



Self-Governance Communication & Education Tribal Consortium

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The Self-Governance Communication & Education (SGCE) Tribal Consortium is seeking a Senior Program & Policy Analyst.

About: SGCE is a thirty-year old Tribally-driven consortium of Self-Governance Tribes that strives to ensure the tenets and purpose of Self-Governance are accurately communicated and clearly understood by Congress, the Administration, the Federal government, non-participating Self-Governance Tribes and other interested parties.

SGCE's mission is to share information and knowledge about Self-Governance with Tribes, Congress, Federal Government employees, and others; to present legislative and administrative analysis to Self-Governance Tribes and stakeholders; to provide technical assistance to the Office of Self-Governance (Department of the Interior) and Office of Tribal Self-Governance (Department of Health & Human Services) with a focus on identifying Self-Governance tenets, defining and exploring relationships, and implementing the key policy provisions and intent of the Self-Governance statutes; and to serve as an information clearinghouse of historical and current Self-Governance legislation, policy and implementation.

To learn more visit www.tribalselfgov.org.

Position Description:

Under the direction of and in collaboration with the Executive Director, the Senior Program & Policy Analyst will perform the following essential duties:

- Conduct extensive research, data collection, and data analysis needed to support and advance Self-Governance initiatives and priorities.
- Contribute to SGCE's effectiveness by assisting SGCE identifying short-term and long-term issues that need to be addressed; providing information and commentary pertinent to the issues; recommending options and courses of actions; and implementing directives.
- Represent SGCE at conferences and meetings.
- Assist in the development of educational materials and knowledge sharing tools.

- Assist the Executive Director and SGCE partners in monitoring external policy and research that may affect Tribal governments, Federal Indian programs, and Self-Governance initiatives.
- Advise on the effect of proposed legislation and policies within specific issue areas assigned to the Senior Program & Policy Analyst by developing briefing papers and presentations.
- Assist the Executive Director in the development and implementation of strategies and initiatives to advance Self-Governance priorities. The Senior Program & Policy Analyst will take responsibility for significant portions of initiatives.
- Actively assist the Executive Director to support the Self-Governance Advisory Committee and Tribal Self-Governance Advisory Committee by collaborating with Technical Workgroups and SGCE partners to perform research, evaluate issues, draft briefing documents and letters, present summaries, and advise on strategic action items for consideration.
- Maintain professional and technical knowledge by conducting research, establishing networks, and attending briefings, conferences, and other informational meetings and events.

Qualified candidates for this position must have:

- Proven knowledge on Federal Indian policy and the relationship between Tribal nations and the United States.
- A capacity for self-direction, the ability to work collaboratively in a teamwork capacity, a keen sense of responsibility and an interest in working with multiple demands, shifting priorities, and constant change.
- 5 or more years of experience working in Tribal government operations, preferably in a role that involved interaction with federal and tribal program administration and policy.
- A wide-ranging knowledge of federal Indian programs and the role of federal agencies.
- A strong interest in Tribal self-government and the development and sharing of information that supports Tribal self-government.
- The ability to think broadly and strategically about SGCE's work and also be detail oriented and organized about the implementation and structures necessary to move vision into reality.
- Past success contributing to organizational development and capacity building;
- Excellent written and oral communication skills;
- An ability to think strategically, creatively problem solve, and exercise good judgment.
- Strong data collection and analytical skills.
- Required education: Bachelor's degree plus significant, interrelated work experience
- Preferred education: Master's degree

Key Information about the position:

- Full time position with some evening and weekend work required
- Frequent travel
- Two-year term position that may be extended
- Benefits available
- Telework option

How to Apply:

Applications will be accepted until the position is filled. Salary is negotiable depending on experience and credentials. Send resume and references to Jay Spaan, Executive Director, at jays@tribalsefgov.org. If applicable, please include a copy of your CDIB and/or Tribal Citizenship card.