

National Indian Health Board



Job Description

Congressional Relations Coordinator

Seeking an enthusiastic Congressional Relations Coordinator to assist with national efforts to advocate on Indian health

The National Indian Health Board (NIHB) is seeking to hire a Congressional Relations Coordinator to assist in legislative tracking, analysis, outreach, education, and advocacy efforts on Capitol Hill as they impact healthcare and public health priorities in Indian Country. Depending on qualifications, candidate may be considered for a Manager position.

The Congressional Relations Coordinator will report to the Director of Congressional Relations and will be a member of the Congressional Relations Department. This is a position requiring a combination of education, experience, cultural competency and political acumen that would adequately prepare one for a critical role at a national, Tribal, non-profit organization.

The Congressional Relations Coordinator will have both internal and external facing responsibilities grounded in serving the nation's Tribes to advance the mission of NIHB through excellence in legislative tracking, policy analysis, advocacy, outreach, technical assistance, research and related projects. The Congressional Relations Coordinator must have a strong understanding of legislative affairs on Capitol Hill, health care delivery systems, the federal trust relationship with Indian Tribes, as well as the legal, policy, and political frameworks impacting Direct Service and Self Governing Tribes.

The position requires strong organizational and communication skills, project management capabilities, and the ability to think strategically about how to support Tribes and Tribal leaders as they seek to strengthen healthcare access and public health services and infrastructure. The successful candidate will be an individual with vision, passion, commitment, knowledge, skills and a proven track record in achieving measurable advancements in health policy and programs.

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

- Assist in organizing and implementing NIHB's congressional strategy on its Legislative and Policy Agenda, including by meeting with lawmakers alongside the Director of Congressional Relations;
- Organize, respond to, and write official testimony and/or comments related to proposed legislation, appropriations, and other areas of need as requested by the Director of Congressional Relations;
- Establish strong relationships with Tribal leaders, Tribal technical experts, and NIHB member organizations to build collaboration and support for achievement of NIHB's Legislative and Policy Agenda;
- Identify, track and analyze health and public health related legislation that impact American Indian and Alaska Native (AI/AN) Tribes and Tribal members as well as the Indian Health Service (IHS), and Tribal health programs (I/T/Us);

- Create spreadsheets, memoranda, PowerPoints, or other tools to both track and report out on NIHB's progress on its Legislative and Policy Agenda;
- Assist in scheduling, preparation, and follow-up from NIHB's outreach and advocacy meetings on Capitol Hill;
- Provide technical and logistical support to the Director or Deputy Director of Congressional Relations in preparation, implementation, and follow-up to convenings of the National Tribal Budget Formulation Workgroup;
- Prepare a range of factual outreach and education materials for congressional offices outlining the Tribal position on proposed legislation impacting healthcare or public health;
- Prepare outreach and education materials for both Tribal and non-Tribal audiences so that NIHB constituents are apprised of proposed legislation impacting or holding potential to impact the Indian health system; including yearly discretionary appropriations, and proposed legislation impacting Medicare, Medicaid, Affordable Care Act (ACA), private insurance coverage, health service delivery, telehealth expansion, public health services, public health infrastructure, health information technology (IT), and other areas under the umbrella of healthcare and public health;
- Communicate written testimony and comments to Tribes and Tribal organizations as well as develop templates for others to use;
- Provide content for NIHB's newsletters, website, and other publications;
- Represent NIHB at external meetings and provide prepared updates on policy issues;
- Assist in planning and implementing the NIHB National Tribal Health Conference and Tribal Public Health Summit, and other meetings and events;
- Provide reports and updates to the NIHB Board of Directors, senior leadership, and funders as requested;
- Assist in grant writing and program evaluation activities;
- Assist in writing project reports;
- Work effectively and efficiently with all internal staff, Indian Country stakeholders, external vendors/contractors, and others; and
- Other duties as needed.

Qualifications include, but are not limited to the following:

- Bachelor's degree in political science, health policy, health administration, law or other relevant field required; Advanced degree in these or related areas preferred;
- At least three years' experience in policy, research, and analysis at a non-profit or government entity; work experience on Capitol Hill strongly preferred (including internships);
- Experience in American Indian / Alaska Native policy required; experience with American Indian / Alaska Native health policy preferred;
- Knowledge and familiarity with federal laws of significance to Indian Health preferred (titles XVIII and XIX of the Social Security Act, the Indian Self-Determination and Education Assistance Act, Public Health Service Act, the Affordable Care Act and the Indian Health Care Improvement Act);
- Possess excellent verbal and written communications and interpersonal skills, including proven success and experience with public speaking and meeting facilitation;

- Experience in health policy development and solid analytic skills combined with knowledge about the national health care agenda, issues, impacts, and trends, as they relate to American Indian and Alaska Native Tribes;
- Ability to learn quickly and efficiently, work with diverse teams of people, multi-task and manage priorities;
- Experience administering federal grants and contracts preferred;
- Keen attention to detail;
- Strong organizational skills combined with the capacity to execute on priorities in a timely manner.

The NIHB offers a mission-driven, fast-moving environment where intelligence, flexibility, and good humor are valued. We operate with excellence in mind in all matters and the confidence to defend and debate ideas without ego interfering to create the best outcome possible. Since its founding by the nation's Tribes in 1972, NIHB remains the Country's only national organization solely devoted to improving Tribal health care for all American Indian and Alaska Natives.

This position is full-time and is based in our offices in Washington, DC. No relocation funding is provided. Please see www.nihb.org for more information. EOE.

American Indians and Alaska Natives strongly encouraged to apply. Please see www.nihb.org for more information. NIHB is an Equal Opportunity Employer.

HOW TO APPLY: Interested candidates prepare the following information about yourself and email it as instructed below:

- 1. Your resume;**
- 2. Your cover letter;**
- 3. Salary history**

Send your application in one PDF to: jobs@nihb.org with your name and the title of the position you are applying for in the subject line.

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