

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



INTERNSHIP ANNOUNCEMENT

POSITION:

Wild Rice Intern (1-2)

CONDITIONS OF EMPLOYMENT:

*June 9, 2025 – August 15, 2025

(10 weeks/400 hours total) Rate of pay: \$15.00 per hour

*Dates may change depending on availability of intern and supervisor

SUPERVISION:

Kathleen Smith, Ganawandang Manoomin and/or
Brandon Byrne, Wetland Ecologist

DUTIES AND RESPONSIBILITIES:

This position will primarily assist Ganawandang Manoomin and Wetland Ecologist with the Ceded Territory Manoomin Stewardship Program. May assist with other Biological Services Division programs as needed. Perform the following duties in a manner consistent with GLIFWC's policies and procedures:

1. Coordinate with staff, attend pertinent workshops, meetings, and cultural events.
2. Assist with providing and sharing information about manoomin (wild rice) at community outreach events.
3. Learn about ceded territory tribes manoomin history, treaty rights, tribal sovereignty, and food sovereignty.
4. Complete training required to observe, collect, and record data.
5. Wetland plant identification and basic ethnobotany skills.
6. Assist with field data collection of manoomin monitoring in northern Wisconsin.
7. Navigate and safely use a canoe and boat motor.
8. Responsible for field equipment and vehicle care.
9. Perform other duties as assigned.

QUALIFICATIONS:

- Coursework, and/or experience in natural resources, environmental science, botany, wetland ecology or related field.
- Must be working on undergraduate degree in natural resources, environmental science, botany, wetland ecology or related field preferred.
- Experience with electronic data collection, organization, and management.
- Knowledge of plant identification and wild rice ecology preferred.
- Experience with map reading, GIS and/or GPS preferred.

- Ability to work long hours, conduct fieldwork in variable terrain and adverse conditions (heat/cold, wet/humid, dry/arid, insects).
- Ability to lift and carry up to 50 pounds of heavy equipment and in good physical condition.
- Willing and able to travel overnight several nights per week (overnight travel, lodging and per diem rates apply).
- Ability to work independently and cooperatively in a team.
- Ability to interact with colleagues, supervisors, and public in a professional manner.
- Must have excellent written and verbal communication skills.
- Must be familiar with computer software (i.e., Microsoft Word, Excel).
- Must possess a valid unrestricted driver's license, have a good driving record 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); but all qualified applicants will be considered.

ADDITIONAL OPPORTUNITIES:

- Participate in cultural activities (language, Healing Circle, Sandy Lake Memorial Ceremony, others).
- First-Aid certification.
- Canoe safety training.

Send all required paperwork as outlined in the 2025 Summer Internship Openings announcement to:

Pauline (PJ) Lemieux, Internship Program Coordinator
Great Lakes Indian Fish and Wildlife Commission
P.O. Box 9
Odanah, WI 54861

OR email to: plemieux@glifwc.org
Subject: 2025 GLIFWC Internship Program Application

Questions regarding the internship announcement or requirements can be directed to Pauline Lemieux via email or phone: (715) 682-6619 ext. 2138

Closing date for receipt of application: January 31, 2025 at 4:30 PM (CST)

What is your major/minor (or intended major/minor for first year college students/high school graduates)?

Please list any organizations you are or have been involved in while in school/college: _____

Are you able to relocate for the summer and travel as needed? YES NO

If not, please explain: _____

Will you need housing for the summer? YES NO

Internships will be located on the Bad River Reservation in Odanah, Wisconsin

What is the earliest date you will be available if chosen for an internship? _____

What is the last day you will be able to work? _____

Are you willing and able to work flexible hours/weekends if needed? YES NO

Do you have a valid drivers license? YES NO

Drivers license number _____ State issued _____

Liability insurance? YES NO Access to a vehicle? YES NO

Have you ever been convicted of a felony? YES NO

If yes, please explain: _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? YES NO

Do you have any physical, mental, or medical impairment or disability that would limit your job performance in the position for which you are applying? YES NO

If yes, please explain: _____

Do you have any allergies that we should be aware of? YES NO

Are these allergies life threatening? YES NO

Do you take medication for the allergies? YES NO

Please list the medication(s) taken (i.e., EpiPen, etc.)

Please list any skills, training, and/or experience that pertain to the internship(s) you are applying for:

Please list your hobbies and/or interests OUTSIDE of school/work: _____

Please list/describe any outdoor activities that you participated in during the last year that relates to hunting, fishing, and/or gathering: _____

Are you certified in CPR/First Aid?

____ YES

____ NO

If yes, please list which program(s) and expiration date: _____

Please describe any training or experience you have in safely operating and/or using equipment including, but not limited to firearms, other weapons, emergency vehicles, ATVs, boats, snowmobiles, GPS, compass, maps, and radios. Please be sure to list any safety certifications that may apply to your training related to this question also (i.e., Hunter Safety, etc.). _____

Please describe your time management skills. Give an example in which you had to manage a number of tasks at one time. _____

Please describe your experience and/or ability to effectively communicate with a diverse group of people. _____

Please describe your participation in any events or activities in your community. _____

Define GLIFWC and its responsibilities with regard to Treaty rights and issues. (Do NOT copy and paste from the GLIFWC website! Write this definition in your own words.) _____

In your own words, what are Ceded Territories? _____

Which Tribes are members of GLIFWC? _____

State any additional information that you feel may be helpful to us in considering your application for the GLIFWC Summer Internship Program or letters of reference from professors/advisors. (Attach additional pages if necessary.) _____

Please list three references that are not related to you that we may contact. One should be your academic advisor, one should be a teacher/professor, and the third a past/current employer or supervisor.

Academic Advisor Name: _____

Phone Number: _____ Email: _____

Teacher/Professor Name: _____

Phone Number: _____ Email: _____

Past Employer/Supervisor Name: _____

Phone Number: _____ Email: _____

- **I certify that the answers given herein are true and complete to the best of my knowledge.**
- **I authorize investigation of all statements contained in this application for employment as may be necessary in an employment decision. I understand that this application is not nor intended to be a contract of employment.**
- **In the event of employment, I understand that false or misleading information given on my application or interview may result in discharge from the internship program. I also understand that I am to abide by the Personnel Policies and Procedures of the Great Lakes Indian Fish and Wildlife Commission.**

Signature

Date

Send ALL required paperwork as outlined in the Summer Internship Announcement with this application to:

Pauline (PJ) Lemieux, Internship Program Coordinator
Great Lakes Indian Fish and Wildlife Commission
P.O. Box 9
Odanah, WI 54861-0009

OR email to: plemieux@glifwc.org
Subject: **2025 GLIFWC Internship Program Application**

Questions regarding the internship announcement or requirements can be directed to Pauline Lemieux via email or phone: (715) 682-6619 ext. 2138

Closing date for receipt of completed application and required materials is:
JANUARY 31, 2025, at 4:30 PM (CST)