



Position Announcement: State-Tribal Policy Outreach Coordinator

Organizational, Project, and Position Background

Founded in 2008, the mission of the Montana Budget and Policy Center (MBPC) is to advance responsible tax, budget, and economic policies through credible research and analysis in order to promote opportunity and fairness for all Montanans.

In 2011, MBPC established a special focus on State-Tribal policy to promote sound fiscal and budget policy that can help reverse the history of economic injustice that has led many American Indians to unacceptable levels of poverty, unemployment, and poor health. Our work aims to inform policymakers on how tax and budget choices affect Indian Country, and to increase participation among American Indians in advocacy for sufficient investment in the state budget.

As a part of this effort, MBPC is opening a new position – State-Tribal Policy Outreach Coordinator - to conduct outreach to tribal communities and coordinate efforts on the state fiscal issues and policies that have an impact on Indian Country in Montana.

Duties and Responsibilities

The State-Tribal Policy Outreach Coordinator reports to the State-Tribal Policy Analyst. The duties and responsibilities include, but are not be limited to:

- Work with the State-Tribal Policy Analyst on conducting research and analysis on the state budget, tax, and other policies that affect Indian Country in Montana.
- Support the development of reports and other materials for use by tribal and Indian leaders, policymakers, national partners, advocacy groups, the media, and general public.
- Evaluate and identify best practices for state-tribal advocacy, outreach, and communications.
- Serve as one of MBPC's contacts with Indian Country.
- Strengthen partnerships with leaders from Indian Country, including from urban and reservation communities, and attending relevant tribal-focused meetings and conferences when appropriate.
- Work with the State-Tribal Policy Analyst on coordinating MBPC's state-tribal advisory committee.
- Assist the State-Tribal Policy Analyst with the Indian Caucus during the session including drafting rapid response reports and talking points, drafting testimony, finding and developing stories for testimony, and meeting with members to assist with policy advancement.
- Assist in the planning and execution of events.
- Write blogs regularly to highlight range of issues specific to Indian Country.
- Present to a variety of audiences, including policymakers, advocates, and American Indian leaders.
- Maintain contact with and respond to requests for information from state and national partners.
- Provide assistance to MPBC staff in areas of work related to the state-tribal focus, with particular attention to ensuring appropriateness, accuracy, and completeness.
- Actively work to increase awareness of the impact state fiscal policy has on Indian Country, and when necessary, support activities related to advancing policy including, but not limited to: research and monitoring of policies, community education opportunities, and rallies.
- Synthesize technical information into relatable, simplified materials (*e.g., talking points, action alerts and policy updates*).
- Staying abreast of issues impacting Indian Country and updating partners when appropriate.
- Maintaining calendar of relevant events and outreach opportunities for State-Tribal team in addition to developing and maintaining a contact list for partners.

Required Experience and Education

The right candidate will possess the following skills and qualifications:

- The ability to present ideas clearly and translate complicated topics into non-technical materials that can be understood by broader audiences.
- Exceptional written and verbal communication skills.
- Experience with how public policy topics such as education, health, social services, or other applicable policies impact tribal communities.
- Sense of humor.
- Strong ability to work independently as well as in a collaborative environment.
- Significant knowledge of and experience working with Native people and Native organizations.
- Capacity to build and maintain relationships with various constituents including tribal leaders, advocates, researchers, students, and other partners.
- Ability to prioritize, multi-task, and work at a high capacity in order to meet deadlines.
- Strong abilities in Microsoft Office Suite and Internet research tools.

Position Details

The ideal candidate will work full-time and be based in Helena or Missoula. However, a truly outstanding candidate who is based elsewhere in Montana will be considered.

Montana Budget and Policy Center provides competitive salary and benefit packages within the nonprofit sector, including health, retirement, and leave benefits.

To Apply:

To apply, submit a cover letter and resume by email (preferred) or mail to:

pparish@montanabudget.org

-or-

Montana Budget and Policy Center
15 West 6TH Street. 3E
Helena, MT 59601

The position is open until filled. Initial application review will include all applications received by May 17.

MBPC is an equal opportunity employer and does not discriminate on the basis of race, creed, color, sex, national origin, marital status, sexual orientation, religious or political affiliation, disability, and any other classification considered discriminatory under applicable law.