Native Public Media (NPM) promotes engaged, independent, and healthy Native communities through media/broadband access, control and ownership. NPM works to bridge the digital and media divides across Indian Country one community at a time. NPM is a Native-led nonprofit and a leader in national and international communications policymaking, advocating for development that encourages the strengthening of Native choices through media platforms that are community-based, local, and democratic. NPM’s vision is to expand and strengthen communications capacity on Tribal lands explicitly to empower strong Native voices in the media.

Job Summary
The Policy Specialist will serve as staff to the President/CEO and policy team assisting with a variety of telecommunications and communications issues through research, administration, and communications. The Policy Team works to influence political and social events, as well as raise public awareness on issues that impact and directly effect Native Americans, including 1) advancing the participation of Native Americans in the media reform movement and include Native issues on the national media reform agenda; 2) participating in creating and shaping emerging national media policy to ensure full inclusion of Native Americans; and 3) ensuring the active inclusion of underrepresented voices in media by building the capacity of the Native media system.

Duties and Responsibilities:
- Provide administrative support to the Policy team in executing its policy plan and strategies.
- Attend meetings (electronic or in-person) to advocate for domestic or international policy issues.
- Track laws and regulation, national trends, academic research, and political currents.
- Plan, coordinate, and schedule meetings related to policy initiatives and briefings.
- Conduct policy research as needed.
- Collect data as needed.
- Draft, edit, proofread, and submit letters, public comments, and other policy communications.
- Develop an internal system to track and maintain NPM’s policy work and contributions.
- Update and keep current policy communications through press releases, social media and website posts, and drafting responses to member and public inquiries on policy issues.

Competencies
- Demonstrated interest in telecommuncations and communications policy.
- Background in advocacy campaigns or similar experience.
- Highly organized with strong attention to detail.
- Excellent in follow through and meeting deadlines.
- Demonstrated ability to take initiative, work both independently and as a team member, and be able to collaborate and coordinate with others.
- Possess excellent presentation, verbal, and written skills.
- Exceptional interpersonal skills and ability to work well in diverse environments.
- Possess a courteous, professional work style, and ability to handle pressure gracefully.

Qualifications
- Bachelor’s degree in political science, public administration, or JD in law; and/or internships in public office may be helpful for this position.
• Demonstrated leadership ability.
• Demonstrated commitment to high professional ethical standards in a diverse workplace.
• Arizona candidates are preferred.
• Knowledge of Tribal governments and American Indian Tribes and Alaska Native Villages

**Supervisory Responsibility**

• None

**Work Environment and Expectations**

• This is a three-quarter time (.75 FTE) telecommuting position that requires the employee to work from home.
• A dedicated office or work space and a strong internet connection is needed to perform the duties of this job.
• Days and hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.
• Travel is required for this position. A valid driver’s license is desired.
• Use of a personal vehicle may be required.

**Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel and talk or hear. The employee is occasionally required to stand; walk, kneel, reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Application Procedure**

• Please submit a cover letter and resume to mbegay@nativepublicmedia.org by **November 29, 2019**
• Please include Reference **NPM_JPS2019** in the Subject and/or Attention lines
• Final candidates will be contacted to schedule interviews

Native Public Media is an equal opportunity employer