JOB ANNOUNCEMENT

TITLE: Outreach Specialist

DEPARTMENT: Public Information

CLOSING DATE: September 3, 2021

CLASSIFICATION: Permanent, Full-Time

SALARY: Starting Salary Range: $39,707—$48,975 (Dependent 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. Benefits include medical, vision and dental insurance; retirement plan (6% contribution); cafeteria plan; disability insurance; and life insurance.

Performs the duties listed below in a manner consistent with Commission policies and procedures.

DUTIES AND RESPONSIBILITIES

1) This position will be the primary contact for speaking engagements to tribal communities, including tribal youth, schools, and the general public.
2) Provide outreach through PIO informational booths and speaking engagements.
3) Develop on-line resources for teachers.
4) Develop educational displays regarding treaty activities or issues.
5) Produce articles/photos for Mazina’iigan.
6) Assist with producing/updating GLIFWC publications.
7) Develop Social Media posts.
8) Assist with designing GLIFWC materials including posters, flyers, etc.
9) Assist with layout and design of GLIFWC materials using appropriate software.
10) Assist with mailing out information requests, bulk mailings and Mazina’iigan distribution.
11) Other duties as assigned.
Qualifications:

1) Bachelor’s degree in communications/Native American Studies or related fields preferred.
2) Demonstrate strong written and oral communications skills.
3) Experience in working with tribal communities.
4) Valid Driver’s license/insurance and vehicle required. Must be insurable under GLIFWC’s policy.
5) Ability to maintain a flexible schedule—some weekends, evenings, and holidays are required.
6) Ability to lift and carry 50 lbs.

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

APPLICATION PROCEDURE:
Submit a completed GLIFWC application for employment (available at www.glifwc.org), letter of interest, resume, and three professional references to: Lynn Plucinski, GLIFWC, P.O. Box 9, Odanah, WI 54861; OR email to: pio@glifwc.org with subject: Outreach Specialist.