



# NATIVE EDUCATION FELLOWSHIP

<b>Job Title:</b>	NIEA Fellowship	<b>Review Date:</b>	May 1, 2019
<b>Reports To:</b>	Legislative Analyst and Interim Executive Director	<b>FLSA Status:</b>	

## POSITION SUMMARY

The NIEA Fellow will assist in the execution of the National Indian Education Association's policy agenda and implementation work to improve educational outcomes for Native students. This individual will assist in developing and revising materials to support NIEA's priorities. The Fellow will also work independently to research and analyze K-12 education and on post-secondary policy as it impacts Native students.

## ESSENTIAL FUNCTIONS

*The essential functions of this position, include, but are not limited to the following:*

- Support the organization's legislative and advocacy agendas to successfully help Native students gain the skills they need to succeed in life.
- Support the organization's programmatic agenda with respect to successfully help Native students gain the skills they need to succeed in life.
- Support NIEA's communications and advocacy work to make sure that NIEA Members engage with their Members of Congress.
- Ability to evaluate and analyze education policy that impacts Native students.
- Ability to develop and maintain effective working relationships with groups and individuals with diverse perspectives.
- Develop briefing papers, talking points, and policy materials as assigned.
- Additional duties as assigned.

## QUALIFICATIONS

- Knowledge of and experience working with tribes, Native communities, and national Native and civil rights organizations.
- Bachelor's degree.
- Strong research and analysis skills.
- Strength in managing projects and meeting deadlines.
- Excellent written and verbal communication and interpersonal skills.
- Commitment to NIEA's mission to Native students and Communities.
- Ability to work in team environment while demonstrating capacity to solve problems independently.

## CONTACT

Please submit your resume, cover letter, and three professional references to [niea@niea.org](mailto:niea@niea.org).