

# 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

VACANCY ANNOUNCEMENT	
<b>POSITION:</b> Communications Specialist	<b>LOCATION:</b> Odanah, Wisconsin
<b>SALARY:</b> \$45,869-\$51,789, Depending on Qualifications, Education & Experience	<b>EMPLOYMENT TYPE:</b> Permanent, Full-time
<b>Note:</b> 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. Visit <a href="https://glifwc.org">https://glifwc.org</a> for current benefit information.	

**CLOSING DATE: Friday June 19, 2026**

**JOB SUMMARY:** The Communications Specialist develops and distributes print and digital communications that support GLIFWC’s outreach, education, and public information efforts. This position works within the Public Information Office (PIO) and is responsible for content creation, publication production, social media management, photography, videography, website content, and community engagement activities that promote GLIFWC’s mission, programs, and initiatives.

### RESPONSIBILITIES:

1. Assist with writing, editing, photography, and videography for GLIFWC publications, social media, videos, posters, flyers, exhibits, and booth displays for PIO and other divisions if needed.
2. Create, schedule, and manage digital content, including social media posts, website updates, newsletters, and other online communications.
3. Design and layout *Mazina’igan* and other GLIFWC publications, including brochures, booklets, posters, and educational materials using Adobe Creative Cloud and related software.
4. Represent GLIFWC at conferences, state fairs, educational events, and community outreach activities, and public events by staffing informational exhibits and displays.
5. Maintain and update the Public Information Office mailing lists, subscription databases, and distribution records.
6. Coordinate *Mazina’igan* mailings, bulk mailings, and publication distribution efforts.
7. Serve as the primary contact for PIO’s e-commerce operations, including order fulfillment and coordination with accounting to reconcile monthly statements and transactions.
8. Maintain a flexible work schedule that may include travel, evenings, weekend, and occasional holidays based on event needs.
9. Maintain inventory of PIO publications, printed materials, outreach supplies, and promotional items, and coordinate reordering as needed.

10. Expand, organize, and maintain digital photographic archives and media files, including negatives, slides, prints, and digitals assets, in coordination with the Network Manager in developing and maintaining photo file on the GLIFWC staff website.
11. Perform other duties as assigned.

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

**REQUIRED QUALIFICATIONS:**

1. Associate degree or higher in communications, journalism, public relations, marketing, graphic design, public affairs, or a related field; or an equivalent combination of education, training, and relevant experience.
2. Strong written and verbal communication skills with the ability to produce clear, engaging, and professional content for a variety of audiences.
3. Experience with photography, videography, social media management, and digital communications.
4. Experience using Adobe Creative Cloud or similar design and content creation software.
5. Ability to report on meetings, events, and activities and develop news stories, captions, and outreach content.
6. Demonstrated ability to manage multiple projects, prioritize tasks, meet deadlines, and work independently with minimal supervision.
7. Ability to work collaboratively as both an independent contributor and team member.
8. Ability to maintain a flexible work schedule, including occasional evenings, weekends, travel, and holidays.
9. Ability to lift and carry up to 50 pounds.
10. Possess a valid driver's license and be insurable under GLIFWC's vehicle policies.

**PREFERRED QUALIFICATIONS:**

1. Bachelor's degree in communications, journalism, public relations, public affairs, or a related field.
2. Advanced experience or training in photography, videography, layout and graphic design, including print and slide scanning and digital camera operations.
3. Experience with publication layout and production, including newsletters, brochures, educational materials, and print-ready documents.
4. Familiarity with Indigenous communities, tribal organizations, natural resources, environmental education, or public outreach programs.
5. Experience managing websites, e-commerce platforms, or digital archives.

If you are passionate about communications, storytelling, community engagement, and supporting the mission of GLIFWC and its member Tribes, we encourage you to apply.

**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](mailto:hr@glifwc.org)