



**The National Native American  
Boarding School Healing Coalition**

**Title: Senior Policy Advisor**

**Job Type: Full-Time**

**Salary: Commensurate with Experience**

**Location: Remote**

**Applications Due: June 5, 2023**

## **POSITION SUMMARY**

The National Native American Boarding School Healing Coalition (NABS) seeks a highly motivated individual to serve as Senior Policy Advisor. Reporting to the Chief Executive Officer, the Senior Policy Advisor serves as an authoritative expert in analyzing legislation, developing standards and policies, and recommending strategic actions that lead to accountability for Native American and Alaska Native peoples impacted by U.S. Indian Boarding School policies. An effective Senior Policy Advisor makes clear and convincing oral presentations to decision makers and groups, explaining facts which actively promote and advance NABS's agenda. Alongside NABS Executive Leadership and Director of Policy and Advocacy, the Senior Policy Advisor serves as a spokesperson by cultivating and maintaining effective relationships with Tribal Nations and others aligned with NABS's mission and vision.

## **ABOUT US**

The National Native American Boarding School Healing Coalition (NABS) is boldly leading the movement for truth, justice and healing for Indigenous peoples impacted by U.S. Indian boarding schools. We are Indigenous-led with 100% of the Board of Directors and Officers being Native American and Alaska Native.

- We are a coalition of 811 members and growing, including Tribal Nations, Tribal enrolled individuals, allies, and organizations.
- We use our coalition voice to educate others about the truth of the Indian boarding school policies, experiences, and genocidal legacy.
- We expose the truth about Indian boarding schools through research and education.
- We lead action towards justice and healing for our children, families, and communities.
- We advocate for accountability through policy change at all levels, including the call for a federal Truth and Healing Commission on Indian boarding schools.
- We make resources available to raise awareness and support healing from the intergenerational trauma Native peoples continue to experience.
- We are publicly launching the National Indian Boarding School Digital Archive (NIBSDA) this year, a first-of-its-kind Digital Asset Management System capable of organizing and displaying historical boarding school records and materials for every identified boarding school institution.

## **SENIOR POLICY ADVISOR**

### **WHAT YOU WILL DO**

- Develop and monitor legislation at the Tribal, City, State, Federal and International levels
- Research and analyze policy issues, and draft policy language, legislation, briefs, reports, and recommendations

- Lead preparations for legislative hearings by drafting written testimony and preparing the divisional Q&A documents
- Advise NABS Executive Leadership on managing and interpreting political and policy developments and formulating strategy
- In coordination with the Director of Policy and Advocacy, represent NABS on legislative calls with stakeholders
- Develop responses, and draft correspondence and external messages on behalf of NABS to external stakeholders and constituents
- Research, analyze, and synthesize information related to policy on behalf of NABS for internal and external stakeholders.
- Maximizes outreach with NABS's constituencies to build support for our policy agenda.
- Recommend the means for broadening and strengthening constituent support for existing policy strategies.

### **WHAT YOU Will BRING**

NABS is seeking candidates who are passionate about our mission, are highly proactive who can bring a clear vision on policy strategy to support the work we do. While no one candidate will embody all the qualifications below, our idea candidate will bring:

- Knowledge of the Native American and Alaska Native boarding school history, legacy, and impacts
- Experience working with Tribal governments and Native American communities
- An advanced degree in law, public administration, political science or related field
- At least 10 years of experience developing and managing a legislative portfolio and working with elected officials
- Discretion and excellent judgment to handle sensitive and confidential matters
- Understanding of the legislative process with the federal government
- Excellent research, analytical, strategic-thinking and problem-solving skills
- Excellent verbal and written communication and presentation skills
- Strong interpersonal skills and ability to work in a team environment
- Ability to prioritize assignments, handle multiple projects simultaneously to completion, and work under pressure against tight deadlines
- Ability to actively listen, synthesize information and communicate effectively with all levels of internal and external stakeholders

To thrive in this role, candidates in this position will bring a systems-change lens and have experience working with Tribal Nations and policy makers. We are looking for candidates who are clear communicators, adaptable, reliable, socially and emotionally intelligent, inquisitive learners, and who are team and collaborative oriented while being able to work independently.

### **COMPENSATION AND BENEFITS**

This position is salaried, commensurate with experience. Benefits include health, dental, vision, life, and disability insurance with full premiums paid by NABS for the employee and 75% paid by NABS for dependents/partner, a 401(k) match up to 4% of salary, and paid family leave for

qualifying events. Employees earn 4 weeks of paid time off each year, and get paid winter break the last two weeks of December.

The successful candidate will have the opportunity to work with a dynamic team committed to Native communities. We strongly encourage applications from Native peoples with experience working with Native communities.

### **WORK ENVIRONMENT**

- This position is 40 hours a week with heavy computer use.
- Current staff are in Pacific, Central, and Eastern time zones, with priority to accommodate all time zones when scheduling meetings.
- This position is remote with significant travel to Washington DC, and national conferences.

### **HOW TO APPLY:**

Applications will be reviewed on a rolling basis, priority will be given to those applications received by Monday, June 5, 2023. Send an email to Jennifer Blevins at [jblevins@nabshc.org](mailto:jblevins@nabshc.org) with Sr Policy Advisor in the subject line.

Applications must include the following all in one PDF:

- Cover letter (no more than 1 page) with short answers to the following questions:
  - Why are you interested in this position?
  - What values or lived experiences do you have that connect to our mission?
  - What is the best advice you've ever received?
- Resume or Curriculum Vitae
- Three professional references with titles, emails, phone numbers, and relationship

*NABS is an Equal Opportunity Employer committed to a work environment free of all forms of discrimination, harassment, and violence. All employment and contracting decisions are based on merit, competence, performance, and organization needs. NABS prioritizes work to empower and include people from Indigenous communities who have been impacted by U.S. Indian Boarding School policies. We are proud of our collaborative and wellness-focused culture where all people feel safe to bring their whole selves. Our culture attracts top talent with shared values that form the foundation of a great work environment!*