

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:

Web development/Information Technology (IT) Intern (1)

CONDITIONS OF EMPLOYMENT:

Dates of employment are June 3, 2024 to August 9, 2024 (10 weeks, 40 hours per week). Rate of pay is \$15 per hour.

SUPERVISION:

IT Director

DUTIES AND RESPONSIBILITIES:

1. Assist project staff in website development on a Drupal content management system.
2. Work with website team to assist with building a new GLIFWC website and work with other staff to develop and load content for the website.
3. Duties will include preparing and uploading website content, testing, debugging, and improving the website.
4. Attending weekly website team meetings, assisting with organizing image libraries, and meeting with staff to create website content.
5. Additional duties could include shadowing and assisting IT support staff, organizing the local network drive, preparing, scanning and indexing prior GLIFWC meeting documents into OneMeeting content management system following established procedures.
6. Must provide quality assurance by reviewing documents and indexing values for accuracy, legibility and other key considerations.
7. A small portion of this position will include general office duties, including but not limited to filing, shredding and data entry.

Interns will complete GLIFWC orientation and training during the first week of the internship. Other cultural activities scattered throughout the internship includes: the GLIFWC Healing Circle Run, Mikwendaagoziwag Sandy Lake Ceremony, or other virtual events, training, and opportunities. Internship will culminate in preparation and presentation of a project showing accomplishments to the Voigt Intertribal Task Force and Board of Commissioners.

QUALIFICATIONS:

- Working knowledge or interest in website development and information technology.
- Proficient computer skills, ability to work independently and manage time efficiently, highly organized, detail orientated and the ability to learn quickly is essential.
- Must demonstrate excellent verbal and written communication skills.
- Possess valid drivers' license, and be insurable under GLIFWC policies.
- Native American preference, but all qualified applicants will be considered.

Send all required paperwork as outlined in the 2024 Summer Internship Openings announcement. For those students also studying creative arts, please send images of three art samples to:

Pauline 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: 2024 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, 2024 at 4:30 PM (CST)