

# 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:** Public Information Office Graphic Design Intern (1)

**CONDITIONS OF EMPLOYMENT:** Dates of employment are June 3, 2019- August 9, 2019 (10 weeks, 40 hours per week)

**SUPERVISION:** The intern will report to the Director of Public Information (Dylan Jennings).

**DUTIES AND RESPONSIBILITIES:** The Public Information Office (PIO) has been designing and distributing print and digital media resources for decades. The Graphic Design Intern will work closely with PIO staff to develop new publications and update old ones. Adobe InDesign, Photoshop and other design tools will be utilized to create unique GLIFWC materials that depict a wide array of important topics related to Ojibwe treaty rights and culture.

Intern will gain valuable experience working with initial design team and even various print companies. Intern will also collaborate with native artists for publication needs and assessment of needs. Intern will research best layout practices and offer input for the internal design and layout processes at GLIFWC. Intern may also spend time working with OnBase (Content Management Software) for proper retention of digital media and PIO records.

Intern will complete GLIFWC orientation and training during the first week of the internship, which will include first aid training. Other cultural activities scattered throughout the internship may include: the GLIFWC Healing Circle Run, canoe building, summer solstice feast, and Mikwendaagoziwag Sandy Lake Ceremony. Internship will culminate in preparation and presentation of a poster to the Voigt Intertribal Task Force and Board of Commissioners.

**QUALIFICATIONS:** Must be willing to partake in light travel, possess valid drivers' license, and be insurable under GLIFWC policies. Experience with digital design, layout, photography, illustration preferred. Native American preference, but all qualified applicants will be considered.

**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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