



Northwest Indian Fisheries Commission

6730 Martin Way E., Olympia, Washington 98516-5540
Phone (360) 438-1180

www.nwifc.org

FAX # 753-8659

VACANCY ANNOUNCEMENT

Position: Legislative Analyst

Salary: \$67,816 - \$96,656+ DOQ

Location: Northwest Indian Fisheries Commission (NWIFC)
Olympia, Washington

Closing Date: April 15, 2024

Duties and Responsibilities: Monitor pending federal & state legislation, conduct policy & legislative research, draft legislation and make recommendations on legislative matters. Assist the Executive Director with the development and implementation of the annual NWIFC Appropriations Strategy that addresses the funding needs of the member tribes and NWIFC natural resource programs. Assist in the preparation of appropriation requests, testimonies, and responses to Congressional and agency requests for information concerning funding requests. Assist Executive Director and NWIFC in the conduct of their responsibilities.

Qualifications: Minimum of a Master degree in Public Administration, Public Policy, Business Administration, Political Science or related area and six years of pertinent work experience; OR Bachelor degree in Public Administration, Public Policy, Business Administration, Political Science or related area with seven years of pertinent work experience, at least one of which is working the state or federal legislative process. An understanding of public policy and governance with a demonstrated knowledge of federal and state legislative processes. Able to organize facts and present recommendations in a clear, concise and logical manner both orally and in writing. Able to research & evaluate policy and assist key staff in assessing its impact on tribes & tribal treaty rights. A thorough understanding of tribal treaty rights and tribal sovereignty issues. Able to establish and maintain effective working relations with tribal officials. Have a valid Washington State Driver's License or able to obtain one.

Application: Send resume and cover letter by April 15, 2024 to: Wendy Bowman, HR Northwest Indian Fisheries Commission, 6730 Martin Way East Olympia, WA 98516-5540 or email to: wbowman@nwifc.org

The Northwest Indian Fisheries Commission operates under PL 93-638 contract; **Indian Preference is an employment policy.** Must be authorized to work in the U.S. The NWIFC will not sponsor applicants for work visas.