

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

POSITION:

Public Information Office Graphic Design Intern (1)

CONDITIONS OF EMPLOYMENT:

Dates of employment are June 1, 2020-August 7, 2020 (10 weeks, 400 total hours). Rate of pay is \$10.10 per hour.

SUPERVISION:

Dylan Jennings, Director of Public Information Office (PIO)

DUTIES AND RESPONSIBILITIES: GLIFWC's 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: Experience with digital design, layout, photography, and illustration preferred. Must be willing and able to travel. Valid driver's license and ability to be insurable under GLIFWC's motor vehicle policy required. Native American preference, but all qualified applicants will be considered.

Send all required paperwork as outlined in the 2020 Summer Internship Openings announcement to:

Zoongee Leith-Mayotte, Planning and Development Administrative Assistant
Great Lakes Indian Fish and Wildlife Commission
P.O. Box 9
Odanah, WI 54861

OR email to: zleith@glifwc.org

Subject: 2020 GLIFWC Internship Program Application

Closing date for application:

Friday, March 25 by 4:30 pm CST

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2020 Summer Internship Openings

The Great Lakes Indian Fish and Wildlife Commission (GLIFWC) is pleased to announce available internships for its 2020 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 1st- August 7th, 2020 (unless noted differently on an internship position description). 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 (i.e. a cover letter for EACH internship position applied for). Applicants who apply for multiple internships may undergo multiple interviews. Finally, the selection process may lead to applicants being offered a different GLIFWC internship.

Selected interns will be paid \$10.10 per hour during their GLIFWC internship. If needed, housing may be available. In previous years, GLIFWC has provided housing in a local college dormitory.

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 2020 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;
 - If applying for more than one GLIFWC internship, the applicant must complete a

separate cover letter for each internship application, noting a specific internship position within the cover letter.

- Submit a resume outlining education, work experience, certifications, community involvement, and other pertinent information;
- Submit the following, dependent on classification:
 - 2020 High School Graduate: provide verification of acceptance at a college/university for Fall 2020 (examples: enrollment verification or Fall 2020 class schedule);
 - **Continuing** College/University Students: provide unofficial transcript(s) verifying Spring 2020 and Fall 2020 enrollment;
 - **Graduating** College/University Students: provide unofficial transcript(s) verifying Spring 2020 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 (i.e. tribal affiliation, first aid certification, housing needs, internship preferences, etc.), 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:

Zoongee Leith-Mayotte, Planning and Development Administrative Assistant
Great Lakes Indian Fish and Wildlife Commission
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