

POSITION DESCRIPTION

POSITION TITLE: Attorney (Full-time)
LOCATION: Hybrid (Remote/In-person, Navajo Nation)
REPORTS TO: Executive Director
SALARY: \$85,000-90,000 + Benefits



MISSION

Diné C.A.R.E.'s mission is to advocate for our traditional teachings by protecting and providing a voice for all life within and beyond the Four Sacred Mountains. We promote regenerative and sustainable uses of natural resources consistent with the Diné philosophy and way of life.

JOB DESCRIPTION

Attorney will support Diné C.A.R.E.'s mission, strategic goals and environmental justice programs providing legal and policy guidance and recommendations, working directly with the Executive Director and programs team. Attorney will be responsible for overseeing the organization's litigation, appeals, and legal proceedings. Attorney will collaborate with partner organizations and coalitions on behalf of Diné C.A.R.E. Attorney will review, analyze, and draft comments, policies, appeals, and new litigation for the organization's campaigns, and ensure compliance with all non-profit legal requirements. Attorney may provide oral public comments, provide policy analysis, draft written comments for various existing and proposed projects, attend coalition meetings, and serve as a media spokesperson on policy and legal issues.

JOB RESPONSIBILITIES

1. Policy and Campaigns - 45% of time

- Prepare technical comments in the areas of Tribal rights, Diné law and standing regarding important Navajo Nation, state and federal processes
- Supervise contract expert witnesses, attorneys, and legal interns
- Assist with action alerts on Diné C.A.R.E. campaigns and emerging threats/issues
- Engage in localized issues and build capacity across Navajo Nation and the Southwest
- Support ED and program staff in evaluating projects and submitting comments
- Review other Diné C.A.R.E. team members' work to ensure legal accuracy and alignment with future litigation needs
- Attend Navajo Nation Chapter meetings, Council Delegate committee meetings, and other relevant department and agency meetings
- Attend tribal, state, and federal public agency meetings and build effective relationships with key decision-makers and leaders

2. Legal - 35% of time

- Draft, review, and file legal documents
- Represent Diné C.A.R.E. in court and other related legal proceedings
- Communicate with the media on relevant legal issues with the director's prior approval
- Review and interpret Tribal rights laws and policies and other technical documents, including relevant energy and environmental law and policy
- Collaborate with partner organizations and legal teams in administrative, utility, and environmental litigation
- Review and interpret non-profit compliance updates and requirements

- Review contracts on behalf of Diné C.A.R.E.
- Stay updated on legal developments that may affect our work.

3. Organizational and Administrative Responsibilities - 20% of time

- Maintain active Navajo Nation and state license
- Assist admin staff with non-profit legal requirements
- Support ED and Board in assessing and responding to other legal issues - risk assessment, insurance requirements or limitations, referrals to other legal specialists, etc.
- Conduct administrative tasks required to perform work
- Create reports and maintain docket on all organizational legal actions
- Attend and present at key conferences, meetings, and funder meetings
- Research and recommend best organizational practices for the organization
- Engage in ongoing professional development, including CLEs
- Actively participates in all staff meetings, learning sessions, and strategy/evaluation sessions.

4. Fundraising Support

- Participates in grassroots fundraising activities as applicable.

IDEAL CANDIDATE

The ideal candidate will have five years or more of experience with a demonstrated commitment to the highest quality of legal practice, excellent research and writing skills, self-motivated and organized with experience in practicing Federal Indian law and policy, Navajo tribal law, and energy and environmental law. The ideal candidate should also have experience with litigation in state and Federal court, as well as in the courts of the Navajo Nation. The Ideal candidate also should have familiarity with the Navajo Nation legislative and regulatory processes.

COMMITMENT TO SHARED VALUES/CHARACTERISTICS

HONORS CULTURE: Grounded in Diné tradition with our Tádííín. You are knowledgeable of and will honor the Diné way of life and traditional teachings.

