POSITION: ANA Language Project Assistant

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

CLASSIFICATION: Limited Term Employment – LTE 8/7/2023 to 9/5/2023

WAGE: $15.00 - $20.00 per hour, depending on qualifications/experience

SUPERVISOR: ANA Grants Project Director

POSTING DATE: July 13, 2023

CLOSING DATE: July 26, 2023

DUTIES AND RESPONSIBILITIES:

Primary duties will be to assist the ANA Language Project Director in implementing program objectives to develop and distribute Ojibwe language materials for early childhood and Head Start programs operated by GLIFWC member tribes. Person will be required to perform the following tasks:

1) Review language grant, printed materials, and website.
2) Assist in developing supplemental documents (cultural/harvesting practices, story vocabulary, classroom activities, etc.).
3) Count and collate book sets, supplemental documents, and coloring books.
4) Contact project partners regarding delivery of language materials.
5) Package and deliver collated sets to project partners.

QUALIFICATIONS:

- Bachelor’s degree in Native American Studies or related field.
- Knowledge of Ojibwe language preferred.
- Must demonstrate excellent verbal and written communication skills.
- Ability to perform assigned tasks in an efficient, accurate, and professional manner under supervision.
- Must possess valid drivers’ license and be insurable under GLIFWC policies.
- Ability to use computer software applications preferred.
- Native American preference, but all qualified applicants will be considered.
Indian preference will be applied consistent with GLIFWC policies and the federal Indian Self Determination and Education Assistance Act (PL 93-638).

**APPLICATION PROCEDURE**

Applications can be picked up from GLIFWC's office in Odanah, WI and are also available at [www.glifwc.org](http://www.glifwc.org) under employment tab.

Applicants must submit a completed GLIFWC application for employment, cover letter and resume by email or mail to:

**Human Resources Department**
Great Lakes Indian Fish and Wildlife Commission
P.O. Box 9 Odanah, Wisconsin 54861
[hr@glifwc.org](mailto:hr@glifwc.org)