

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:

Administrative Intern (1)

CONDITIONS OF EMPLOYMENT:

Dates of employment are June 1, 2020 – August 7, 2020 (10 weeks, 40 hours per week). Rate of pay is 10.10 per hour.

SUPERVISION:

The intern will report to the Records Management Specialist

DUTIES AND RESPONSIBILITIES: This position will perform document scanning efficiently and index accurately for ease of document and information retrieval by others. This position will work with all departments within GLIFWC to review, prepare, scan and index documents into the OnBase content management system. Will be responsible for reviewing, screening and preparing documents for digital scanning according to established procedures. Must provide quality assurance by reviewing documents and indexing values for accuracy, legibility and other key considerations. May also assist in the creation and implementation of new processes, documentation and procedures related to the document imaging system. A small portion of this position will include general office duties, including but not limited to filing, shredding and data entry.

The intern will also participate in GLIFWC orientation and training during the first week of the internship, which will include first aid training. Other activities scattered throughout the internship are the annual healing circle run, canoe building, Sandy Lake memorial ceremony, Board of Commissioners meeting, and preparing a scientific poster to present at the Voigt Intertribal Task Force and Board of Commissioners.

QUALIFICATIONS: Working knowledge of scanning hardware, software applications and the Microsoft Office suite. Proficient computer skills, highly organized, detail orientated and the ability to learn quickly is essential. Must be in good physical condition, possess valid drivers' license, and be insurable under GLIFWC policies. Natural resource students preferred. Native American preference, but all qualified applicants will be considered.

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

Zoongee Leith-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

Subject: 2020 GLIFWC Internship Program Application

Closing date for receipt of application:

March 25, 2020 by 4:30 PM CST

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2020 Summer Internship Openings

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Internship Information:

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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;
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 - 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.

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POSITION:

Climate Change Intern (TEK/Indigenous knowledge) (1)

CONDITIONS OF EMPLOYMENT:

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

SUPERVISION:

The intern will report to Rob Croll, Climate Change Program Coordinator.

DUTIES AND RESPONSIBILITIES: This position will conduct work on three projects within the climate change program and will include a mix of fieldwork, cultural and office activities:

- 1) Traditional Ecological Knowledge (TEK) collection and transcription (70%): The intern will focus on outreach to Ojibwe tribal members, scheduling and carrying out TEK interviews and transcribing and summarizing TEK interviews under the direction of the Climate Change TEK Outreach Specialist. Intern will receive training in culturally appropriate interviewing techniques, collection, preservation, use and protection of TEK/Indigenous knowledge and using Elan transcription software.
- 2) Phenology project (15%): The intern will work with other staff members to visit field sites and collect phenological data for 10 culturally important plant species under the direction of the Climate Change Scientist. This includes field data collection training, map reading, using a GPS device, recording phenological observations using the KoboToolbox app, native plant identification and basic ethnobotany skills, photography, and field equipment inventory, maintenance, and management.
- 3) Seed Bank project (15%): The intern will work with other staff members to scout potential ash and paper birch seed trees, practice seed collection techniques, and assist in seed collection. This fieldwork will involve map reading, basic plant identification, learning about seed phenology, practicing seed collection methods, collecting field data using the KoboToolbox app, and using a GPS device.

The intern will also participate in GLIFWC orientation and training during the first week of the internship, which will include first aid/CPR training. Other activities scattered throughout the internship are the annual healing circle run, canoe building, Sandy Lake memorial ceremony, Board of Commissioners meeting, and preparing a scientific presentation for the Voigt Intertribal Task Force and Board of Commissioners.

QUALIFICATIONS: Interest in Ojibwemowen and TEK/Indigenous knowledge. Interest in plants, the outdoors, and conducting fieldwork despite adverse conditions (heat, insects, mud, etc.). Must be in good physical condition, possess a valid driver's license and be insurable under GLIFWC policies. Good organizational skills, independent, and detail-oriented. Native

American Studies or Natural Resources students preferred. Native American preference, but all qualified applicants will be considered.

