

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:** Biological Services Division Administrative Intern (1)
- 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:** Biological Services Division Administrative Assistant, Kristen Thannum

DUTIES AND RESPONSIBILITIES:

This position will be primarily based in the GLIFWC office in Odanah, WI but will include travel for cultural activities and fieldwork. Specifically, the intern will assist the Administrative Assistant in the following:

1. Conducting clerical duties including scheduling, correspondence, copying, and data entry.
2. Assist with digitization of files for Biological Services Central Office archive project.
3. Coordinating cultural workshops such as plant identification and gathering asemaa and sweet grass.
4. Providing assistance when necessary within other parts of the Biological Services Division (Traditional Ecological Knowledge, Wildlife, Environmental, Great Lakes, Environmental and Climate Change) and possibly other GLIFWC divisions to gain additional hands-on knowledge and field experience.
5. Participating in Ojibwe language class and Biological Services Division skills trainings.
6. Assisting in the coordination of the annual Healing Circle Run/Walk.
7. Attending intertribal meetings and other tribal gatherings.
8. Other related duties as assigned.

The intern will also participate in GLIFWC orientation and training during the first week of the internship, along with CPR training and a resume/cover letter building workshop. Other activities scattered throughout the internship are the annual Healing Circle Run, Mikwendaagoziwag memorial ceremony, Board of Commissioners meeting, and preparing a presentation for the Voigt Intertribal Task Force and Board of Commissioners.

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.