



NATIVE AMERICAN RIGHTS FUND
250 ARAPAHOE AVENUE, BOULDER, CO 80302

VACANCY ANNOUNCEMENT

TITLE OF POSITION: Tribal Water Fellow
DEPARTMENT: Legal
FLSA STATUS: Exempt
CLOSING DATE: Open until filled. Applicants should apply by
April 30, 2024 for best consideration
LOCATION: Boulder, Colorado; Anchorage, Alaska

SUMMARY: The Native American Rights Fund is a non-profit national Indian law firm representing Indian tribes, organizations, and individuals in Indian law matters of major significance. NARF's main office is in Boulder, Colorado, with additional offices in Washington, D.C. and Anchorage, Alaska.

NARF is hiring up to two (2) fellowship positions and is looking for early-career attorneys, recent law school graduates, or current law clerks, with a strong background in federal Indian law and public service for a two-year fellowship to focus on tribal water rights and water resource issues, starting between late spring and late summer 2024. These fellows will support NARF's Tribal Water Institute (TWI), a new project designed to provide expertise, develop policy and law, and increase capacity, education, and collaboration on tribal water issues.

The position is for two years only and is not a guarantee of full-time NARF employment after the end of the fellowship.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Work with NARF Staff Attorneys, NARF clients, and NARF partner organizations on tribal water issues, including litigation, water settlements and implementation, policy research and development, and collaboration with tribal and non-tribal entities to address opportunities for tribal inclusion on water-related legal decisions and policy issues.
2. Support NARF Staff Attorneys by identifying, researching, and drafting memoranda; represent NARF and NARF clients before various community and stakeholder groups; represent NARF clients before federal and state agencies and in regulatory proceedings; build and help lead coalitions with diverse stakeholders, and; work in partnership with other organizations. The work may include aspects of water rights litigation, including factual and legal research, discovery, motion practice, trials, appeals, amicus briefs, and

other client-driven needs.

3. Other duties as assigned by the supervising attorney.

SUPERVISORY DUTIES: None.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. Ability to fully complete assigned tasks and meet deadlines with minimal supervision.
2. Excellent writing, research, and analytical skills. Critical and creative thinking, and problem-solving skills.
3. Ability to proofread and edit written material for contextual, grammatical, typographical, spelling, or legal citation errors.
4. Ability to accurately maintain records and case files.
5. Understanding of attorney ethics rules and ability to work with and protect confidential information.
6. Strong computer skills, including working knowledge of Microsoft Office (especially Word, Excel, Teams, Outlook, etc.).
7. Ability to organize and prioritize numerous tasks and complete them under time constraints. Work may occasionally require a high level of mental effort and strain when performing a high volume of tasks and other essential duties.
8. Ability to foster, work within, and support a collaborative, team-based environment, including within large and diverse coalitions.
9. Interpersonal skills necessary to communicate and follow instruction effectively from a diverse group of people; ability to provide information and assistance with ordinary courtesy and tact.
10. Occasional travel may be required.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of characteristic duties and responsibilities.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE:

1. J.D. from an ABA-accredited law school.
2. A license to practice law in any state or the ability to sit for the July 2024 or February 2025 bar exam.

3. Experience or committed interest working with American Indian or Alaska Native Tribes.

SALARY & BENEFITS: Salary is \$90,000 annually. Generous benefits package includes vacation leave, health, dental, and vision insurance, and paid time off including sick leave and medical/disability leave. Additionally, there is an employer contribution to employee 401K plan (eligible after one year of service), employer paid group life insurance, accident insurance, and short-term and long-term disability insurance.

APPLICATION PROCEDURE: Submit via email cover letter, complete resume, names and contact information of three professional references, writing sample, and law school transcript no later than 5:00 pm Mountain Daylight Time, on April 30, 2024, by email to:

Sarah Palacios
Director of Human Resources and Office Administration
Native American Rights Fund
Palacios@narf.org

NARF is a non-profit national Indian law firm that provides legal representation to American Indian and Alaska Native Tribes throughout the United States. NARF is an Equal Opportunity Employer. American Indian, Alaska Native, and Native Hawaiian applicants are strongly encouraged to apply.