



## **ASSOCIATION ON AMERICAN INDIAN AFFAIRS**

Protecting Sovereignty ◦ Preserving Culture

Educating Youth ◦ Building Capacity

SINCE 1922

### **CULTURAL SOVEREIGNTY FELLOWSHIP Position Description**

The Association on American Indian Affairs is the oldest non-profit serving Indian Country protecting sovereignty, preserving culture, educating youth and building capacity. The Association was formed in 1922 to change the destructive path of federal policy from assimilation, termination and allotment, to sovereignty, self-determination and self-sufficiency. Throughout its 96-year history, the Association has provided national advocacy on watershed issues that support sovereignty and culture, while working on the ground at a grassroots level with Tribes to support the implementation of programs that affect lives on the ground.

#### **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, Indian child welfare, sacred site protection, repatriation, protection of cultural heritage, federal acknowledgement, environmental security, and other program issues.

#### **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 professional 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 the Metro District of Columbia (DC) area in Maryland. 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 paid 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.