



Intergovernmental Affairs Analyst

Department: Intergovernmental Affairs
Reports To: Intergovernmental Affairs Director
FLSA Status: TBD
Location: Remote, with travel as required

Employment Status: Regular, Full Time
Work Schedule: M-F; 8:00 am to 4:00 pm
Salary Grade: \$66,560-79,040

POSITION SUMMARY

The Intergovernmental Affairs Analyst supports the Tribe's government-to-government relationships, strategic priorities, and advocacy efforts through research, policy analysis, regulatory monitoring, and information management. The Analyst researches federal, state, Tribal, and local issues affecting Tribal interests and prepares clear, well-supported materials to assist Tribal leadership in informed decision-making.

This position plays an important role in preserving institutional knowledge by maintaining systems that track consultations, agency communications, commitments, deadlines, Tribal positions, regulatory processes, and ongoing initiatives. Through research, documentation, and project support, the Analyst helps strengthen the Tribe's ability to protect Tribal sovereignty, advance self-governance, preserve cultural resources, and advocate for community priorities.

This position provides research, analysis, coordination, and administrative support to Tribal leadership and the Intergovernmental Affairs Director. The Analyst may communicate with agencies, consultants, partners, and external organizations within the scope of assigned responsibilities but may not establish official Tribal positions, make commitments on behalf of the Tribe, or waive Tribal rights without authorization.

ESSENTIAL DUTIES

Research and Policy Analysis

1. Conduct research on federal, state, Tribal, and local laws, regulations, policies, and agency actions affecting Tribal interests.
2. Research matters related to Tribal sovereignty, self-governance, consultation requirements, environmental management, cultural resources, land use, and regulatory processes.
3. Analyze complex information and synthesize findings into clear, concise, and actionable recommendations.
4. Evaluate emerging policy issues and identify potential impacts to the Tribe.
5. Prepare research summaries, briefing materials, and background information for leadership review and decision-making.

Government-to-Government and Regulatory Support

1. Monitor agency actions, initiatives, and developments that may affect Tribal interests, including:
 - Permitting activities

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- Environmental review processes
 - Land and resource management decisions
 - Public comment opportunities
 - Consultation activities
 - Legislative and regulatory developments
2. Track deadlines, commitments, action items, and follow-up activities associated with consultations and intergovernmental matters.
 3. Support preparation for consultations, hearings, public meetings, and government-to-government discussions.
 4. Assist with coordinating information requests and gathering materials needed to support Tribal engagement and advocacy efforts.

Writing and Communication

1. Prepare and maintain high-quality written materials, including:
 - Research memoranda and briefing papers
 - Meeting summaries and reports
 - Presentations and informational materials
 - Draft consultation correspondence and public comments
2. Draft portions of letters, position statements, and advocacy materials for leadership review.
3. Translate complex legal, technical, environmental, and policy information into formats accessible to a variety of audiences.

Records, Knowledge Management, and Organizational Support

1. Develop and maintain systems for tracking government-to-government activities, consultations, agency correspondence, Tribal comments and positions, regulatory processes, project milestones, deadlines, and supporting records.
2. Maintain accurate, organized, and secure records in accordance with Tribal policies and record retention practices.
3. Assist in developing and maintaining standard operating procedures, file management systems, and organizational processes that support continuity of operations.
4. Ensure critical institutional knowledge is documented and preserved.

Project Support

1. Support ongoing Intergovernmental Affairs initiatives, projects, and strategic priorities.
2. Coordinate information gathering across Tribal departments, leadership, consultants, agencies, and external partners as assigned.
3. Assist with project planning, implementation, tracking, and reporting.

General Responsibilities

1. Maintain confidentiality and appropriately protect sensitive, confidential, culturally significant, and restricted information.



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2. Demonstrate respect for Tribal sovereignty, government, culture, values, and community protocols.
3. Attend required meetings, training, and professional development activities.
4. Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

KNOWLEDGE, SKILLS, AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required.

