

# GREAT LAKES INDIAN FISH & WILDLIFE COMMISSION

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

[www.glifwc.org](http://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:** Tribal Climate Adaptation Menu Coordinator  
**Division:** Intergovernmental Affairs  
**Closing date:** January 31, 2022  
**Classification:** 3 year, full time (Renewable dependent on funding)  
**Location:** Great Lakes Indian Fish & Wildlife Commission, Odanah, WI  
**Salary:** Salary range: \$39,707-\$43,679 depending on qualifications.  
Note: position has been classified as 25% tax exempt for qualified Tribal Members under Internal Revenue Code §7873—Tax Exemption for Income Derived from Treaty Fishing Rights-Related Activities.  
Benefits include health insurance, retirement plan, cafeteria plan, disability insurance, and life insurance

### **Duties and responsibilities**

As part of a multi-organizational team, GLIFWC has led the creation and application of a new tool to assist tribes and tribal partners in conducting climate adaptation planning, the [Tribal Climate Adaptation Menu](#) (TAM). There is growing demand from tribes and tribal organizations for assistance using the TAM, from within the Ojibwe Ceded Territories and beyond. Under the supervision of the Climate Change Program Coordinator the Tribal Climate Adaptation Menu (TAM) Coordinator will perform the following duties in a manner consistent with Commission policies and procedures:

1. Coordinate scheduling, planning, and logistics for TAM workshops; purchase supplies; work with vendors, facility staff, and tribal staff; process bills and travel reimbursement requests and generate electronic requisitions.
2. Provide outreach to interested tribes and partner agencies to schedule TAM workshops, identify target audiences, and recruit project teams.
3. Facilitate TAM workshops alongside TAM author team members.
4. Participate in Train-the Trainer activities, facilitator capacity building, and outreach to potential facilitators.
5. Coordinate and lead regular virtual meetings for the TAM Community of Practice (TAM cohort), invite guest speakers, maintain a cohort database, and provide regular email outreach to the cohort.

6. Participate in informational presentations (virtual and in-person) to tribal and non-tribal audiences to promote the TAM; attend professional conferences and symposia; participate in media interviews.
7. Work with TAM author team members and partners, including the Northern Institute of Applied Climate Science (NIACS), to integrate indigenous perspectives into climate adaptation research.
8. Attend GLIFWC Board of Commissioner and Voigt Intertribal Task Force meetings.
9. Other duties as assigned.

### **Qualifications**

1. Bachelor's degree in Native American Studies, Natural Resources, or related field required. Master's degree preferred. Demonstrated indigenous cultural and traditional knowledge may be substituted at the discretion of the Commission.
2. Demonstrated oral and written ability to communicate scientific and technical material to diverse audiences required.
3. Experience coordinating and facilitating in-person and virtual meetings preferred.
4. Experience working with indigenous communities required, including an understanding of the relationships between native people and their environment.
5. Computer skills and experience working with email, spreadsheet, and word processing software. Demonstrated skill in virtual meeting and online file-sharing applications.
6. Willing and able to travel.
7. Demonstrated ability to work both independently and in close cooperation with others and with a variety of professional and non-professional individuals.
8. GLIFWC currently has a COVID-19 vaccine requirement. Proof of vaccination or application for exemption and weekly testing required prior to start of work.
9. Must possess a valid driver's license and be insurable.

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](http://www.glifwc.org)), letter of interest, resume, and three professional references to:

Robert Croll, Climate Change Program Coordinator  
Great Lakes Indian Fish and Wildlife Commission  
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Odanah, WI 54861  
715-682-6619  
rcroll@glifwc.org