



Policy Specialist

Team: Policy		Salary Range: \$70,000-77,500, DOE
Location: Position is fully remote. Extensive nationwide travel is required.		
Position is ☐ Part-time ☒ Full-time	☒ Exempt ☐ Non-exempt	☒ Permanent ☐ Temporary Ending date:

About the National Indigenous Women's Resource Center:

The National Indigenous Women's Resource Center, Inc. (NIWRC) is a non-profit organization dedicated to the restoration of Tribal sovereignty and the safety of Native women and communities. The NIWRC serves as the National Indian Resource Center Addressing Safety for Native Women (NIRC) and the Indigenous Safe Housing Resource Center, addressing the intersection of housing and domestic violence (STTARS). We provide technical assistance, policy development, 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 and intersecting issues. Our mission is to provide national leadership to end violence against Native women and communities by supporting culturally grounded grassroots advocacy.

We are an equal opportunity employer. American Indians, Alaska Natives, and Native Hawaiians are encouraged to apply.

Position Overview:

This is a remote position working to support the non-federal grant deliverables and policy priorities for NIWRC. Extensive nationwide travel will be required for this position.

Under the general direction of the Executive Director and the supervision of the Director of Policy and Research, the Policy Specialist will focus on advancing NIWRC's mission by working with staff, consultants, and external partners to ensure compliance with grant requirements and special project deliverables, assist in developing and maintaining NIWRC's policy agenda, identify research priorities, draft position papers, and provide training and technical assistance regarding policy priority areas, analyze and monitor related policy activity, and engage in advocacy efforts to advance NIWRC's policy and research goals. The Policy Specialist will help ensure that the NIWRC's policy work, systems engagement, and resource development are culturally, historically, and legally relevant and support 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.

Supervisory Responsibilities: None

Essential Duties:

- Lead or support the execution of special projects and policy-related grant deliverables and ensure all project activities align with funder expectations, timelines, and reporting requirements.
- Monitor and analyze Tribal, state, and federal policy activity relevant to NIWRC's policy priorities, and communicate opportunities for staff engagement when appropriate.
- Provide policy analysis to support policy document development, including but not limited to position letters, white papers, policy papers, Restoration Magazine articles, NIWRC newsletters, talking points, testimony, training materials, special collections, reports, presentations, and other related documents.
- Review and analyze reports, articles, data sets, policy proposals, and other materials, and communicate information and recommendations to NIWRC staff and partners as appropriate.
- Support the Director of Policy and Research in providing findings, recommendations, and other relevant information to various audiences, including the NIWRC staff, the NIWRC Board of Directors, strategic partners, and policymakers.
- Support NIWRC policy priorities and prepare materials for meetings, special events, and NIWRC policy activities, as requested.
- Organize and execute webinars, events, listening sessions, and other events related to policy deliverables and projects.
- Attend policy conferences, task force meetings, trainings, NIWRC events, and other convenings to stay informed, share and present organizational work, and build professional networks.
- Coordinate with organizational partners, advocacy groups, and allies to align strategies.
- In coordination with the Director of Communications, assist in coordinating policy communication activities and develop materials as necessary, including policy articles, public statements, and website content.
- Track emerging issues, model Tribal programs, promising practices, and projects that have the potential to be replicated in Native communities.
- Build public support for NIWRC policy priorities through grassroots engagement, including outreach to Tribes, Tribal organizations, partner organizations, allies, and the media.
- Engage with media requests by developing talking points and providing interviews via radio, television, and other online platforms as appropriate.
- Timely response to requests for training and/or technical assistance and record those interactions in the NIWRC TA ticketing system as appropriate.
- Collaborate closely with other NIWRC teams on policy priority areas, meetings, tasks, assignments, and resource development as assigned.
- Engage and fulfill obligations set forth in assigned Memoranda of Understanding with partner organizations.
- Other duties and responsibilities as assigned.

Minimum Qualifications/Requirements:

- A J.D. or Master's degree is preferred, a minimum of a B.A. or B.S. degree is required in public policy, government relations, or other relevant area of study.
- 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; a combination of education and experience may be considered.
- 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, Alaska Native villages, and Hawaii.
- A strong understanding of how to manage and execute work plans.
- Ability to resolve issues thoroughly and in a timely manner, be responsive to coworkers, and make decisions in a collaborative culture.
- Demonstrated ability to develop and maintain effective working relationships and meet important deadlines.
- Ability to synthesize data and research to help shape policy messages and strategies.
- 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, in a thorough and timely manner with the policy team under rigid deadlines.
- Willingness to take direction and manage time and assignments in a transparent and open manner.
- Proficient in utilizing collaboration tools such as Google Workspace, Slack, and Zoom for effective communication and workflow management.
- Experience living and/or working in Native communities is preferred.
- Extensive nationwide travel will be required for this position.

Our Expectations:

We strive to maintain a strong sense of community at NIWRC, and our remote workplace requires a unique skill set. We are looking for competent, service-oriented people who are honest, reliable, and self-directed, excellent communicators and adept listeners, strong collaborators, and respectful to supervisors and coworkers, and who will support our organizational mission and goals.

- Strong organizational skills
- Accountable to self & others
- Collaborative
- Detail-oriented

What We Offer:

- Competitive salary range
- 100% employer-paid medical, dental, and vision insurance for staff, their spouse, and dependents residing in the home
- SEP IRA retirement benefit
- Generous paid time off, including all federal holidays
- Professional development opportunities
- Fully remote positions
- Other benefits

Our Workplace Culture:

- Collaborative and supportive environment
- Commitment to work-life balance
- Focus on professional growth
- Mission-driven organization

How to Apply:

Please submit the following materials to careers@niwrc.org:

- Resume
- Cover letter
- Two writing samples
- Three professional references

Application Deadline: Open until filled