



JOB ANNOUNCEMENT: Program Manager

The National Congress of American Indians (NCAI) was founded in 1944 and is the oldest and largest tribal government organization in the United States. NCAI's unique position as the unified, national voice for Indian Country, led our leadership to pioneer a national effort in 2003 to develop a national tribal policy research center that would serve as a 'think tank for Indian Country.' Guided by a diverse and distinguished advisory council, the Policy Research Center's (PRC) vision is to support Indian Country in shaping its own future.

NCAI seeks a Program Manager to manage a research support program targeting researchers, practitioners, and policymakers. This is an exciting opportunity to work closely with tribal communities, tribal organizations, and researchers to provide support for community/academic partnerships and community-driven research with local and national policy implications.

Applicants should have an interest in research, social development issue areas, and community development as well as an interest in American Indian/Alaska Native affairs and a good work ethic.

The Program Manager:

- Develops and manages issue-based networks of researchers, practitioners, and policymakers that produce collective research and policy agendas to support Indian Country
- Facilitates partnerships between diverse stakeholders and assists in the identification of stakeholders appropriate for participation in issue-based networks addressing a range of critical policy issues, including: energy, economic development, child welfare, education, and health
- Provides communications and outreach support for data gathering projects including surveys, listening sessions and summits
- Prepare issue-specific reports and analyses, providing information to policymakers, practitioners, and other researchers
- Analyze pending policy options and project future scenarios, in partnership with other NCAI staff
- Prepares issue-specific reports and analyses, providing information to policymakers, practitioners, and other researchers
- Provides support to the Native American Research Centers for Health (NARCH) project, maintaining project website and liaising with the Executive Committee, Scientific Community Advisory Council, and various Special Interest Groups.

The right candidate will possess the following skills and qualifications:

- Bachelors degree (advanced degree preferred)
- Project management experience and expertise
- Knowledge of and experience working with Native people and Native organizations
- Exceptional written and verbal communication skills
- Ability to prioritize, multi-task, and work at a high capacity in order to meet deadlines
- Strong research experience and the ability to present ideas clearly and translate technical research findings into non-technical products that can be understood by broader audiences
- Strong abilities in Microsoft Office Suite and Internet research tools

- Knowledge and understanding of web and communication technologies (HTML, website development process and procedure, content management systems, HTML email programs, social media)
- Ability to work well independently and in a team

Position will be located at NCAI's Washington DC offices and is open until filled. Initial application review will include all applications received by April 30.

To apply, submit a cover letter, resume, brief writing sample and three references, by email (preferred) or mail to:

National Congress of American Indians
Attn: Peter Morris
Embassy of Tribal Nations
1516 P St, NW
Washington, DC 20005
pmorris@ncai.org

About NCAI:

Founded in 1944, the National Congress of American Indians is the oldest, largest and most representative American Indian and Alaska Native organizations in the country. NCAI advocates on behalf of more than 250 tribal governments, promoting strong tribal-federal government-to-government policies, and promoting a better understanding among the general public regarding American Indian and Alaska Native governments, people, and rights. For more information, visit the NCAI website: www.ncai.org.

About the Policy Research Center:

A program within the NCAI Fund, the non-profit arm of NCAI, the Policy Research Center was established in 2003 when NCAI developed a national tribal research and policy center that would focus solely on issues facing tribal communities. Developed under an advisory council of tribal leaders, Native scholars, tribal organization heads, regional Indian policy center directors, private sector researchers, and state policymakers, this tribally-driven consortium of existing research bodies and primary researchers gathers and assesses data on conditions and trends in Indian Country, serving to support and inform the policy development efforts of tribal leaders, tribal organizations, Congress, and the Administration with objective data and analysis. In so doing, the Center helps to provide the tools necessary to inform public policy debates with meaningful information and assist in shifting the discourse in Native policy from a problem-focused approach to truly proactive, future-thinking strategy development. For more information, visit the NCAI PRC website: www.ncaiprc.org.