

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



2021 Summer Internship Openings

The Great Lakes Indian Fish and Wildlife Commission (GLIFWC) is pleased to announce available internships for its 2021 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 7th – August 13th, 2021 (unless noted differently on an internship position description). Selected interns will be paid \$11.10 per hour during their GLIFWC internship. 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.

COVID Precautions: Due to the ongoing COVID pandemic, GLIFWC has determined to adjust the following areas of Internship Program to ensure safety for selected students and GLIFWC staff:

- All offered internships will be conducted remotely when possible;
- In the event an intern needs to conduct essential activities in the GLIFWC office, they will be required to: undergo temperature checks when entering the building, wear a mask, sanitize regularly, and social distance; and
- Required enrollment status has been reduced from **full-time** to **part-time** for the 2021 Internship Program.

Eligible applicants must meet the following:

- Be an incoming or continuing student that is accepted and/or enrolled at a minimum of part-time at a college/university for Fall 2021 semester;
- Possess proficient verbal and written communication skills; and
- Have a strong interest in working with Native American tribes.

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:
 - 2021 High School Graduate: provide verification of acceptance at a college/university for Fall 2021 (examples: enrollment verification or Fall 2021 class schedule);
 - **Continuing** College/University Students: provide unofficial transcript(s) verifying Spring 2021 and Fall 2021 enrollment;
 - **Graduating** College/University Students: provide unofficial transcript(s) verifying Spring 2021 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:

LaTisha Coffin, Internship Program Coordinator
Great Lakes Indian Fish and Wildlife Commission
P.O. Box 9
Odanah, WI 54861

OR email to: lcoffin@glifwc.org
Subject: 2021 GLIFWC Internship Program Application

**EXTENDED Closing date for receipt of application:
April 23rd, 2021 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

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



POSITION: Planning and Development Intern

CONDITIONS OF EMPLOYMENT: Dates of employment are: June 7th, 2021 to August 13th, 2021 (10 weeks, 400 total hours). Rate of pay is \$11.10 per hour.

SUPERVISION: Owen Holly Schwartz, Community Dietitian

DUTIES AND RESPONSIBILITIES: Primary duties will be to assist the Community Dietitian and ANA Language Project Staff to:

1. Assist with Food Code Project activities, including: assisting in hosting virtual food safety trainings, distributing training manuals, tracking attendees, etc.;
2. Assist with ANA Language project activities, including: review developed language materials for accuracy, write an update article for the *Mazina'igan*, troubleshoot webpage activities, assist in continued collating/distributing materials; etc.;
3. Assist in archiving Planning and Development documents with Planning and Development Administrative Assistant.

Due to the ongoing COVID pandemic, the majority of this internship will be remote. However, there will be points where in-office tasks will need to be completed. In these instances, the intern will be required to wear a mask, check their temperature before entering the building, sanitize their workspace, and practice social distancing in the office.

QUALIFICATIONS:

- Interest in tribal food systems and food sovereignty;
- Beginner Ojibwe language skills required. Intermediate Ojibwe language skills preferred;
- Demonstrated ability to work independently;
- Experience with Excel and PowerPoint;
- Experience in working with tribal elders and members; and
- 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.

NOTE: This position has been classified as 50% tax exempt for qualified individuals under Internal Revenue Code §7873 - Tax Exemption for Income Derived from Treaty Fishing Rights-Related Activities.

Send all required paperwork as outlined in the 2021 Summer Internship Openings announcement to:

LaTisha Coffin, Internship Program Coordinator
Great Lakes Indian Fish and Wildlife Commission
P.O. Box 9
Odanah, WI 54861

OR email to: lcoffin@glifwc.org

Subject: 2021 GLIFWC Internship Program Application

EXTENDED Closing date for receipt of application:
April 23rd, 2021 by 4:30 PM CST