

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
Red Cliff Band
St. Croix Chippewa
Sokaogon Chippewa

MINNESOTA

Fond du Lac Band
Mille Lacs Band

JOB ANNOUNCEMENT

JOB TITLE: Communications Specialist

LOCATION: This position is not remote and requires on-site presence at our Odanah, Wisconsin office

CLASSIFICATION: Permanent, Full-Time

SALARY: Starting Salary Range: \$45,869—\$51,789, depending on qualifications
Note: Position has been classified as 50% tax-exempt for qualified tribal members under Internal Revenue Code §7873—Tax Exemption for Income Derived from Treaty Fishing Rights-Related Activities. See GLIFWC website for current benefit information.

POSTING DATE: **September 6, 2023**

CLOSING DATE: **OPEN UNTIL FILLED**

DUTIES AND RESPONSIBILITIES:

1. Writer and reporter for the quarterly newspaper Mazina'igan. Assist with the writing, editing, videography, and photography relating to the production of GLIFWC publications, social media, videos, posters, and booth displays for PIO and other divisions if needed.
2. Assist the Director of Communications in serving as a liaison between mainstream media reporters and GLIFWC staff and tribal members.
3. Expand and maintain digital photographic files as well as files for negatives, slides and prints, and work with IT Department in developing and maintaining an integrated photo archive system.
4. Assist with the lay-out/design of GLIFWC's newspaper and other PIO publications.
5. Tabling information booths at education conferences, state fairs, and other events.
6. Make presentations on Ojibwe treaty issues when needed.
7. Maintain working relations with counterparts at tribes, state, federal agencies, and non-governmental organizations.
8. Work a flexible schedule involving travel as well as some weekend and evening work.
9. Assist with other duties as may be necessary, such as bulk mail-outs and general maintenance of the PIO office.

The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs or deemed necessary by the supervisor or Division Head.

QUALIFICATIONS:

1. Bachelor's degree in communications, journalism, or public affairs-related field.
2. Photographic experience or training, including knowledge of Photoshop, print and slide scanning and digital camera operations.
3. Ability to report on meetings and events, produce engaging news stories and cutlines for photos.
4. Ability to express perspectives both written and orally.
5. Experience or training in computer layout and design.
6. Computer knowledge and word processing skills.
7. Ability to organize time and work schedule, work with limited supervision.
8. Ability to work both independently and as a team.
9. Possess a valid driver's license.

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

APPLICATION PROCEDURE: Applications can be picked up from GLIFWC's office in Odanah, WI and are also available at www.glifwc.org under employment tab. Applicants must submit a completed GLIFWC primary application for employment, letter of interest, and resume (including 3 references).

Completed applications & materials should be returned (in person, by mail or email) to:

Ashley Poch, Human Resources Director
Great Lakes Indian Fish & Wildlife Commission
P.O. Box 9, 72682 Maple Street Odanah, WI 54861
hr@glifwc.org