



# Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT**

**JOB TITLE:** Policy Analyst- Treaty Protection Office

**\*\*Re-Advertise\*\***

**OPEN:** April 30, 2025

**EXEMPT:** Yes

**SALARY:** (11) \$34.94 -\$39.35/hr. DOE

**SHIFT:** Day

**LOCATION:** Tribal Administration

**STATUS:** Regular Full-Time

**CLOSES:** Until Filled

**JOB CODE:**

**DIVISION:** Policy

**DEPARTMENT:** Treaty Protection

**SUPERVISOR:** Director of Treaty Protection

**VACANCIES:** 1

**JOB SUMMARY:** The Lummi Indian Business Council (LIBC) Treaty Policy Analyst works under the direction of the Director of Government Affairs and will provide a diagnosis of this initiative and recommendations on steps the Lummi Nation should take to enhance treaty rights and tribal sovereignty. As the Treaty Protection Policy Analyst, you will have a unique opportunity to preserve treaty rights and support the LIBC by coordinating and writing policy positions, memos & recommendations, and policies & procedures concerning treaty protection. This position will also track all local, state, and federal issues impacting the nation's treaty rights. The main responsibility of this position will be to provide technical support through writing. The Policy Analyst is also responsible for a comprehensive and engaging analysis of past, present, or anticipated initiatives by the United States Government that will directly impact the treaty rights of the Lummi Nation.

## **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

1. Identify and provide to the Chief of Staff and/or Government Affairs Director an analysis of past, present, or anticipated policy initiatives by the United States government, Congress and Courts that have a direct impact on the sovereignty and treaty rights of the Lummi Nation.
2. Manage and contribute to the upkeep of the tribe's policy positions.
3. Identify, analyze, and monitor strategic issues, and pros and cons of prospective interest to the Lummi Nation, from a local to international political considerations.
4. Gather and analyze relevant background information and secure administrative clearances to work with LIBC departments that are confronted with conflicts with state or federal departments or agencies.
5. Conduct primary and secondary research as assigned on Lummi Nation strategic issues, as pertinent to government to government relationships.
6. Participate in Strategic Dialogues on Conflict and Resolution and designing plans of action.
7. Assist with policy staff on testimonies to Congress and state & federal agencies.

8. Review, analyze and report and recommend best practices or policy regarding policies affecting the sanctity, value, beliefs, tradition's, culture, spirituality and way of life of the Lummi Nation.
9. Help guide the process of conflict resolution, negotiation and consensus-building of policy-making process involving internal policies and external policies that affect the Lummi Nation.
10. Analyze different approaches to policy analysis, and the ability to apply them as appropriate and delegated.
11. Review, analyze and report on Memorandum of Agreements, Memorandum of Understanding, Inter-local Agreements and Contracts as necessary or in coordination with Reservation Attorney's Office.

#### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Business Administration, Public Administration, Public Policy, or related field; and
- Two (2) years of experience in analyzing data or policies, policy development; and
- Two (2) years of experience in tribal administration; **OR**
- Master's degree in Business Administration, Public Administration, Public Policy, or related field.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance
- Lummi/Native American/Veteran preference policy applies

#### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of tribal administration, tribal community, and familiarity with the operations of state and federal governments and tribal treaty rights.
- Demonstrated ability to coordinate and manage strategic action teams and to develop, monitor, and implement strategic plans at the local, regional, and national level;
- Demonstrated experience and ability in the management of sensitive information.
- Excellent research, writing and oral communications skills and demonstrated skill in critical thinking and linkage assessment. Must be proficient in punctuation, grammar, and proofreading.
- Ability to work with the elected tribal, state, federal officials.
- Ability to work independently and meet deadlines.
- Must be dependable and reliable.

#### **REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires Criminal Background Check

#### **TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov) For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.