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POSITION:

Public Information Office Intern (1)

CONDITIONS OF EMPLOYMENT:

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

SUPERVISION:

Dylan Jennings, Director of Public Information Office (PIO)

DUTIES AND RESPONSIBILITIES: This position will assist PIO with providing accurate, up-to-date information to communities within the Ojibwe Ceded Territory. This will include development of educational resources, including articles for the Mazina'igan newspaper. Intern will assist with writing and editing of Mazina'igan and any other associated Mazina'igan projects. Intern will also assist with Mazina'igan archiving and development of GLIFWC media resources.

Intern will sort, file and scan newspaper clippings. Merge old files from flash drives to Mac OS system. Clear several old Mac OS systems, and merge this data to current systems or add to OnBase (Content Management Software).

Intern will participate in outreach endeavors, including development and execution of youth programming, treaty rights presentations, and harvesting demonstrations. Intern will participate in at least one educational event/conference throughout the summer.

Intern will complete GLIFWC orientation and training during the first week of the internship, which will include first aid training. Other cultural activities scattered throughout the internship may include: the GLIFWC Healing Circle Run, canoe building, summer solstice feast, and Mikwendaagoziwag Sandy Lake Ceremony. Internship will culminate in preparation and presentation of a poster to the Voigt Intertribal Task Force and Board of Commissioners.

QUALIFICATIONS: Ability to effectively communicate with staff and public. Ability to effectively seek out stories and write meaningful articles. Writing experience, photography skills, and public speaking skills preferred. Must be in good physical condition, willing and able to travel, and work some weekends. Valid driver's license and ability to be insurable under GLIFWC's motor vehicle policy required. Native American preference, but all qualified applicants will be considered.

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POSITION:

Climate Change Intern (Phenology) (1)

CONDITIONS OF EMPLOYMENT:

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

SUPERVISION:

The intern will report to Rob Croll, Climate Change Program Coordinator.

DUTIES AND RESPONSIBILITIES: This position will conduct work on three projects within the climate change program and will include a mix of fieldwork, cultural and office activities:

- 1) Phenology project (70%): The intern will work with other staff members to visit field sites and collect phenological data for 10 culturally important plant species under the direction of the Climate Change Scientist. This includes field data collection training, map reading, using a GPS device, recording phenological observations using the KoboToolbox app, native plant identification and basic ethnobotany skills, photography, and field equipment inventory, maintenance, and management.
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QUALIFICATIONS: Interest in plants, the outdoors, and conducting fieldwork despite adverse conditions (heat, insects, mud, etc.). Interest in Ojibwemowen and Traditional Ecological Knowledge. Must be in good physical condition, possess a valid driver's license and be insurable under GLIFWC policies. Good organizational skills, independent, and detail-oriented. Native American Studies or Natural Resources students preferred. Native American preference, but all qualified applicants will be considered.

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POSITION:

Manoomin (wild rice) Internship - 2 positions

CONDITIONS OF EMPLOYMENT:

Employment dates: June 1 – August 21, 2020 (12 wks, 480 hours total). Rate of pay \$10.10 per hour.

SUPERVISION:

Reports to the Manoomin Biologist / Wildlife Biologist

DUTIES AND RESPONSIBILITIES:

Perform following duties in a manner consistent with GLIFWC's policies and procedures:

- Assist in preparing for and conducting field surveys of wild rice waters in northern Wisconsin to estimate acreage, measure bed density, and photograph stands.
- Monitor wild rice restoration locations to document restoration success.
- Assist with entering data into and linking photographs to a PostgreSQL database.
- Perform other duties as assigned.

QUALIFICATIONS:

- Working on undergraduate degree in botany, wetland or wildlife ecology, or related field.
- Demonstrated ability to gather field data; organize and maintain records, data and supplies; and enter data accurately and efficiently.
- Demonstrated ability to work independently as well as cooperatively as a 2-person team.
- Knowledge of or experience with wild rice ecology and stewardship preferred.
- Experience operating a canoe, small boat motor.
- Willing and able to travel overnight several nights per week (overnight travel and lodging covered by Commission per diem rates).
- Must have valid driver's license, be insurable, and in good physical condition.
- Indian Preference will be applied consistent with GLIFWC policies and the federal Indian Self Determination and Education Assistance Act (PL 93-638); but all qualified applicants will be considered.

