



**Job Title:** Policy Specialist

**Functional Department:** Policy and Research

**Job Reports To:** Director of Policy and Research

**Salary Range:** \$65,000 - \$82,000, depending on experience

Exempt  Non-Exempt

**About the National Indigenous Women's Resource Center:**

The National Indigenous Women's Resource Center, Inc. (NIWRC) is a Native-led nonprofit organization dedicated to ending violence against Native women and children. NIWRC provides national leadership in ending gender-based violence in Tribal communities by lifting up the collective voices of grassroots advocates and offering culturally grounded resources, technical assistance and training, and policy development to strengthen Tribal sovereignty.

Our mission is to provide national leadership to end violence against American Indian, Alaska Native, and Native Hawaiian women by supporting culturally grounded, grassroots advocacy.

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

**Position Summary:**

Under the general direction of the Executive Director and the supervision of the Policy and Research Director, the Policy Specialist will work with staff, consultants, and external partners to ensure the timely completion of project deliverables, with particular emphasis on FVPSA grant deliverables; assist in developing and maintaining NIWRC's policy agenda; work with staff, consultants, and external partners to identify and research policy 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 is 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:**

- Provide overall, primary support to the Policy Division concerning FVPSA goals and tasks involving the organization of events including but not limited to: webinars, coordination with partners and presenters, hill briefings including logistics, social justice events, and other NIWRC functions, meetings, and/or activities, with particular emphasis on NIWRC's FVPSA grant deliverables.
- 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 the Policy Division, NIWRC departments and partners as appropriate.
- Recommend policy positions and strategies to support NIWRC policy priorities. Be prepared to support the Director of Research and Policy in providing findings, recommendations, and other relevant information to various audiences including the NIWRC staff and division leads, NIWRC Board of Directors, strategic partners, and other policymakers.
- Be prepared to support NIWRC policy priorities and prepare materials for meetings, special events, and NIWRC policy activities, as requested.
- In coordination with the Director of Communications and Advancement and Division staff, assist in coordinating Policy Division communication activities and develop materials as necessary, including policy articles, public statements, and website content.
- 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.
- 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.
- 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.
- Be prepared to engage with media requests by developing talking points and providing interviews via radio, television, and other online platforms.
- Timely respond to requests for training and/or technical assistance and record 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.

**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 Master's 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, Alaska Native villages, and Hawaii.
- Ability to resolve issues thoroughly and in a timely manner, be responsive to the policy team and make decisions in a collaborative culture.
- Demonstrated ability to develop and maintain effective working relationships and meeting important deadlines for tasks, projects, reports, written documents, and timesheets.
- 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, 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.
- Experience living and/or working in Native communities is preferred.
- Willingness and ability to 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

**Apply:**

To apply, please complete and submit an [employment application](#), a resume, cover letter, and three writing examples to Rose Quilt, Director of Policy and Research, at [careers@niwrc.org](mailto:careers@niwrc.org) by May 10, 2022.