

GREAT LAKES INDIAN FISH & WILDLIFE COMMISSION

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

www.glifwc.org

• 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
Red Cliff Band
St. Croix Chippewa
Sokaogon Chippewa

MINNESOTA

Fond du Lac Band
Mille Lacs Band



INTERNSHIP ANNOUNCEMENT

POSITION:

Administrative Intern (1-2)

CONDITIONS OF EMPLOYMENT:

Dates of employment: June 2, 2025 to August 8, 2025
(10 weeks, 400 total hours). Rate of pay \$15.00 per hour

SUPERVISION:

Administration Division

DUTIES AND RESPONSIBILITIES:

This position will be primarily based in the GLIFWC office in Odanah, Wisconsin but will include travel for cultural activities and fieldwork. Specifically, the intern will assist the Executive Assistant and others in the Administration Division in the following:

1. Conducting clerical duties including scheduling, correspondence, copying, scanning, and data entry.
2. Assisting in the coordination of the following events: Partner's Fishing Event, Strategic Planning Conference in June, Healing Circle Run/Walk, and the Mikwendaagoziwag memorial ceremony.
3. Participating in cultural workshops such as plant identification and gathering asemaa and sweet grass as part of the preparation for the Healing Circle Run/Walk.
4. Participating in Ojibwemowin language class.
5. Providing assistance when necessary within other parts of the Commission to gain additional hands-on knowledge and field experience.
6. Attending intertribal meetings and other tribal gatherings.
7. Other related duties as assigned including but not limited to scanning historical documents.

The intern will also participate in GLIFWC orientation and training during the first week of the internship. Other activities scattered throughout the internship include attending the Board of Commissioners meeting and preparing a presentation for the Voigt Intertribal Task Force and Board of Commissioners during the Mikwendaagoziwag memorial week.

QUALIFICATIONS:

- Interest in working in an office environment and conducting fieldwork despite adverse conditions.
- Applicants must also have good organizational skills, be dependable, detail-oriented, and able to work independently.
- Must possess a valid driver's license and be insurable under GLIFWC policies.
- Native American Studies or Natural Resources students preferred.
- Native American preference, but all qualified applicants will be considered.

Send all required paperwork as outlined in the 2025 Summer Internship Openings announcement to:

Pauline (PJ) Lemieux, Internship Program Coordinator
Great Lakes Indian Fish and Wildlife Commission
P.O. Box 9
Odanah, WI 54861

OR email to: plemieux@glifwc.org

Subject: 2025 GLIFWC Internship Program Application

Questions regarding the internship announcement or requirements can be directed to Pauline Lemieux via email or phone: (715) 682-6619 ext. 2138

Closing date for receipt of application: January 31, 2025 at 4:30 PM (CST)

What is your major/minor (or intended major/minor for first year college students/high school graduates)?

Please list any organizations you are or have been involved in while in school/college: _____

Are you able to relocate for the summer and travel as needed? YES NO

If not, please explain: _____

Will you need housing for the summer? YES NO

Internships will be located on the Bad River Reservation in Odanah, Wisconsin

What is the earliest date you will be available if chosen for an internship? _____

What is the last day you will be able to work? _____

Are you willing and able to work flexible hours/weekends if needed? YES NO

Do you have a valid drivers license? YES NO

Drivers license number _____ State issued _____

Liability insurance? YES NO Access to a vehicle? YES NO

Have you ever been convicted of a felony? YES NO

If yes, please explain: _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? YES NO

Do you have any physical, mental, or medical impairment or disability that would limit your job performance in the position for which you are applying? YES NO

If yes, please explain: _____

Do you have any allergies that we should be aware of? YES NO

Are these allergies life threatening? YES NO

Do you take medication for the allergies? YES NO

Please list the medication(s) taken (i.e., EpiPen, etc.)

Please list any skills, training, and/or experience that pertain to the internship(s) you are applying for:

Please list your hobbies and/or interests OUTSIDE of school/work: _____

Please list/describe any outdoor activities that you participated in during the last year that relates to hunting, fishing, and/or gathering: _____

Are you certified in CPR/First Aid?

____ YES

____ NO

If yes, please list which program(s) and expiration date: _____

Please describe any training or experience you have in safely operating and/or using equipment including, but not limited to firearms, other weapons, emergency vehicles, ATVs, boats, snowmobiles, GPS, compass, maps, and radios. Please be sure to list any safety certifications that may apply to your training related to this question also (i.e., Hunter Safety, etc.). _____

Please describe your time management skills. Give an example in which you had to manage a number of tasks at one time. _____

Please describe your experience and/or ability to effectively communicate with a diverse group of people. _____

Please describe your participation in any events or activities in your community. _____

Define GLIFWC and its responsibilities with regard to Treaty rights and issues. (Do NOT copy and paste from the GLIFWC website! Write this definition in your own words.) _____

In your own words, what are Ceded Territories? _____

Which Tribes are members of GLIFWC? _____

State any additional information that you feel may be helpful to us in considering your application for the GLIFWC Summer Internship Program or letters of reference from professors/advisors. (Attach additional pages if necessary.) _____

Please list three references that are not related to you that we may contact. One should be your academic advisor, one should be a teacher/professor, and the third a past/current employer or supervisor.

Academic Advisor Name: _____

Phone Number: _____ Email: _____

Teacher/Professor Name: _____

Phone Number: _____ Email: _____

Past Employer/Supervisor Name: _____

Phone Number: _____ Email: _____

- **I certify that the answers given herein are true and complete to the best of my knowledge.**
- **I authorize investigation of all statements contained in this application for employment as may be necessary in an employment decision. I understand that this application is not nor intended to be a contract of employment.**
- **In the event of employment, I understand that false or misleading information given on my application or interview may result in discharge from the internship program. I also understand that I am to abide by the Personnel Policies and Procedures of the Great Lakes Indian Fish and Wildlife Commission.**

Signature

Date

Send ALL required paperwork as outlined in the Summer Internship Announcement with this application to:

Pauline (PJ) Lemieux, Internship Program Coordinator
Great Lakes Indian Fish and Wildlife Commission
P.O. Box 9
Odanah, WI 54861-0009

OR email to: plemieux@glifwc.org
Subject: **2025 GLIFWC Internship Program Application**

Questions regarding the internship announcement or requirements can be directed to Pauline Lemieux via email or phone: (715) 682-6619 ext. 2138

Closing date for receipt of completed application and required materials is:
JANUARY 31, 2025, at 4:30 PM (CST)