ADDITIONAL OPPORTUNITIES:

- Gain an understanding of Treaty Rights and Tribal Sovereignty
- Participate in cultural activities (such as Healing Circle, Sandy Lake Memorial Ceremony, others)
- First-Aid certification
- Canoe safety training

NOTE:

This position has been classified as 0% tax exempt for qualified individuals under Internal Revenue Code §7873 - Tax Exemption for Income Derived from Treaty Fishing Rights-Related Activities.

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

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Zoongee Leith-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

Subject: 2020 GLIFWC Internship Program Application

**Closing date for receipt of application:
March 25, 2020 by 4:30 PM CST**

GREAT LAKES INDIAN FISH & WILDLIFE COMMISSION

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



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Mille Lacs Band

POSITION:

Planning and Development Intern – Keepseagle Project Intern

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 Keepseagle Project Coordinator and other assigned Planning and Development staff.

DUTIES AND RESPONSIBILITIES:

Primary duties will be to assist the Keepseagle Project Coordinator and Planning and Development staff to:

1. Assist in the coordination of project outreach and distribution of wild rice harvesting supplies as outlined within GLIFWC's Harvester/Producer Needs Assessment Project. The intern will assist the Keepseagle Project Coordinator with distributing wild rice threshing machines, parching pans, and other harvest supplies to GLIFWC's 11 member tribes. The intern will print and collate all necessary paperwork for this distribution (manuals, operation instructions, etc.), as well as all data entry needs for the documentation of this distribution, as directed by the Keepseagle Project Coordinator. The intern will assist the Keepseagle Project Coordinator during community outreach events, including set up, take down, answering tribal member questions, distributing wild rice harvesting information, etc.

QUALIFICATIONS: Candidate will be enrolled in General Education with a college or university, preferably enrolled in a Native American Studies program (major or minor), business program, and/or natural resource field. Preferred experience and/or knowledge of wild rice harvesting processes. Preferred experience in working and conversing with tribal elders and members. Preferred technology skillset include: experience with Microsoft applications (PowerPoint, Excel). An ideal candidate will be dependable and have 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, preferred experience with hauling trailers. Native American preference will be given for this internship position.

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POSITION:

Inland Fisheries Internship – 2 positions

CONDITIONS OF EMPLOYMENT:

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

SUPERVISION:

The intern will report to the Climate Change Inland Fisheries Biologist and Inland Fisheries Biologist.

DUTIES AND RESPONSIBILITIES:

Successful candidates will be integrated into several fisheries projects occurring in the Ceded Territories in partnership with state, federal, and tribal agencies. Specifically, interns will be assisting with acoustic telemetry and habitat mapping projects on Mille Lacs Lake, a relative abundance survey of juvenile walleye (ogaa) on Mille Lacs Lake, and data collection for a comparative walleye recruitment study on several lakes throughout Wisconsin. Please see tentative schedule below.

Work Plan

June

- Orientation
- Telemetry projects on Mille Lacs Lake. At Mille Lacs Lake, we will recover, download, and deploy acoustic receivers, temperature and light sensors in several habitats and depths in the whole lake. Map aquatic habitats throughout the lake and rivers. Begin to analyze data.
- Outline project for presentation at the end of the internship.

July

- Comparative walleye recruitment study. We will collect abiotic (e.g., temperature) and biotic (e.g., fish community) information on several lakes throughout the Ceded Territories in Wisconsin. This information will help fisheries managers identify variables that might be leading to good and poor recruitment of walleye.
- Develop presentations for Board of Commissioners meeting.
- Sandy Lake Ceremony, Voigt Task Force, Board of Commissioners meetings. Help prepare for and participate in the Sandy Lake Memorial Ceremony. Present poster at the Voigt Task Force and Board of Commissioners meeting.

QUALIFICATIONS:

- An interest in fisheries management and research
- Experience with data collection and entry

- An ability to work long hours in adverse conditions
- Experience with R Statistical Software, excel, and PowerPoint preferred (not required)
- Formal fisheries courses preferred (not required)

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POSITION:

Fisheries Intern- Great Lakes (1)

CONDITIONS OF EMPLOYMENT:

Dates of employment are May 4 to August 7, 2020.
(552 total hours) Rate of pay is \$10.10 per hour.

