

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:

Administrative Intern (1-2)

CONDITIONS OF EMPLOYMENT:

Dates of employment: June 2, 2025 to August 8, 2025
(10 weeks, 400 total hours). Rate of pay \$15.00 per hour

SUPERVISION:

Administration Division

DUTIES AND RESPONSIBILITIES:

This position will be primarily based in the GLIFWC office in Odanah, Wisconsin but will include travel for cultural activities and fieldwork. Specifically, the intern will assist the Executive Assistant and others in the Administration Division in the following:

1. Conducting clerical duties including scheduling, correspondence, copying, scanning, and data entry.
2. Assisting in the coordination of the following events: Partner's Fishing Event, Strategic Planning Conference in June, Healing Circle Run/Walk, and the Mikwendaagoziwag memorial ceremony.
3. Participating in cultural workshops such as plant identification and gathering asemaa and sweet grass as part of the preparation for the Healing Circle Run/Walk.
4. Participating in Ojibwemowin language class.
5. Providing assistance when necessary within other parts of the Commission to gain additional hands-on knowledge and field experience.
6. Attending intertribal meetings and other tribal gatherings.
7. Other related duties as assigned including but not limited to scanning historical documents.

The intern will also participate in GLIFWC orientation and training during the first week of the internship. Other activities scattered throughout the internship include attending the Board of Commissioners meeting and preparing a presentation for the Voigt Intertribal Task Force and Board of Commissioners during the Mikwendaagoziwag memorial week.

QUALIFICATIONS:

- Interest in working in an office environment and conducting fieldwork despite adverse conditions.
- Applicants must also have good organizational skills, be dependable, detail-oriented, and able to work independently.
- Must possess a valid driver's license and be insurable under GLIFWC policies.
- Native American Studies or Natural Resources students preferred.
- Native American preference, but all qualified applicants will be considered.