

# 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:** Internship Coordinator/Administrative Assistant

**LOCATION:** Great Lakes Indian Fish and Wildlife Commission (GLIFWC)  
Odanah, Wisconsin

**CLOSING DATE:** December 20, 2021

**CLASSIFICATION:** Permanent, Full-Time

**SALARY:** Starting Salary Range: \$34,735-\$38,714 (Dependent on qualifications and experience). 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. GLIFWC's benefit package includes: 1) Federal Health Insurance (i.e., employer pays 87.5% of annual insurance premium); 2) vision and dental insurance; 3) retirement plan (i.e., employer provides a 6% contribution); 4) cafeteria plan; 5) disability insurance; 6) life insurance; 7) 14.5 paid holidays annually; 8) 12 paid vacation days annually; 9) 1 paid personal day annually; and 9) 12 paid medical leave days annually.

## DUTIES AND RESPONSIBILITIES

The Internship Coordinator/Administrative Assistant is responsible for administering the Commission's 10-week summer college internship program and providing clerical support to the Planning and Development Office.

The position is allocated 36% time for administration of GLIFWC's college internship program, under a standard operating procedure which entails: 1) liaison with member tribes, tribal community colleges and local universities to effectively recruit summer interns; 2) managing an application system and recruit student interns; 3) working with staff to coordinate interviews; 4) conducting orientation after the Executive Administrator makes final hiring selections; 5) assisting staff in preparing performance evaluations; and 6) coordinating cultural activities.

The position is allocated 30% time to provide clerical support to GLIFWC's Administration for Native Americans (ANA) programs including: 1) timely preparation and submission of ANA In-Kind forms; 2) preparing stipend forms; 3) compiling information for ANA Data Reports and Objective Program Reports; 4) proof-reading draft ANA reports and documents; and 5) assisting staff in completing grant tasks as directed.

The position is allocated 34% time to provide clerical support to the Planning and Development Office including: 1) compliance with GLIFWC's property management system (i.e., preparation and submission of property inventory, disposition and transfer forms); 2) utilizing MIP fund accounting software to prepare purchase order requisitions; 3) purchasing equipment and supply items as directed; 4) ensuring vehicles are properly registered and provided with insurance cards; 5) making travel arrangements as directed; and 6) preparing standard grant forms as directed by Planning and Development staff and submitting grant applications on Grants.gov.

## **QUALIFICATIONS**

Minimum Requirement – High School Diploma and a Technical Certificate in Tribal Management, Business Administration, Office Support Specialist, Secretarial Science or related field.

Preferred Qualifications – Associate or Bachelor's Degree in Tribal Management, Business Administration or Secretarial Science related field.

In addition, applicants are required to demonstrate:

- Strong skills in written and oral communication and an ability to organize and conduct community workshops.
- Knowledge of college recruitment and placement services.
- Possess a valid driver license and willingness to travel in throughout the Minnesota, Wisconsin, and Michigan area.
- Ability to prepare grant application forms as directed for federal, state, and private foundation funding.
- Demonstrate technologically proficient with computers including MS Office Suite (i.e., Word, Excel, Outlook) and Adobe Pro.

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

## **APPLICATION PROCEDURE**

Applicants must submit a completed GLIFWC primary application for employment (available at [www.glifwc.org](http://www.glifwc.org)), cover letter, resume, 750+ word writing sample and three professional references to: Jim Thannum, Director of Planning and Development, Great Lakes Indian Fish & Wildlife Commission, P.O. Box 9, Odanah, WI 54861; OR email to: [jthannum@glifwc.org](mailto:jthannum@glifwc.org) with subject line: Job Application - Internship Coordinator/Administrative Assistant.