

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



JOB ANNOUNCEMENT

TITLE: Traditional Food Grant Project Manager/Grant Writer II

LOCATION: Great Lakes Indian Fish and Wildlife Commission
Odanah, Wisconsin

CLOSING DATE: December 15, 2021

CLASSIFICATION: Permanent, Full-Time

SALARY: Starting Salary Range: \$42,355-\$50,299 (Dependent on qualifications and experience). 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. GLIFWC’s benefit package includes: 1) Federal Health Insurance (i.e., employer pays 87.5% of annual insurance premium); 2) vision and dental insurance; 3) retirement plan (i.e., employer provides a 6% contribution); 4) cafeteria plan; 5) disability insurance; 6) life insurance; 7) 14.5 paid holidays annually; 8) 12 paid vacation days annually; 9) 1 paid personal day annually; and 9) 12 paid medical leave days annually.

DUTIES AND RESPONSIBILITIES

The Traditional Food Grant Project Manager/Grant Writer II is responsible for promoting the use of traditional foods to develop and sustain community food systems. The position will provide technical assistance to GLIFWC member tribes in: 1) establishing traditional food marketing, regulatory and processing capacity; 2) increasing administrative capacity and support the effective implementation of the Off-Reservation Model Food Code; 3) integrating traditionally harvested Ojibwe foods into federally funded food distribution programs, community feeding programs (i.e., elderly feeding, youth summer feeding, Head Start, etc.); 4) coordinate and provide instruction for Association of Food and Drug Officials (AFDO) certified HACCP Seafood Safety instruction for member tribes in partnership with Michigan State University Sea Grant; and 5) monitor scientific literature, nutritional analysis, and food safety information related to fish, game and plants harvested by tribal members under reserved off-reservation treaty rights. The position will also be required to prepare and submit grant applications to support the utilization of treaty-harvested foods in community food systems including, USDA, Administration for Native American SEDS grants, First Nations Development Institute, Native American Agriculture Fast Track Fund (Keepseagle), and private foundations. The position will perform the duties listed above in a manner consistent with the Commission policies and procedures and report to Director of Planning and Development.

QUALIFICATIONS

Applicants: Preferred - MS in Food Science, Food Science and Technology, or related field.
Minimum Requirement – Bachelor's degree in Food Science, Food Science and Technology, Community Development with coursework in Sustainable Food Systems or Business Administration with coursework in Sustainable Food Systems.

In addition, applicants are required to demonstrate:

- Knowledge and practical experience in food safety, food preparation and food preservation.
- Strong skills in written and oral communication and an ability to organize and conduct community food safety workshops.
- Knowledge of FDA Seafood HACCP principles and applications.
- Possess a valid driver license and willingness to travel in throughout the Minnesota, Wisconsin, and Michigan area.
- Ability to prepare grant applications for federal, state, and private foundation funding.
- Ability to manage and implement federal, state, and private foundation grants.
- Demonstrate technologically proficient with computer skills including MS Office Suite (i.e., Word, Excel, Outlook) and Adobe Pro.

Coursework preferred: biochemistry, nutrition and food analysis, food laws and regulations, microbiology, food chemistry, principles of food preservation, principles of food engineering and manufacturing, sensory evaluation, quality management in food processing, food marketing and management, and food product development.

Knowledge and experience preferred: Processing and preserving traditional foods including including maple sugar harvests (i.e., maple syrup and maple sugar), fish (i.e., fresh fillets, frozen vacuum packaged filets, smoked fish, and pickled fish), game (i.e., game birds, rabbits, waterfowl, big game), wild rice, wild harvested plants and berries.

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

APPLICATION PROCEDURE

Applicants must submit a completed GLIFWC primary application for employment (available at www.glifwc.org), cover letter, resume, 750+ word writing sample and three professional references to: Jim Thannum, Director of Planning and Development, Great Lakes Indian Fish & Wildlife Commission, P.O. Box 9, Odanah, WI 54861; OR email to: jthannum@glifwc.org with subject line: Job Application - Traditional Food Grant Project Manager/Grant Writer II.