FVPSA grant deliverables.
13. Engage and fulfill obligations set forth in assigned Memoranda of Understanding with partner organizations.
14. Other duties and responsibilities as may be assigned.

Qualifications:

- Education – A minimum of a B.A. or B.S. degree in public policy, government relations, or other area of study deemed relevant. A J.D. or Masters degree preferred.
- Experience – A minimum of four years of public policy experience at the national level on issues related to violence against women, including domestic and sexual violence.
- Exceptional research, analytical, original writing, and editing skills; ability to communicate complex information clearly in writing and in oral presentations to a range of audiences at the tribal, regional, national, and international levels.
- A demonstrated understanding of the history of American Indian and Alaska Native tribal governments, laws and customs, and Federal Indian law.
- A demonstrated understanding of violence against Native women crimes and responses throughout the United States, especially throughout Indian country and Alaska Native villages and in Hawaii.
- Ability to resolve issues quickly and make decisions in a collaborative culture. Demonstrated ability to develop and maintain effective working relationships.
- Ability to synthesize data and research to help shape policy messages and strategies.
- Knowledge of tribal, state, and national advocacy organizations working to effect social change and that address the issue of violence against Native women.
- Knowledge of and experience in policy work directly pertaining to violence against women, social and legal justice, systems advocacy, grassroots organizing, and social change; tribal governments and the legislative process.
- Ability to inform, plan, coordinate, collaborate, prioritize, and execute in a fast-paced environment and to work effectively under rigid deadlines.

- Willingness to take direction and manage time and assignments in a transparent and open manner.
- Experience living and/or working in Native communities preferred.
- Willingness and ability to frequently travel nationally.

Work Habits:

- Collaborative
- Self-Starter
- Organized
- Reliable
- Respectful
- Excellent communicator
- Accountable
- Honest
- Strategically forward-looking
- Competent
- Inspiring
- Ability to multitask and work under tight deadlines

Signature: _____ **Date** _____

Approved by: _____ **Date** _____

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.