Education Required: Bachelor's degree in Public Policy, Political Science, Public Administration, Environmental Studies, Native American/Indigenous Studies, Natural Resources, Law, Communications, History, or a related field; or an equivalent combination of relevant education, training, and experience.

Education Preferred: Master's degree in a related field.

Experience Required: One (1) year of professional experience conducting research or analysis in a governmental, policy, regulatory, legal, environmental, public-interest, academic, or related setting. Demonstrated ability to analyze information from multiple sources and prepare professional written reports, recommendations, or briefing materials.

Experience Preferred: Experience working with Tribal governments, Alaska Native organizations, Indigenous communities, or Native-serving organizations. Knowledge of Tribal sovereignty, self-governance, federal Indian law, and consultation requirements. Familiarity with Alaska government, environmental, natural resource, and regulatory matters. Experience monitoring permitting, environmental review, legislative, or consultation processes. Experience with records management, project tracking, knowledge management systems, GIS, mapping applications, or geographic data products.

A combination of education and experience may be considered as a substitute for a degree requirement.

Certificates & Licenses:

POSITION REQUIREMENTS

- Knowledge of government-to-government relations and Tribal consultation principles.
- Strong analytical, research, critical thinking, and problem-solving skills.
- Excellent written and verbal communication skills, including the ability to summarize and explain complex information clearly.
- Strong organizational and records management skills, with the ability to manage multiple assignments, deadlines, and priorities.
- Ability to work independently with minimal supervision and exercise sound judgment.



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- Ability to maintain confidentiality and appropriately handle sensitive information.
- Ability to build positive working relationships with Tribal leadership, staff, agencies, consultants, and community partners.

COMPUTER KNOWLEDGE AND SKILLS

- Proficiency with Microsoft Office applications, electronic records management systems, and related technology systems.

POSITION EXPECTATIONS

- Ethical - Demonstrate conduct conforming to the highest-level set of values and accepted standards.
- Honest / Acts with Integrity - Be truthful, credible with coworkers, youth, as well as with the public.
- Active Listener - Actively attend to, convey, and understand the comments and questions of others.
- Accountable - Accept responsibility and account for their actions.
- Confidential - Ability to maintain the upmost confidential information.
- Good Communicator – Communicate effectively with others orally and in writing.
- Detail Oriented – Ability to pay attention to the minute details of a given project or task.
- Respect Diversity – Work effectively with people regardless of their age, gender, race, ethnicity, religion, or job.
- Empathetic – Appreciate and be sensitive to the feelings of others.
- Interpersonal – Get along well with a variety of personalities and individuals.
- Organized – Possessing the trait of being organized or following a systematic method of performing a task.
- Reliable – Be dependable and trustworthy.
- Leader – Within the Influence of the position, ensure others perform their jobs effectively and be responsible for making decisions.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this position, employees will be required to:

- Regularly communicate with others,
- Review written and electronic materials, and use computers and standard office equipment.
- May occasionally move records, files, and other materials and may be required to travel as necessary to perform assigned duties.

WORK ENVIRONMENT

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this position, employees may be exposed to the following conditions:

- Work is generally performed in a remote or office setting.
- May require attendance at meetings, consultations, community events, public hearings, agency offices, or other locations associated with Tribal business.
- Travel and occasional work outside regular business hours may be required.

OTHER REQUIREMENTS

- Ability to travel as required.
- Ability to work occasional evening or weekend hours.
- Compliance with Tribal policies and procedures.
- Reliable internet connectivity and a workspace sufficient to perform assigned duties when working remotely.

REASONABLE ACCOMMODATION STATEMENT

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

DISCLAIMER

Chilkat Indian Village (Klukwan) has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and Chilkat Indian Village (Klukwan) reserves the right to change this job description and/or assign tasks for the employee to perform, as deemed appropriate. Your signature below signifies that you understand the duties, expectations, and contents of this job description.

TRIBAL PREFERENCE

In accordance with Chilkat Indian Village (Klukwan) policy and applicable federal law, preference in hiring will be given to qualified members of the Chilkat Indian Village (Klukwan).

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