

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: Enforcement Division – Law Enforcement/Administrative Intern (1)

CONDITIONS OF EMPLOYMENT: Dates of employment are June 5, 2023, to August 18, 2023 (10 weeks/400 hours total) Rate of pay: \$15.00 per hour

SUPERVISION: Jill Miller, Administrative Assistant – Enforcement Division

DUTIES AND RESPONSIBILITIES:

This position will focus on the day-to-day duties of a GLIFWC Conservation warden. These duties may include:

- 1) Patrol with current field wardens.
- 2) Organizing and maintaining equipment.
- 3) Scheduling, participating, and documenting Division trainings.
- 4) Assisting in community outreach events facilitated by the Enforcement Division.
- 5) Updating Warden inventory.
- 6) Assisting with grant management.
- 7) Camp Counselor at Camp Onji-Akiing.
- 8) Daily records management review & monthly administrative report.
- 9) Participate in mandatory GLIFWC activities that include orientation and training, first aid training, and other traditional/educational activities.
- 10) Must be flexible with scheduling and other duties assigned.

This work will take place throughout the Ceded Territory in Wisconsin, Minnesota, and Michigan. The intern will be expected to work cooperatively with GLIFWC wardens, state agencies, federal agencies, and tribal agencies. Field work may be conducted under strenuous conditions (temperatures, weather conditions, time of day, insects, etc.). Must be available to work evening, night, and weekend hours. Some clothing and equipment will be provided for use during these times.

QUALIFICATIONS:

- Must be enrolled in an accredited college or technical school.
- Ability to perform duties based on the season/activities occurring at the time and to work in occasional adverse environmental conditions (heat, insects, etc.).
- Must have experience using Microsoft Office 365 suite.
- Must be in good physical condition.
- Must possess valid drivers' license and be insurable under GLIFWC policies.
- Must be able to pass a background investigation.
- Natural resource students preferred but not required.
- Native American preference, but all qualified applicants will be considered.
- Must be fully vaccinated, including booster, against Covid-19 and provide proof of vaccinations.

Send all required paperwork and proof of Covid-19 vaccination status as outlined in the 2023 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: 2023 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 13, 2023 at 4:30 PM (CST)