Federal Relations Associate

POSITION SUMMARY
Reporting to the Federal Relations Director, the Federal Relations Associate (FRA) will have both internal and external facing responsibilities grounded in serving the nation’s Tribes to advance the mission of the National Indian Health Board (NIHB) through excellence in policy, advocacy, outreach, technical assistance, research projects, and related programs. Working closely with other Federal Relations staff, the FRA will primarily provide administrative and communication support appropriate to support NIHB Legislative and Policy Agenda, and to assist with NIHB’s Federal Relations and advocacy activities. This is a full-time position based in our Washington, DC office.

POSITION RESPONSIBILITIES
• Assists the Policy Analyst in identifying, tracking, and analyzing health and public health-related policies and regulations impacting American Indian and Alaska Native (AI/AN) Tribes and Tribal members and the Indian Health Service (IHS), and Tribal health program.
• Provides research and logistical support to Policy Analysts.
• Maintains and updates all Federal Relations databases, contact lists, calendars, and all Tribal Advisory Committee (TAC) rosters.
• Monitors federal register, relevant email lists, and other venues where regulations and Dear Tribal Leader Letters (DTLL) may be found and maintains all relevant trackers including the DTLL and Regulations Trackers.
• Maintains and updates project management platform and programmatic files, ensuring the Federal Relations SharePoint is organized and contains the necessary information required by the Federal Relations Team to complete their work.
• Attends and reports on briefings, hearings, Tribal Advisory Committee meetings, and conference calls as needed.
• Provides support for meetings, including scheduling, preparing agenda books, confirming meeting attendance, setting up the physical and/or virtual meeting space, working with event staff on meeting arrangements, handling on-site administrative tasks, and assisting in the preparation and posting of meeting minutes.
Manages the creation of the Federal Relations department’s social media content, including message development, content review, and editing in partnership with the NIHB Communications department. Ensures content is timely, relevant, and that it supports the department’s initiatives, issues, and projects. Enters policy staffs’ content in communications calendar and ensures newsletters, broadcasts, and other content is released in a timely manner.

Other duties as assigned.

REQUIREMENTS
- Bachelor’s degree in a relevant field is required.
- High proficiency in Microsoft Office 365 Suite, content management systems, social media platforms, Adobe Creative Suite, and survey tools.
- Ability to create, update, and track web-based materials.
- Experience in meeting planning is preferred.
- Possess excellent verbal and written communication and interpersonal skills.
- Strong organizational skills and the abilities to learn quickly and efficiently, work with diverse teams of people, multi-task and manage priorities.
- Must possess cultural sensitivity and ability to work within the customs and traditions of various Tribal nations.

HOW TO APPLY
Qualified candidates are invited to send your cover letter, resume, and two professional writing samples to jobs@nihb.org. Cover letter must be specific to the position, and address why you would be a good fit for NIHB and the amazing work we do. Email subject line should include your name and the position for which you are applying.

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

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:
- Medical, dental, and vision coverage with premiums fully paid by NIHB
- 401(k) plan with 10% company match
- Annual leave and sick leave
- Federal holidays