SUPERVISION:

The person will report to GLIFWC Great Lakes
Section Technician or Biologist.

DUTIES AND RESPONSIBILITIES: Primary duties will be to assist the Great Lakes Section's Technician and Biologist in assessment and monitoring of Great Lakes fishes. Person will be required to perform the following tasks. 1) Use portable assessment traps to capture, mark, and recapture sea lamprey. 2) Use gill nets to assess siscowet lake trout and juvenile lake sturgeon. 3) Use a seine to assess juvenile lake whitefish aggregations. 4) Age scales and otoliths of Lake Superior fishes, examine stomach contents of siscowet lake trout, monitor commercial fishing, sew gill nets, and enter data into software applications (i.e., MS-Excel, MS-Access).

QUALIFICATIONS: Ability to perform field work and record results in an efficient, accurate, and neat manner under the supervision of the Great Lakes Technician or Biologist and to work under occasional adverse environmental conditions. Must be in good physical condition, be willing to travel overnight out of state for up to five consecutive days, possess valid drivers' license, and be insurable under GLIFWC policies. Natural resource students with a fisheries emphasis preferred. Ability to enter data on a computer using software applications preferred. Native American preference, but all qualified applicants will be considered.

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POSITION:

Public Information Office Graphic Design Intern (1)

CONDITIONS OF EMPLOYMENT:

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

SUPERVISION:

Dylan Jennings, Director of Public Information Office (PIO)

DUTIES AND RESPONSIBILITIES: GLIFWC's Public Information Office (PIO) has been designing and distributing print and digital media resources for decades. The Graphic Design Intern will work closely with PIO staff to develop new publications and update old ones. Adobe InDesign, Photoshop and other design tools will be utilized to create unique GLIFWC materials that depict a wide array of important topics related to Ojibwe treaty rights and culture.

Intern will gain valuable experience working with initial design team and even various print companies. Intern will also collaborate with native artists for publication needs and assessment of needs. Intern will research best layout practices and offer input for the internal design and layout processes at GLIFWC. Intern may also spend time working with OnBase (Content Management Software) for proper retention of digital media and PIO records.

Intern will complete GLIFWC orientation and training during the first week of the internship, which will include first aid training. Other cultural activities scattered throughout the internship may include: the GLIFWC Healing Circle Run, canoe building, summer solstice feast, and Mikwendaagoziwag Sandy Lake Ceremony. Internship will culminate in preparation and presentation of a poster to the Voigt Intertribal Task Force and Board of Commissioners.

QUALIFICATIONS: Experience with digital design, layout, photography, and illustration preferred. Must be willing and able to travel. Valid driver's license and ability to be insurable under GLIFWC's motor vehicle policy required. Native American preference, but all qualified applicants will be considered.

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CONDITIONS OF EMPLOYMENT:

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

SUPERVISION:

The person will report to the Treaty Resource Specialist.

DUTIES AND RESPONSIBILITIES: This position will identify and gather Ojibwemowin vocabulary centered on the topic of Nibi (water) for the purposes of the development of an Ojibwe language resources which will be an accompanying appendix for the Nibi Stewardship Plan. The intern will spend their time either accompanying the TEK Outreach Specialist and assistant on interviews; gathering and reviewing a variety of media (recorded or live interviews, written stories, etc.) to gather and compile Ojibwemowin words and phrases pertaining to water and its many forms; develop & maintain database to best capture Ojibwemowin information for reference publication on the topic of nibi; assist in the organization of meetings between advisors/helpers of the project; participate in cultural activities; other duties as assigned.

QUALIFICATIONS: Basic computer skills; basic data recording skills; basic research skills; self-motivated, good listening and organizational skills, independent, detail-oriented; Ojibwemowin skills preferred. Ability to understand, record, transcribe, and organize vocabulary in an efficient, accurate, and neat manner under the Treaty Resource Specialist and to work independently. Natural resource students and/or Native American Studies students with experience or a desire to learn about Nibi and Ojibwemowin, excellent listening and recording skills and database management. Ability to enter data on a computer using software applications preferred. Native American preference, but all qualified applicants will be considered.