COSMOS FOCUSED: Defend all life because all life forms have rights. You acknowledge the Diné teachings of K'é and that we are related to all living lifeforms and seek a balance of Hózhó in all aspects of life. You have the capacity to see the big picture.

PROTECTOR: Works to protect Diné Bikéyah for future generations. You possess an understanding that all current actions impact future generations. You are a highly skilled professional with credibility and have demonstrated a commitment to environmental justice.

TEAM LEADER: Knowledgeable and experienced in taking ownership of challenges and are able to lead a team in a respectful and trusting manner. Excellent relationship-building skills.

COMMUNICATOR: Speak with the understanding that our words carry the power of prayer. You are able to present compelling presentations, delivering the educational information necessary when debating and advocating for Diné Bikéyah. You are able to address community members, tribal officials and other leaders in a respectful manner, always focused on advocating for Diné C.A.R.E 's goals.

SOCIALLY & EMOTIONALLY INTELLIGENT: Reverence for the interconnectedness of all life. You lead and encourage others to focus on strengths to accomplish team goals. K'é relationships are the model of relationship building in such a way as to promote trust and respect with others.

GOAL ORIENTED: Know that the decisions we make today impact future life. Your work activities are focused on identified objectives and goals always working toward completing timelines, specifically those identified in Diné C.A.R.E.'s Strategic Plan.

PROBLEM SOLVER & SOLUTION FOCUSED: You have a strong ability to assess, review and forge pragmatic solutions in environments characterized by ambiguity and complexity – planning, prioritizing, and executing work in a proactive fashion for the benefit of the organization. You also are solution focused when conflict arises.

QUALIFICATIONS

- Juris Doctor (J.D.) degree from an ABA-accredited law school required.
- Active member in good standing with either the AZ State Bar or NM State Bar.
- Navajo Nation Bar Certification or willing to obtain.
- 5 years of experience required.
- Experience working with Tribes, Tribal organizations and people
- Excellent written and oral advocacy skills.
- Knowledge of Federal, environmental, and Navajo Tribal law
- Knowledge of international Indigenous rights law and related agencies
- Experience writing legal and policy related documents
- Experience analyzing scientific and other technical documents
- Must be both self-motivated and a supportive team player
- Experience with public speaking and giving testimony
- High level of attention to detail and ability to manage multiple projects simultaneously
- Preferred experience working in the areas of climate science, renewable energy and/or environmental fields.
- Demonstrated commitment to the principles and priorities of Diné C.A.R.E.
- Must have basic conversational Diné language skills.
- Must possess the cultural competence needed to work with Diné communities and stakeholders. We adhere to the Navajo Nation Preference in Employment Act.
- Must have knowledge of historical root causes of environmental inequities and current Navajo institutions.
- Understanding of governmental processes that exist in Navajo chapters, Navajo Tribal government, county, state and federal levels.
- Must possess the ability to work with diverse partners and stakeholders to build trust and advance aligned goals, opportunities and meet challenges.
- Must meet deadlines and deliver work on a timeline, including monthly reports.
- Accurate and quick to assess problems, strategize solutions and collaborate with team through problem-solving processes.
- Possess conflict resolution skills and is solution focused.
- Demonstrate commitment to social and environmental justice principles and be able to work with diverse constituencies, regardless of race, gender, sexual orientation, national origin or immigration status.
- High level of professionalism and exceptional interpersonal skills.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint).
- Proficiency in web-based collaboration and/or virtual meeting platforms (Zoom, Google Suite, etc.)

TRAVEL

Must have reliable transportation to travel in the Southwestern region. The position requires travel statewide and nationally, as needed.

1. Must possess a valid driver's license and possess current insurance.
2. Must be willing to authorize a background and criminal history check.

TO APPLY

Email your completed application: Diné C.A.R.E Employment Application Form (available on our website), letter of intent, resume and 3 references to [hiring@dine-care.org](mailto: hiring@dine-care.org) by June 26, 2026, 5pm MDT. At least one reference must be from a former supervisor.

Website: www.dine-care.org