

# 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:** ANA Anishinaabe-zhiiwaagamizigan (Maple Syrup) Project Specialist

**LOCATION:** Great Lakes Indian Fish & Wildlife Commission Odanah, Wisconsin

**CLOSING DATE:** February 6, 2026

**CLASSIFICATION:** Full Time, Project Term Limited to September 29, 2027

***\*This is an ONSITE position located at GLIFWC's offices in Odanah, WI\****

**SALARY:** Starting Salary Range: \$36,070-\$50,770 (Dependent on qualifications and experience). Note: 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.

## REQUIRED DUTIES AND RESPONSIBILITIES

The position will be responsible for implementing GLIFWC's ANA SEDS Anishinaabe-zhiiwaagamizigan (Maple Syrup) Project including: 1) completion of workplan tasks within project deadlines; 2) verification and documentation of grant deliverables; and 3) compliance with GLIFWC policies and procedures and ANA federal regulations.

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. Specific duties and responsibilities under the grant are included but not limited to the following:

1. Paint and assemble maple sap evaporators and organize maple sap harvesting and processing equipment.
2. Deliver project equipment and supplies to tribal project partners and selected new harvester applicants.
3. Obtaining required signatures on equipment transfer agreements, photo release forms, and other project required documents.
4. Developing maple sap harvesting and processing training curriculum integrating Ojibwe Traditional Ecological Knowledge from tribal elders including traditional practices, modern practices, and the use and maintenance of harvesting/processing equipment.
5. Work with tribal leaders and programs to select new harvesters for the ANA project through an application process and determine where new equipment will be housed.

6. Communicate with project partners and new harvesters to schedule maple sap harvesting and processing workshops within tribal communities.
7. Conduct on-site ServSafe and Tribal Food Code training workshops for tribal project partners and selected new harvester applicants ensuring the safe harvest and processing of maple sap for tribal communities in compliance with applicable food safety standards.
8. Conduct on-site training to tribal project partners and selected new harvester applicants ensuring proper use and maintenance of maple sap harvesting/processing equipment.
9. Work with GLIFWC staff to assist tribal members in obtaining off-reservation maple sap harvesting permits; identify maple harvest stands; and work with the appropriate local, state, and federal land managers.
10. Provide technical assistance to selected new harvester applicants to build their capacity to conduct maple sap collection and processing workshops in their respective tribal communities.
11. Work with the ANA Director/Intermedia Web Designer to produce videos on maple sap harvesting and processing.
12. Communicate and maintain communication with tribal communities to promote project activities including social media postings, tribal eNewsletters, etc.
13. Write and submit project update articles to GLIFWC's Mazina'igan newspaper.
1. Attend GLIFWC's Voigt Intertribal Task Force and Board of Commissioner's meetings to provide project updates as directed.

## QUALIFICATIONS

### Applicant Minimum Requirements:

- Associate degree in food related area -OR- high school diploma with at least four years of experience relevant to the position.
- At least five years of experience harvesting and processing maple sap.
- At least **one** year of public speaking experience and conducting community workshops with approximately 15 to 20 attendees.

### Preferred Requirements:

- B.S. Food Science or related degree -OR- certificate/technical diploma/A.A. degree in food related area and at least two years' experience in food service-related field.
- **Greater than five years** of experience harvesting and processing maple sap.
- At least **two years** of public speaking experience and conducting community workshops with approximately 15 to 20 attendees.

### Additional Requirements:

- Applicant must be organized, able to adhere to project deadlines, follow Supervisor's directions, complete grant tasks on schedule, and document deliverables to the ANA Grant Project Director for the Anishinaabe-zhiiwaagamizigan (Maple Syrup) Project.
- Ability to assemble and transport maple sap evaporators.
- Applicant must be able to lift/carry at least 65 lbs.
- Must possess a valid driver license and be able to be insured to operate GLIFWC vehicles.
- Ability to drive a 2500 4-x4 pickup truck and tow an enclosed 14' trailer.
- The applicant will be required to undertake overnight travel to GLIFWC member tribes throughout Minnesota, Wisconsin, and Michigan for the purpose of delivering of project equipment and supplies.
- Applicant must possess a ServSafe Manager Certification or complete the ServSafe Manager Certification as a condition of hire within the first 90 days of employment.
- Applicant must demonstrate experience in working with tribal elders in the development of culturally appropriate community workshops.
- Applicant must have a knowledge of GLIFWC's Model Food Code or complete training as a condition of hire.
- Applicant must possess the ability to plan, organize, and conduct community/cultural workshops with approximately 15 to 20 attendees.
- Applicant must travel to member tribes in Minnesota, Wisconsin, and Upper Michigan to conduct community workshops.
- Applicant must pass required background check for working with tribal youth.
- Applicant must have knowledge and experience in obtaining off-reservation maple sap harvesting permits; identify maple harvest stands; and work with the appropriate local, state, and federal land managers.
- Must possess excellent written and communication skills.
- Technologically proficient in computer skills including MS Office Suite (i.e., Word, Excel, Outlook) and Adobe Pro.

**Applicants must have knowledge and experience in harvesting, processing, and preserving maple sap.**

Knowledge of harvesting, processing, and preserving other traditional foods including fish (i.e., fresh fillets, 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 is preferred.

***\*\*Continued employment will be dependent upon the applicant's ability to prepare and submit 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.***

**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 500+ 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)