

National Indian Health Board



Seeking an enthusiastic Congressional Relations Associate to build, promote and maintain grassroots relationships in Indian Country

The National Indian Health Board (NIHB) is seeking to hire a Congressional Relations Associate to help with activities to support the oral health access program and policy work of the organization. S/he reports to a senior congressional relations staff member and is a member of the Congressional Relations Department. The position requires strong organizational and communication skills, project management capabilities, and the ability to think strategically about how to support Tribes and Tribal leaders as they seek to expand their healthcare access. The successful candidate will be an individual with vision, passion, commitment, knowledge, skills and a proven track record in achieving measurable advancements in health policy and programs.

Duties and responsibilities of this position include, but are not limited to the following:

The Congressional Relations Associate is a key position within NIHB, providing critical administrative, program and policy support to the NIHB Congressional Relations Department, and serving as the lead associate on oral health program and policy work. This position primarily focuses on outreach and education efforts and is responsible for:

- Research and prepare analyses of legislative issues and bills, including appropriations and the budget, related to the provision of oral health services to Indian country;
- Evaluate legislation and budget issues and ascertain their impact on the provision of oral health services in Indian country;
- Maintain accurate data on oral health services, health status and evaluate program efficiencies;
- Implement broad-based outreach and education to raise awareness on the state of oral health in Indian Country and innovative solutions to address Tribal needs;
- Assist with the data collection efforts for the development of a Tribal Oral Health Agenda;
- Help to develop, update and disseminate the Tribal Oral Health Agenda
- Coordinate the design process and creation of a short video on oral health in Indian Country;
- Develop and contribute articles and other written materials to NIHB web-based and printed publications, brochures, action alerts and issue briefs;
- Contribute to and manage the creation of materials for Hill packets and other briefing documents as needed, including “Telling our Stories” an electronic and print booklet;
- Represent the NIHB before the staff members of congressional offices and prepare correspondence to the Hill on oral health access innovations;
- Lead efforts to build, promote and maintain grassroots relationships, a database and communication of information, actions, action alerts and other materials to the NIHB

grassroots network and assist with the preparation of congressional testimony, writing timely reports about congressional hearings and other meetings as appropriate;

- Work effectively and efficiently with all internal staff, members of Congress and their staff, Indian Country stakeholders, external vendors/contractors, and others;
- Assist with grant reports and internal reporting on programmatic progress; and
- Assist as needed in planning and implementing the NIHB's annual conferences and other meetings; and

Required qualifications include, but are not limited to the following:

- Undergraduate degree in political science, public administration, health administration, or other relevant subject, and an advanced degree (JD, MBA, MPA, MPH etc.) preferred;
- Minimum of 1 year of experience in a legislative affairs or community mobilization role;
- Possess excellent verbal and written communications and interpersonal skills, including proven success and experience with effective, public speaking;
- Experience researching and developing successful legislation, preparing congressional testimony, devising legislative strategy, and preparing legislative reports and advocacy materials;
- Strong experience in health policy development and analysis combined with knowledge about the national health care agenda, issues, impacts, and trends, as they relate to American Indians and Alaska Natives;
- Strong organizational skills combined with the capacity to execute on priorities in a timely manner; and
- A strong, personal interest in American Indians and Alaska Natives cultures and the health of those populations.

The NIHB offers a mission-driven, fast-moving environment where intelligence, flexibility, and good humor are valued. We operate with excellence in mind in all matters and the confidence to defend and debate ideas without ego interfering to create the best outcome possible. Since its founding by the nation's Tribes in 1972, NIHB remains the Country's only national organization solely devoted to improving Tribal health care for all American Indian and Alaska Natives.

This position is based in our offices in Washington, DC. No relocation funding provided.

American Indians and Alaska Natives strongly encouraged to apply. Please see www.nihb.org for more information. EOE.

HOW TO APPLY: Interested candidates prepare the following information about yourself and email it as instructed below:

1. Your resume;
2. Your cover letter;
3. Salary history

Send your application packet to jobs@nihb.org with your name and the title of the position you are applying for in the subject line.