

# 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:** Traditional Food Project Manager  
**LOCATION:** Great Lakes Indian Fish & Wildlife Commission Odanah, Wisconsin  
**CLOSING DATE:** April 11, 2025  
**CLASSIFICATION:** Permanent, Full-Time

**SALARY:** Starting Salary Range: \$39,707-\$50,299 (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 10) 12 paid medical leave days annually.

## DUTIES AND RESPONSIBILITIES

The Traditional Food Project Manager is responsible for promoting the use of traditional foods to develop and sustain community food systems. The position will be responsible for implementing GLIFWC’s ANA SEDS Anishinaabe-zhiiwaagamizigan (Maple Syrup) Project, including but not limited to:

1. Work with tribal elders to develop curriculum on traditional practices, modern practices, and the use and maintenance of harvesting/processing equipment.
2. Attend tribal community events (i.e. education or health fairs) to provide project awareness.
3. Work with tribal leaders and programs to select new harvesters for the project through an application process and determine where new equipment will be housed.
4. Provide training to community program leaders and selected new harvester applicants on the use and maintenance of harvesting/processing equipment and safe food handling.
5. Work with community program leaders to schedule and instruct maple sap harvesting and processing workshops.
6. Attend GLIFWC’s Board of Commissioner’s meetings to provide project updates.

In addition, the position will provide technical assistance to GLIFWC member tribes in:

1. Establishing traditional food marketing, regulatory and processing capacity.
2. Increasing administrative capacity and support the effective implementation of the Off-Reservation Model Food Code.

3. Integrating traditionally harvested Ojibwe foods into federally funded food distribution programs, community feeding programs (i.e., elderly feeding, youth summer feeding, Head Start, etc.).
4. Coordinate and provide instruction for Association of Food and Drug Officials (AFDO) certified HACCP Seafood Safety instruction for member tribes in partnership with Michigan State University Sea Grant.
5. Monitor scientific literature, nutritional analysis, and food safety information related to fish, game, and plants harvested by tribal members under reserved off-reservation treaty rights.

The position will also be required to assist with preparing and submitting grant applications to support the utilization of treaty-harvested foods in community food systems including: USDA, Administration for Native American SEDS grants, First Nations Development Institute, Native American Agriculture Fast Track Fund (Keepseagle), and private foundations. The position will perform the duties listed above in a manner consistent with the Commission's policies and procedures and report to the ANA Grant Project Director.

### **QUALIFICATIONS**

Applicant Preferred Requirements: MS/BS in Food Science, Food Science and Technology, Sustainable and Resilient Food Systems, Sustainable Agriculture and Food Systems, Food Systems Certificate, Community Development with minor in Sustainable Food Systems, or Business Administration with minor in Sustainable Food Systems and 3+ years of professional experience.

- Coursework preferred: biochemistry, nutrition and food analysis, food laws and regulations, microbiology, food chemistry, principles of food preservation, principles of food engineering and manufacturing, sensory evaluation, quality management in food processing, food marketing and management, and food product development.

Applicant Minimum Requirements: Bachelor's degree with college coursework in science (i.e., biology and chemistry) and quantitative methods (i.e., statistics) meeting pre-requisite requirements for enrollment in college level food science classes, food safety manager training certificate, and Association of Food and Drug Officials (AFDO) HACCP Train-the-Trainer courses.

Additional requirements:

- Must possess excellent written and communication skills.
- Ability to organize and conduct community food safety workshops, and other workshops as defined in the objective work plan for the Anishinaabeg-zhiiwaagamizigan (Maple Syrup) Project.
- Technologically proficient with computer skills including MS Office Suite (i.e., Word, Excel, Outlook) and Adobe Pro.
- Must possess a valid driver license and be able to be insured to operate GLIFWC vehicles.
- Willingness to travel to GLIFWC member tribes throughout Minnesota, Wisconsin, and Michigan.

- Ability to drive a large pickup truck towing a trailer is a plus.
- Willingness to meet with GLIFWC's Board of Commissioners and Committees to provide project status and seek necessary input.
- Willingness to work with Anishinaabe-zhiiwaagamizigan (Maple Syrup) Project staff to complete grant project objectives.
- Willingness and the ability to complete: 1) an AFDO certified Seafood HACCP course; 2) Food Handler Certificate; 3) Food Safety Manager Training Certificate (i.e. ServSafe); 4) designated college food science courses; and 5) FDA/USDA HACCP Train-the-Trainer courses.
- Ability to prepare grant applications for federal, state, and private foundation funding.
- Ability to manage and implement federal, state, and private foundation grant projects.

Knowledge and experience preferred: Harvesting, processing, and preserving traditional foods including maple sap (i.e., maple syrup), fish (i.e., fresh filets, frozen vacuum packaged filets, smoked fish, and pickled fish), game (i.e., game birds, rabbits, waterfowl, big game), wild rice, wild harvested plants and berries.

**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, a letter of interest, a resume or CV (including three professional references), college transcripts, and 750+ word writing sample to be considered for the position. Applications are available at GLIFWC's office in Odanah, WI, or can be downloaded from our website at [www.glifwc.org](http://www.glifwc.org).

**Completed applications & materials should be returned in person or email to:**

Ashley Poch, Human Resources Director  
Great Lakes Indian Fish & Wildlife Commission  
[hr@glifwc.org](mailto:hr@glifwc.org)