

GREAT LAKES INDIAN FISH & WILDLIFE COMMISSION

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



• 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: Communications Specialist

DEPARTMENT: Public Information Office (PIO)

DUTY STATION: Odanah, Wisconsin

CLOSING DATE: October 24, 2022

CLASSIFICATION: Permanent, Full-Time

SALARY: Starting Salary Range: \$41,565—\$48,495 (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% employer 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. Assist with the writing, editing, videography, and photography relating to the production of GLIFWC publications, social media, videos, posters, and booth displays for PIO and other divisions if needed.
2. Assist the Director of Communications in serving as a liaison between mainstream media reporters and GLIFWC staff and tribal members.
3. Expand and maintain digital photographic files as well as files for negatives, slides and prints, and work with the Network Manager in developing and maintaining a photo file on the GLIFWC staff web site.
4. Assist with the lay-out/design of GLIFWC's newspaper and other PIO publications.
5. Tabling information booths at education conferences, state fairs, environmental conferences, etc.
6. Make presentations on Ojibwe treaty issues when needed.
7. Scan prints and slide images and be familiar with Photoshop.
8. Assist PIO staff with special projects such as books and oral history projects.
9. Maintain working relations with counterparts at tribes, state, federal agencies, and non-governmental organizations.
10. Work a flexible schedule involving travel as well as some weekend and evening work.

11. Complete required reports and forms in a timely fashion.
12. Assist with other duties as may be necessary, such as bulk mail-outs and general maintenance of the PIO office.

Qualifications:

1. Bachelor's degree in communications, journalism, or public affairs-related field.
2. Photographic experience or training, including knowledge of Photoshop, print and slide scanning and digital camera operations.
3. Ability to report on meetings and events, produce engaging news stories and cutlines for photos.
4. Ability to express perspectives both written and orally.
5. Experience or training in computer layout and design.
6. Computer knowledge and word processing skills.
7. Ability to organize time and work schedule, work with limited supervision.
8. Ability to work both independently and as a team.
9. Possess a valid driver's license.

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

GLIFWC requires employees be vaccinated against COVID-19.

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: Communications Specialist.