**Title of Position**  
**Public Policy Specialist, Tribal Sovereignty**

**Organization**  
Seattle-based Duwamish Nonprofit Organization

**Reports to**  
Tribal Chair and as otherwise directed, DTS oversees contractual requirements

**Located at**  
Seattle, WA. No ability to telecommute.

**Guidelines**  
Duties guided by organizational bylaws and personnel policies

**Work week**  
Standard workday is 0800-1700 (Pacific) during business hours (Tuesday through Saturday). Periodic circumstances will require attendance outside business hours. May include participation in meetings, finalizing deliverables to meet deadlines, and/or additional time needed to accomplish job responsibilities.

**Wage**  
Professional Services Contractor
Internal info: 20-40 hours/week; Billable hours. Annual salary range: $86,335 to $133,465. Equates to $41.50/hr to $64.16/hr.

**Overview**  
Public Policy Specialist will be responsible for leading and managing multiple complex interconnected projects related to Duwamish Tribal Sovereignty. Day-to-day operational activities require high degree of professionalism and ability to tactfully coordinate internal and external stakeholders to ensure timely progression throughout timeline. Success will depend on effectiveness of written and verbal communication to create mutual trust and maintain collaborative relationships with subject matter experts (SMEs) e.g., environmental consultants, economists, attorneys, and committees, conducts research, analysis, and interprets legislation and statutes. Specific responsibilities include ability to: coordinate testimony; advocate and negotiate legislative and regulatory proposals; interact with executive and legislative officials and their staff; represent, and develop appropriate strategies to execute organizational agenda; attends and makes presentations at legislative and administrative hearings, Bureau of Indian Affairs (BIA), Department of Interior (DOI) meetings and before various interest groups; serves as liaison to congressional and/or legislative bodies, e.g., Members of the Senate Committee on Indian Affairs, Members of the House Subcommittee for Indigenous Peoples of the United States, public interest groups, and the federally recognized Native American Nations of the United States of America.

**Duties and Responsibilities**

1. Advocates for organizational objectives to relevant stakeholders such as the U.S. Congress and appropriate committees and sub-committees, administrative offices, and other federal regulatory agencies; with the assistance of tribal SME’s advocates, develops and executes broad political strategies to further advance agenda at the federal level. Articulates the Duwamish Tribe’s position through written and oral arguments; negotiates with lobbyists and special interest groups.

2. Serves as a SME in areas as assigned, provides accurate, up-to-date information to both internal and external stakeholders; may serve on committees related to area(s) of expertise.

3. Collaborates with internal stakeholders to develop a strategy and position that will be recommended to federal congressional and administrative committees and directors, as well as serve as the subject matter expert surrounding assigned issues.

4. Drafts, proofreads, and finalizes a variety of position letters, testimony, proposed legislative language, press releases, witness testimony, bill and policy analysis, articles, action alerts, presentations, briefings and related communication methods to support the organization’s position for a variety of audiences.

5. Develops and recommends advancement strategies to Duwamish leadership as directed; conduct research, interpret results, and apply findings in recommending position and advocating for organizational issues.

6. Develops and maintains close working relationships with staff, SMEs and management, local, state, and federal elected officials, and their district staffs to help promote the organizational position.

7. Travel on an as-need basis to meetings to give oral presentations and answer questions as a credible expert.

8. Represents the tribal organization at team and coalition meetings.
9. Provides guidance and support to the organization, staff and stakeholders operating under tight deadlines and often-changing priorities.
10. Perform other duties as required.

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<th>Qualifications and Preferred Skills</th>
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<td>Required: 3 – 5 Years of Policy Experience and Master in Public Policy degree preferred.</td>
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<td>An understanding of how to effectively advance policy through federal legislative, administrative and judicial systems; awareness of the politics, short and long-term political strategy, value of individual, organizational, advocacy techniques, and coalition partnerships.</td>
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<td>Thorough understanding of the specific policy areas, federal policy, and the benefits and disadvantages of specific policies; participate in the advancement of legislation and regulations based on the organization’s strategic goals.</td>
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<td>Ability to read, interpret and explain current and proposed legislation, the legislative process, and legislative relations; ability to effectively analyze and recommend what position the organization should take on legislation, including the benefits and disadvantages.</td>
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<td>Ability to develop and maintain personal and professional relationships with a wide variety of political and policy stakeholders which includes but is not limited to legislative and administration staff, state and local elected officials, political and public affairs consultants, public agency advocates, local, statewide and national media, and regulatory executives; ability to build advocacy of acknowledgement coalitions for legislation, regulation, and activity.</td>
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<td>Effectively communicate clearly and concisely with diverse audiences, both verbally and in writing, including public speaking in a variety of forums; draft, review and issues press releases that convey the organization’s position.</td>
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<td>Basic understanding of various operating systems (Windows, Excel, PowerPoint) etc.; analyze issues, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of strategic and legislative goals; effectively manage time and meet deadlines; maintain and exhibit flexibility; establish and maintain effective work relationships with those in the performance of required duties; be self-supervising and independently follow through on necessary tasks; perform duties with professionalism, both individually and as a member of a team; Be flexible while performing multiple activities; Interpret and apply organizational policies, procedures, guidelines, rules, and regulations for the acknowledgement process; effectively communicate clearly and concisely with diverse audiences, both verbally and in writing; ability to define problems, gather data, establish facts, and draw valid conclusions; ability to identify and organize the priorities of specific project assignments.</td>
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<td>Exercise and maintain discretion, confidentiality, loyalty of and on behalf of the organization. Ability to effectively persuade, build and maintain coalition and perform under high-pressure situations due to urgent timeline, public pressure and competing needs of stakeholders.</td>
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Send Resume, Cover Letter, and references to:

Director:

Jolene Haas

jolenehaas@duwamishtribe.org