

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

MINNESOTA

Fond du Lac Band
Mille Lacs Band

Red Cliff Band
St. Croix Chippewa
Sokaogon Chippewa

VACANCY ANNOUNCEMENT	
POSITION: Non-Local Beings Program Coordinator	LOCATION: Odanah, Wisconsin
SALARY: \$53,269-\$59,390, Depending on Qualifications, Education & Experience	EMPLOYMENT TYPE: Permanent, Full-time; <i>through Dec 2027 with opportunity for continuing annual grant funding.</i>
Note: Position has been classified as 0% tax-exempt for qualified tribal members under Internal Revenue Code §7873—Tax Exemption for Income Derived from Treaty Fishing Rights-Related Activities. Visit https://glifwc.org for current benefit information.	

CLOSING DATE: June 2, 2026

JOB SUMMARY: The Non-Local Beings Program Coordinator works within an interdisciplinary team in GLIFWC’s Biological Services Division, supporting 11 Ojibwe member Tribes in the ceded territories of Minnesota, Wisconsin, and Michigan. The position leads non-local being survey, monitoring, and management efforts across ceded territory lands and waters by directing field operations, coordinating with partner agencies, and ensuring alignment with Commission policies and tribal interests. The Coordinator collects and analyzes ecological data, prepares annual reports, supports decision-making, contributes to outreach and education, and provides technical assistance to member tribes.

RESPONSIBILITIES:

1. Plans, conducts, and directs field work for non-local being surveys and control efforts in ceded territory lands and waters; coordinates activities with and provides proper notice as appropriate to other agencies.
2. Collects, compiles, and analyzes data from non-local being surveys and management efforts and prepares annual reports.
3. Develops and participates in education outreach efforts to raise awareness and prevent the spread of non-local beings.
4. Provides technical assistance to member tribes as requested and authorized in the management of non-local beings.
5. Supervises seasonal staff as assigned by Wildlife Section Leader or designee.
6. Assists in monitoring and developing budgets as assigned.
7. Approves spending requisitions and time sheets for funds and staff as assigned.
8. Performs other related duties as assigned.

The responsibilities listed above are not exhaustive and may evolve based on organizational needs.

QUALIFICATIONS:

1. Advanced degree in botany, plant ecology, aquatic ecology, or related field.
2. Experience with identification of native and non-native flora and fauna.
3. Experience engaging tribal communities and/or tribal government.
4. Demonstrated skill in written, oral, and interpersonal communication.
5. Demonstrated organizational and time management abilities.
6. Demonstrated data management skills and technical abilities in Microsoft Office.
7. Experience in personnel supervision and fiscal monitoring desired.
8. Willingness and ability to assist with fieldwork and lift up to 50 lbs. of equipment.
9. Ability to interact with colleagues, supervisor, and public in a professional manner.
10. Ability to work both independently and as a team member.
11. Possess a valid driver's license and be insurable under GLIFWC's vehicle policies.

Native American preference will be applied in accordance with GLIFWC's Indian Preference policy and the Federal Indian Self-Determination and Education Assistance Act (Public Law 93-638).

APPLICATION PROCEDURE

Submit:

- ✓ A completed GLIFWC employment application (available at <https://glifwc.org>),
- ✓ A letter of interest, and
- ✓ A resume with at least three professional references

Ensure your resume clearly highlights experiences and skills that align with this announcement to enhance your candidacy.

Send application materials to:

Ashley Poch, Human Resources Director
Great Lakes Indian Fish & Wildlife Commission
P.O. Box 9, 72682 Maple Street
Odanah, WI 54861

Email: hr@glifwc.org