



### **Job Summary:**

The Alaska Native Health Board (ANHB) is seeking a motivated individual to work with ANHB management and policy team. The Legislative & Policy Advisor has the responsibility to provide policy research, analysis and technical assistance on ANHB priorities for state & federal legislative affairs and related advocacy functions to support ANHB's mission and vision. This position will report to the President/CEO.

### **Essential Functions:**

1. Prepares high-level technical reports and analyzes documents on health-related policies, legislation, regulations, etc. for the development of positions and policy briefing papers on Tribal and rural health topics for distribution to ANHB Member organizations and to be utilized by Tribal, state and federal agencies.
  - Identify and conduct formal analysis of materials pertaining to health care and public health issues that impact Alaska Native people and communities.
  - Facilitates activities related to research, analysis, development, implementation, and evaluation of ANHB legislative strategy.
  - Researches and tracks ongoing legislative, regulatory and policy information.
  - Organizes and prepares resolutions, presentations, outreach and education materials, issue papers and written responses and/or comments to issues of concern to the Alaska Tribal Health System.
  - Coordinates and communicates efforts to develop briefing materials and reports (oral and written) including legislative reports, one-page handouts, and talking points.
  - Drafts and finalizes comments, white papers, and other documents in response to key issues.
2. Provides advice and technical assistance with planning and facilitating work sessions on health issues and priorities.
  - Participates in committees, meetings, conferences and provides technical assistance as assigned.
  - Actively participates in efforts to build, promote, and maintain relationships and partnerships that advance Alaska Native health.
  - Coordinates and assists in preparation of member testimony, legislative visits, and committee/workgroup meetings.
  - Collects information on content and process of legislation and requirements of key programs and major health initiatives of interest to constituency.
  - Drafts written summaries and PowerPoint presentations when appropriate.
3. Supports on-going work efforts and communication with ANHB Management.
  - Supports statewide-wide development of relevant content and supplemental materials by distilling complex health policy topics in plain language.
  - Supports the planning and implementation, with Tribal leadership guidance, of ANHB's state and federal legislative strategy.
  - Supports facilitation and leadership working with ANHB Member organizations in synthesizing a unified Tribal voice for health policy and advocacy.
  - Prepares weekly/monthly/quarterly report of activities for ANHB Members in conjunction with ANHB policy team.
  - Provides information on legislation and policy for the ANHB's website and newsletter.
4. Consistently Exhibits Professional Behavior as a standard of conduct in fulfilling the role of the position.
  - Works collaboratively to create an organization that is proactive, and able to process decisions, authorizations, transactions and services effectively, efficiently and consistently.
  - Assists with special projects as assigned by the President/CEO.
  - Works in a collaborative, cooperative and professional manner with all ANHB staff and Member representatives.



## LEGISLATIVE & POLICY ADVISOR POSITION DESCRIPTION

- Ability to work in a cross-culture environment and understand the social and cultural context of Alaska Native communities.
- Treats Board members/alternates as sovereign dignitaries, with dignity and respect, and is considerate by using their time wisely and communicating effectively.
- Abides by the ANHB policies, procedures and structure.
- Interacts with outside agencies in a business manner.
- Attends meetings, conferences and training to stay abreast of issues and to enhance skills that will improve overall program activities and objectives.
- Maintains confidential information.

### **Qualifications:**

#### Required:

- Relevant work experience working for a Tribe or Tribal organization is highly desirable.
- Demonstrated ability to communicate with broad range of stakeholders.
- Strong organizational and communication skills.
- Ability to work effectively with staff, interns and volunteers in a member-orientated collaborative environment.
- Willingness to learn about and analyze new and/or complex issues.
- Ability to efficiently complete projects independently with minimal supervision.
- Ability to work long hours during legislative sessions and overnight travel as needed.

#### Preferred:

- Degree in public policy, political science, law, business, or health-related field.
- Passion for health policy issues.
- Strong understanding of health care delivery, federal trust relationship with Tribes, as well as legal, policy, and political frameworks impacting Alaska Tribes.
- Existing relationships with Alaska legislators and key stakeholders.
- Knowledge of key state and federal health policy issues.
- Familiarity with federal legislative and budget functions and processes.
- Experience researching, analyzing, and debriefing complex issues.
- Proficiency in research, writing and policy analysis a plus, particularly in the preparation of written analyses of policies, legislation, etc.

### **Compensation:**

Starting salary is commensurate with experience, plus a generous benefit package that includes health insurance, 403(b) retirement plan, vacation days, and other benefits.

### **Application Process:**

Please complete application, send a cover letter and resume detailing qualifications for this position along with three professional references to the following **e-mail address: [jobs@anhb.org](mailto:jobs@anhb.org)**. Interviews will be conducted with qualified candidates. Candidates selected for an interview will be required to submit a writing sample. Position will be open until filled.

*Except as provided by Title 25 CFR, Section 472 which allows for Indian preference in hiring, the ANHB does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, membership or non-membership in an employee organization.*