

# National Indian Health Board



## **Job Description** **Policy Research Analyst**

The National Indian Health Board (NIHB) seeks an experienced Policy Research Analyst. The Policy Research Analyst will report to the Director of Policy and will be a member of the NIHB Policy Center. This position requires a combination of education, experience, skills and cultural competency that would adequately prepare one for a critical role at a national, Tribal, non-profit organization. The Policy Research Analyst will have both internal and external facing responsibilities grounded in serving the nation's American Indian and Alaska Native Tribes to advance the mission of NIHB through policy research, data analysis, and data translation / communication for a range of audiences. The Policy Research Analyst must have a strong understanding of health care delivery, the federal trust relationship with Indian Tribes as well as the legal, policy and political frameworks impacting Direct Service and Self-Governing Tribes. The successful candidate will be a team player that can thrive in a fast-paced, dynamic and mission driven environment.

### **Duties and responsibilities of this position include, but are not limited to the following:**

- Collaborates with the Policy Center team to support the department's education and advocacy efforts to strengthen health policy to better serve Tribes and Tribal people.
- Works with the Policy Center Director to define research goals, research design and deliverables
- Manages research projects including coordinating with stakeholders, facilitation of meetings, presentations, and other implementation activities as needed. The position will lead research project/s reporting and manage research project/s budgets.
- Implements NIHB's research activities and projects related to health care delivery, health system payment, and other related topics as needed. This scope includes conducting policy research, data analysis, and data translation / communication for a range of audiences.
- In addition to written translation and communication, the Policy Research Analyst will also present findings and policy options to key stakeholder audiences which include (but are not limited to) Tribal leaders, health directors, public health directors, tribal technical experts, NIHB Board of Directors, and federal agency leaders.
- Provides data plan development, cleans data, and aggregates data. Works with datasets and engages with federal agencies and/or contractors associated with data sources.
- Develops protocols for data analysis, conducts data analyses (quantitative and/or qualitative methods may be required depending on the project task), and provides data analysis. Work includes both original research and gathering data from secondary sources.
- Creates data visualizations, executive summaries, policy reports, and other deliverables that translate and share key findings. Findings will be shared with Tribal stakeholders before disseminating on any NIHB public platforms, to ensure that research knowledge products support Tribal efforts and do not contain sensitive information.

### Qualifications

#### Education:

- Required: Master's degree in Public Policy, Public Administration, Statistics, Analytics, or similar field. (PhD preferred.)

#### Knowledge, Skills, and Abilities (required):

- Five + years' experience in applied research in the social sciences or related fields with statistical analysis, preferred.
- Experience working with partner organizations, communities, and researchers to understand research needs, manage projects, respond to data sensitivities, and provide data and research tools to support data collection needs.
- Knowledge of statistical concepts and proficiency in statistical software (for example, SAS);
- Experience with quantitative and qualitative data collection, survey design, data management, and analysis.
- Experience with federally recognized Tribes.
- Excellent written communication skills.
- Strong presentation and oral communication skills.
- Ability to multi-task, manage priorities and excel in a fast-paced work environment.
- Ability to work with diverse teams of people; and
- Ability to problem solve and find creative solutions, especially in situations where existing data may not directly speak to the research question at hand.

This is a full time, Washington DC-based position; up to 25% travel may be required.

HOW TO APPLY: Send your application in one PDF to: [jobs@nihb.org](mailto:jobs@nihb.org) with your name and the title of the position you are applying for in the subject line. Please include:

1. Your resume.
2. Your cover letter.
3. Salary history

Applications are reviewed on a rolling basis until a qualified candidate is secured.

### **About NIHB**

Established by the Tribes in 1972 to advocate as the united voice of federally recognized American Indian and Alaska Native Tribes, NIHB seeks to reinforce Tribal sovereignty, strengthen Tribal health systems, secure resources, and build capacity to achieve the highest level of health and well-being for American Indians and Alaska Natives.

Equal Opportunity Employer: NIHB is an equal opportunity employer and does not discriminate on the basis of color, race, religion, national origin, political affiliation, marital status, disability (physical or mental), age, sex, gender identity, sexual orientation, genetic information, status as a parent, membership or non-membership in an employee organization, veteran status, or any other non-merit factor.

Salary and Benefits: Salary is commensurate with qualifications and experience. NIHB offers an excellent benefits package (including, but not limited to, health benefits, 401(k) plan, annual and sick leave, federal holidays).

**This position is located in Washington, D.C.**