Nibi Ojibwemowin Environmental Project Description:

The purpose of this project is the development of an Ojibwe language resource to be an accompanying appendix for GLIFWC's "Nibi Stewardship Plan" which would include a collection of Ojibwe words and phrases that describe the many forms and actions on the subject of water. Recognizing that Ojibwe people's world-view has historically been water-centric, a primary outcome of this resource is to highlight the beauty and appreciation that Ojibwe people have for nibi and all of the life that it provides through the translation and de-construction of the collection of words and phrases collected for this project. The target audience for GLIFWC stewardship plans are for land managers and members of the eleven GLIFWC tribes: Mille Lacs, St. Croix, Fond du Lac, Red Cliff, Bad River, Lac Courte Oreilles, Lac du Flambeau, Mole lake/Sokaogon, Lac Vieux Desert, Keweenaw Bay, and Bay Mills.

This is expected to be a multi-year, multi-seasonal project and collaborative across communities. Language gathered across GLIFWC member communities is preferred. Therefore, it would be in

the best interest of the project to hire interns across communities to work in their own communities gathering knowledge. Additionally, language gathered over multiple years would include those gathered over multiple seasons for example winter is an important time of year for story-telling and ice/snow activities. It is recommended, at a minimum, to contract a language expert/specialist to assist with the translation and de-construction of language and to insure the quality and accuracy of the language. The language expert will be involved in the development of a database for data storage and organization and may likely be the lead author of the book.

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

Subject: 2020 GLIFWC Internship Program Application

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March 25, 2020 by 4:30 PM CST

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Internship Information:

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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;
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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.

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Sokaogon Chippewa

POSITION:

Environmental and Mining Intern (1)

CONDITIONS OF EMPLOYMENT:

Dates of employment are June 1, 2020 – August 7, 2020 (10 weeks, 40 hours per week). Rate of pay \$10.10 per hour.

SUPERVISION:

Will report to the Treaty Resource Specialist.

REQUIREMENTS: Basic computer skills; basic data recording skills; basic research skills; self-motivated, good organizational skills, independent, detail-oriented

DUTIES AND RESPONSIBILITIES: This position will identify, synthesize and make accessible water quality data that has been identified in mineral development project documents in the Ojibwe Ceded Territories. Primary duties will be to assist the Treaty Resource Specialist in organizing environmental impact information contained in mine project documents, to update GLIFWC's metallic mineral development project database, and to assist in the development of a platform for data accessibility. Person will assist in the development of the project database of mine project environmental sampling reported in company documents, state permitting documents, and post-mining reports, and enter data into software applications (i.e., MS-Excel, ArcGIS). A primary focus this year will be to make existing and new compiled data readily accessible to GLIFWC and tribal staff through a computerized interface. Other duties as assigned. This work will aid in establishing baseline and characterizing impacts to Nibi from existing and proposed metallic mineral sites in the ceded territories.

QUALIFICATIONS: Ability to perform office work, internet searches, and record results in an efficient, accurate, and neat manner under the Treaty Resource Specialist and to work independently. Natural resource students with experience or a desire to learn about the protection of Nibi from the perspective of environmental monitoring - this includes but is not limited to aspects of the mine permitting process, knowledge of existing and proposed mines that have potential to impact Tribes in the ceded territories, environmental monitoring, database management, Geographic Information Systems (GIS), webdesign and other platforms for making data accessible. Ability to enter data on a computer using software applications preferred. Native American preference, but all qualified applicants will be considered.

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Eligible applicants must meet the following:

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- Possess proficient verbal and written communication skills;
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- Be willing to travel as part of internship, if required.

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Mille Lacs Band

POSITION:

Enforcement Division Intern

CONDITIONS OF EMPLOYMENT:

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

SUPERVISION:

The intern will report to the GLIFWC's Training Director/ Conservation Warden, Matt Kniskern.

DUTIES AND RESPONSIBILITIES:

This position will focus on the day-to-day duties of a GLIFWC Conservation Warden. These duties may include;

- Daily patrol with current field wardens;
- Organizing and maintaining equipment;
- Participating in and assisting with trainings;
- Assisting in youth events facilitated by the Enforcement Division.

