

# GREAT LAKES INDIAN FISH & WILDLIFE COMMISSION

P. O. Box 9 • Odanah, WI 54861 • 715/682-6619 • FAX 715/682-9294



## • MEMBER TRIBES •

### MICHIGAN

Bay Mills Community  
Keweenaw Bay Community  
Lac Vieux Desert Band

### WISCONSIN

Bad River Band  
Lac Courte Oreilles Band  
Lac du Flambeau Band

### MINNESOTA

Fond du Lac Band  
Mille Lacs Band

### **POSITION:**

Planning and Development Intern – ANA Projects

### **CONDITIONS OF EMPLOYMENT:**

Dates of internship are June 1 – August 7, 2020 (10 weeks, 400 hours total). Rate of pay is \$10.10 per hour.

### **SUPERVISOR:**

The intern will report to the ANA Projects Coordinator and other assigned Planning and Development staff.

### **DUTIES AND RESPONSIBILITIES:**

Primary duties will be to assist the ANA Projects Coordinator and Planning and Development staff to:

1. Coordinate and conduct food code related trainings under the current “GLIFWC Chippewa Ceded Territory Traditional Food Regulatory System Project”. The intern will be preparing and printing outreach materials, assisting with set up and take down of the training space, and other duties as needed by the Community Dietitian. These trainings will be hosted within GLIFWC tribal communities, which will require frequent travel during the week with project staff in GLIFWC vehicles.
2. Assist the Language/Outreach Specialist with outreach and distribution needs for the current GLIFWC “Maajii-Ojibwemowag (They Begin to Speak Ojibwe)” project. The intern will collate and distribute Waabanong book sets (3 children books featuring simple Ojibwe words for young tribal children) with project partners, i.e. tribal Head Starts. The intern will provide data entry assistance of distribution, data tracking, and project feedback for the ANA Projects Coordinator. The intern will provide troubleshooting and web page testing assistance to the Inter-media Web Designer for the project.

**QUALIFICATIONS:** Candidate will be enrolled in General Education with a college or university, preferably enrolled in a Native American Studies program (major or minor) and/or Ojibwe Language program (major or minor). Preferred experience in working and conversing with tribal elders and members. Preferred technology skillset include: experience with Microsoft applications (PowerPoint, Excel), willing to learn to work with audio and cameras as needed, willing to learn to work with presentation equipment as needed (Zoom, projector, projector screen, etc.). An ideal candidate will be dependable, willing to increase presentation/public speaking skills, and ability to take direction and ask questions when needed. Be in good physical health (able to lift 20 lbs., walk, lift, bend, and drive for extended periods of time). **This internship will involve frequent travel within Minnesota, Wisconsin, and Michigan to**

**GLIFWC tribal communities.** Valid driver's license and ability to be insurable under GLIFWC's motor vehicle policy required. Native American preference will be given for this internship position.

**Send all required paperwork as outlined in the 2020 Summer Internship Openings announcement to:**

Zoongee Mayotte, Planning and Development Administrative Assistant  
Great Lakes Indian Fish and Wildlife Commission  
P.O. Box 9  
Odanah, WI 54861

**OR** email to: [zleith@glifwc.org](mailto:zleith@glifwc.org)

**Subject: 2020 GLIFWC Internship Program Application**

**Closing date for receipt of application:**

**March 25, 2020 by 4:30 PM CST**

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Red Cliff Band  
St. Croix Chippewa  
Sokaogon Chippewa

## 2020 Summer Internship Openings

The Great Lakes Indian Fish and Wildlife Commission (GLIFWC) is pleased to announce available internships for its 2020 GLIFWC Summer Internship Program. Through this internship program, college students will work one-on-one with their GLIFWC mentors in various divisions and learn about necessary coursework, college degrees, and trainings which result in gainful employment in a multitude of careers, including natural resource and stewardship careers with tribes. Also, interns will participate in a multitude of traditional Anishinaabe cultural events and learn about the importance of treaty reserved rights to the Anishinaabe people and their history in preserving these rights.

### Internship Information:

GLIFWC internships will consist of 40 hours per week for 10 weeks (total of 400 hours), scheduled for June 1<sup>st</sup>- August 7<sup>th</sup>, 2020 (unless noted differently on an internship position description). All internships will be hosted at the GLIFWC Main Office, located on the Bad River Reservation, WI. Some internships will require travel within the Minnesota, Wisconsin, and Michigan areas, as well as some overnight travel. See the available internship position descriptions at <http://www.glifwc.org> in the “GLIFWC News & Upcoming Events” box under “Employment”. Note: candidates are able to apply for multiple internships, please ensure that all required paperwork is submitted for **EACH** internship position (i.e. a cover letter for EACH internship position applied for). Applicants who apply for multiple internships may undergo multiple interviews. Finally, the selection process may lead to applicants being offered a different GLIFWC internship.

Selected interns will be paid \$10.10 per hour during their GLIFWC internship. If needed, housing may be available. In previous years, GLIFWC has provided housing in a local college dormitory.

Eligible applicants must meet the following:

- Be an incoming or continuing student that is accepted and/or enrolled full time at a college/university for Fall 2020 semester;
- Possess proficient verbal and written communication skills;
- Have a strong interest in working with Native American tribes;
- Be willing to travel as part of internship, if required.

To apply, applicants must:

- Submit a cover letter that includes email address and telephone number;
  - If applying for more than one GLIFWC internship, the applicant must complete a

separate cover letter for each internship application, noting a specific internship position within the cover letter.

- Submit a resume outlining education, work experience, certifications, community involvement, and other pertinent information;
- Submit the following, dependent on classification:
  - 2020 High School Graduate: provide verification of acceptance at a college/university for Fall 2020 (examples: enrollment verification or Fall 2020 class schedule);
  - **Continuing** College/University Students: provide unofficial transcript(s) verifying Spring 2020 and Fall 2020 enrollment;
  - **Graduating** College/University Students: provide unofficial transcript(s) verifying Spring 2020 enrollment.

**American Indian preference will be applied consistent with GLIFWC policies and Federal Indian Self Determination and Education Assistance Act (PL 93-638)**

Applicants that submit all required above documentation will receive a confirmation email including a link to an online survey with requested additional information (i.e. tribal affiliation, first aid certification, housing needs, internship preferences, etc.), to be completed within 3 days of the confirmation email. A complete application will include: cover letter, resume, transcripts, and completed online survey. Applications without the completed online survey will not be considered for an internship position.

**Send cover letter, resume, and transcripts to:**

Zoongee Leith-Mayotte, Planning and Development Administrative Assistant  
Great Lakes Indian Fish and Wildlife Commission  
P.O. Box 9  
Odanah, WI 54861

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