

# GREAT LAKES INDIAN FISH & WILDLIFE COMMISSION

P. O. Box 9 • Odanah, WI 54861 • 715/682-6619 • FAX 715/682-9294



## • 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

## 2019 Summer Internship Openings

The Great Lakes Indian Fish and Wildlife Commission (GLIFWC) is pleased to announce available internships for its 2019 GLIFWC Summer Internship Program. Through this internship program, college students will work one-on-one with their GLIFWC mentors in various divisions and learn about necessary coursework, college degrees, and trainings which result in gainful employment in a multitude of careers, including natural resource and stewardship careers with tribes. Also, interns will participate in a multitude of traditional Anishinaabe cultural events and learn about the importance of treaty reserved rights to the Anishinaabe people and their history in preserving these rights.

### Internship Information:

GLIFWC internships will consist of 40 hours per week for 10 weeks (total of 400 hours), scheduled for June 3<sup>rd</sup>- August 9<sup>th</sup>, 2019. All internships will be hosted at the GLIFWC Main Office, located on the Bad River Reservation, WI. Some internships will require travel within the Minnesota, Wisconsin, and Michigan areas, as well as some overnight travel. See the available internship position descriptions at <http://www.glifwc.org> in the “GLIFWC News & Upcoming Events” box under “Employment”. Note: candidates are able to apply for multiple internships, please ensure that all required paperwork is submitted for **EACH** internship position.

Selected interns will be paid \$10.10 per hour during their GLIFWC internship. If needed, a housing allowance may be available.

Eligible applicants must meet the following:

- Be an incoming or continuing student that is accepted and/or enrolled full time at a college/university for Fall 2019 semester;
- Possess proficient verbal and written communication skills;
- Have a strong interest in working with Native American tribes;
- Be willing to travel as part of internship, if required.

To apply, applicants must:

- Submit a cover letter that includes email address and telephone number;
- Submit a resume outlining education, work experience, certifications, community involvement, and other pertinent information;
- Submit the following, dependent on classification:
  - 2019 High School Graduate: provide verification of acceptance at a college/university for Fall 2019 (examples: enrollment verification or Fall 2019 class schedule);

- **Continuing** College/University Students: provide unofficial transcript(s) verifying Spring 2019 and Fall 2019 enrollment;
- **Graduating** College/University Students: provide unofficial transcript(s) verifying Spring 2019 enrollment.

**American Indian preference will be applied consistent with GLIFWC policies and Federal Indian Self Determination and Education Assistance Act (PL 93-638)**

Applicants that submit all required above documentation will receive a confirmation email including a link to an online survey with requested additional information, to be completed within 3 days of the confirmation email. A complete application will include: cover letter, resume, transcripts, and completed online survey. Applications without the completed online survey will not be considered for an internship position.

**Send cover letter, resume, and transcripts to:**

LaTisha Coffin, Internship Program Coordinator  
Great Lakes Indian Fish and Wildlife Commission  
P.O. Box 9  
Odanah, WI 54861

**OR** email to: [lcoffin@glifwc.org](mailto:lcoffin@glifwc.org)  
**Subject: 2019 GLIFWC Internship Program Application**

**Closing date for receipt of application:  
March 1<sup>st</sup>, 2019 by 4:30 PM CST**

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**POSITION:** *Manoomin* (Wild Rice) Archive and Outreach Internship

**EMPLOYMENT DURATION:** June 3 – August 9, 2019 (10 weeks, 40 hours per week). Rate of pay \$10.10 per hour.

**SUPERVISION:** The intern will report to Manoomin Biologist

**DUTIES AND RESPONSIBILITIES:** Internship will include a mix of office and cultural training activities:

- archiving historical records, including scanning, transcribing and summarizing hand-written records related to manoomin and other natural resources
- preparing poster presentations related manoomin stewardship, climate impacts, cultural significance, etc.
- participating in and assisting with select cultural training activities including the Sandy Lake Memorial Ceremony and Healing Circle Run
- assist with entering data into and linking photographs to a relational database
- occasional overnight travel, including a four-day trip related to the Sandy Lake Memorial Ceremony (per diem is provided when overnight is required)
- other duties as assigned

### QUALIFICATIONS:

- ability to scan, transcribe and summarize archive information in an efficient, accurate and neat manner
- familiarity with common software including Word, Publisher and Acrobat; create and back-up electronic files, etc.
- possess a valid driver's license, and be insurable under GLIFWC policies (preferred)
- ability to learn new skills and equipment, and to work with limited direct supervision at times
- maturity and responsibility to care for Commission-issued supplies and equipment
- ability to act in a courteous and professional manner

**ADDITIONAL OPPORTUNITIES:** Training provided will include:

- introduction to Treaty Rights and Tribal Sovereignty
- introduction to manoomin ecology, cultural significance, threats, stewardship
- First Aid certification
- exposure to various career opportunities within GLIFWC

**Send all required paperwork as outlined in the 2019 Summer Internship Openings announcement to:**

LaTisha Coffin, Internship Program Coordinator  
Great Lakes Indian Fish and Wildlife Commission  
P.O. Box 9  
Odanah, WI 54861

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