



National Congress of American Indians
1301 Connecticut Avenue, NW, 2nd Floor, Washington, D.C. 20036
202/266-7767



VACANCY ANNOUNCEMENT
Media and Communications Specialist

Posted March 14, 2003

NCAI is a non-profit national American Indian and tribal government organization that serves to secure tribal sovereignty and treaty rights and to promote the welfare of American Indians and Alaska Natives. NCAI is an Equal Opportunity Employer. For more information about NCAI, visit our website at www.ncai.org.

DUTIES/RESPONSIBILITIES:

- In consultation with the NCAI Executive Director, the Media and Communications Specialist will develop and coordinate a nationwide media and public relations strategy on NCAI priority issues. Responsibilities will include coordinating coalitions of PR staff from tribes and colleague organizations on joint campaigns; writing and distributing press releases and other media related materials; responding to press inquiries and providing background to members of the press in complex legal and political issues of concern to tribes; writing and placing features and opinion pieces; drafting public statements for NCAI leaders, and coordinating national press relations for NCAI.

QUALIFICATIONS:

- This position requires an ability to translate complex political issues into targeted communications with the media; 5 years journalism/media relations experience; experience with American Indian and Alaska Native issues at the national level; track record and positive working relationships with national media; experience writing press releases, commentary, electronic scripts and features. Government / public affairs background a plus; excellent writing and computer skills a necessity.

Compensation commensurate with experience. Excellent benefits.

APPLICATION PROCEDURE: Submit resume, application letter, and writing sample to:

National Congress of American Indians
ATTN: HR Dept.
1301 Connecticut Avenue, NW, 2nd Floor
Washington, D.C. 20036
Phone: (202) 466-7767
Fax: (202) 466-7797