This work will take place throughout the Ceded Territory in Wisconsin, Minnesota, and Michigan. The intern will be expected to work cooperatively with GLIFWC wardens, state agencies, federal agencies and tribal agencies. Field work may be conducted under strenuous conditions; temperatures, precipitation and insects will all be contributing factors. Some equipment will be provided for use during these times, however, interns will be expected to adapt and meet their own needs during these times.

The intern will also participate in mandatory GLIFWC activities. These include but are not limited to;

- Orientation and training;
- First aid training;
- Healing Circle Run;
- Canoe building;
- Sandy Lake memorial ceremony;
- Board of Commissioners meeting and Voigt Intertribal Task Force meetings.

Interns will be expected to be flexible in scheduling, as well as duties.

QUALIFICATIONS:

- Must be enrolled in an accredited college or technical school.
- Ability to perform duties based on the season/activities occurring at the time and to work in occasional adverse environmental conditions (heat, insects, etc.).
- Must be in good physical condition.
- Must possess a valid drivers' license and be insurable under GLIFWC policies.
- Natural resource students preferred but not required
- Indian preference is granted in accordance with P.L. 93-638, but all qualified applicants will be considered.

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Fond du Lac Band
Mille Lacs Band

POSITION:

Division of Intergovernmental Affairs (DIA) Intern

CONDITIONS OF EMPLOYMENT:

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

SUPERVISION:

The intern will report to the Policy Analyst assigned to GLIFWC's ANA SEDS grant, Philomena Kebec.

DUTIES AND RESPONSIBILITIES: Primary duties will be to assist the Division in the implementation of GLIFWC's ANA SEDS grant related to the development of a model food code for treaty harvested foods. Specifically, the intern will assist the Policy Analyst by:

- Attending tribal council meetings where the food code will be discussed, including taking notes,
- Attending other intertribal meetings related to the grant,
- Developing comments as directed on proposed policy changes related to the regulations governing treaty harvested or other foods, and
- Other duties as assigned.

The intern will be based at GLIFWC's office in Odanah, WI. Day trips and occasional overnight travel to member tribes' reservations and other meetings should be expected, with travel expenses reimbursed pursuant to GLIFWC personnel policies.

QUALIFICATIONS: Candidate will be enrolled in General Education with a college or university, preferably having completed his/her sophomore year. Familiarity with basic word processing programs (e.g. Microsoft Office) required. Native American preference, but all qualified applicants will be considered.

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POSITION:

Biological Services Division Intern

CONDITIONS OF EMPLOYMENT:

Dates of employment are: June 1st 2019 to August 7th, 2020 (10 weeks, 400 total hours). Rate of pay is \$10.10 per hour.

SUPERVISION:

The person will report to Jonathan Gilbert and Jenny Krueger- Bear in the Biological Services Division.

DUTIES AND RESPONSIBILITIES:

This internship is designed to give the intern some experience in the wide array on the work being conducted by the Biological Services Division. The intern will be working closely with Jenny Krueger-Bear in the administrative office. The intern will assist in planning for and carrying out duties associated with the Healing Circle Run/Walk along with the Mikwendaagoziwag ceremony, and other outreach activities in addition to the normal day-to-day administrative duties. In order for the intern to have a full appreciation of the wide range of work being conducted in BSD the intern will participate in the other internship activities in the Division including the Division reCharge, the wiigwaas project, forest structure project, manoomin surveys, Great Lakes assessments, and Inland Fisheries assessments. The intern will also participate in various cultural and community events taking place at GLIFWC member communities and may be asked to staff a booth or present at these events. The intern will be expected to write 2 articles for the Mazina'igan as part of this internship.

This internship is located primarily in the main office in Bad River but some travel is required.

QUALIFICATIONS:

Valid driver's license and ability to be insurable under GLIFWC's motor vehicle policy required. Native American preference, but all qualified applicants will be considered.

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Internship Information:

GLIFWC internships will consist of 40 hours per week for 10 weeks (total of 400 hours), scheduled for June 1st- August 7th, 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;
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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

OR email to: zleith@glifwc.org
Subject: 2020 GLIFWC Internship Program Application

**Closing date for receipt of application:
March 25, 2020 by 4:30 PM CST**

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:

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Great Lakes Indian Fish and Wildlife Commission
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Red Cliff Band
St. Croix Chippewa
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2020 Summer Internship Openings

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