AAIA is the oldest American Indian advocacy organization in the United States. It has a rich tradition of serving Indian Nations, and their citizens all across Indian Country. AAIA develops national policy and develops capacity building programs to protect tribal sovereignty, preserve culture and educate youth. AAIA works at both the grassroots and national levels to seek solutions and policies that empower Tribal self-determination.

**Job purpose**

This position is a program position that will support the development of national policy in Indian affairs, and provide research, analysis and writing to support programs that include youth education, juvenile justice issues, sacred site protection, repatriation and protection of cultural heritage.

**Duties and responsibilities**

- Support the development of national policy in Indian affairs through oral and written advocacy
- Collaborate and cooperate with Indian Nation partners and representatives as well as other non-Indian organizations
- Be familiar and interested in matters involving tribal sovereignty, the Indian Child Welfare Act, Social Security Act Title IV-B and IV-E, juvenile justice, Native American Graves Protection and Repatriation Act, National Museum of the American Indian Act, American Indian Religious Freedoms Act, the United Nations Declaration on the Rights of Indigenous Peoples, the National Historic Preservation Act, the Antiquities Act of 1906, the Archaeological Resources Protection Act, and diversities of cultures in Indian Country, and other federal Indian law and policy, Tribal laws and state laws
- Perform thorough and detailed research
- Draft a variety of reports, summaries, white papers, and other documents
- Provide recommendations and analyses on various topics and issues
- In-person and telephone communication on a regular basis
- Maintain a professional and friendly demeanor
- Some travel may be required
- Other duties as assigned

**Qualifications**

- Graduation within two years from an undergraduate, graduate or law degree program
- Strong interpersonal, communication and organizational skills
- Research, analysis and writing skills are a must
- Experience with and enthusiasm for working in a fast-paced, dynamic, and high-pressure environment with changing priorities and deadlines
- Precision and attention to detail, excellent time management skills
- Sensitivity skills in working with a wide variety of different cultures
- Ability to communicate and interface with Tribal officials
- Ability to work independently with low levels of supervision
- Preference given to those with Indian Country experience
• Social media experience a plus

**Working conditions**

This position is in Rockville, MD. Some travel may be required. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Term of Position**

This is a one-year, full-time fellowship

**Physical requirements**

The physical demands required for the position are representative of those that must be met in an office environment. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds. The position may require some travel.

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**Approved by:**

Date approved: *February 22, 2018*