

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

JOB ANNOUNCEMENT

Title: Keepseagle Project Coordinator
Department: Planning and Development
Posting Date: April 16, 2019
Closing Date: May 17, 2019
Classification: One Year, Full-time
Salary: \$32,264

DUTIES AND RESPONSIBILITIES

Performs duties in relation to GLIFWC's Keepseagle *Harvester/Producer Needs Assessment Project*. This project will assess current food processing capacity (i.e. *manoomin*, maple syrup, wild rice, wild game, fish, berries, etc.), identify barriers to expanding processing capacity within reservation communities, statistically analyze survey information and prepare a written report. In addition, the Coordinator will establish and enforce contracts that will provide processing equipment to designated tribal members/entities in return for finished *manoomin* to be distributed as per GLIFWC policies established by the Board of Commissioners. The coordinator will also 1) work with small business to manufacture threshing machines and provide community workshops on proper equipment operation, 2) food safety regulations; 3) packaging and labeling; and 4) marketing and sale of *manoomin* products.

QUALIFICATIONS

Applicants must possess: B.A. in Business Administration or A.A. Degree and 5 years of work experience relevant in grant implementation, management and reporting. In addition, applicants are required to demonstrate: 1) knowledge and work experience in wild rice processing, packaging and marketing; 2) demonstrated project management abilities and strong oral and written communication skills; and 3) demonstrate technological proficiency with computer skills including word processing, spreadsheets, Acrobat Pro, and Outlook.

Applicants must possess a valid driver license, be insurable by GLIFWC, be able to obtain a U.S. Passport for travel to Canada, and be willing to travel throughout the Michigan, Wisconsin, and Minnesota area.

APPLICATION PROCEDURE

Submit a completed GLIFWC application for employment (available at: www.glifwc.org). letter of interest, resume and three references to:

Zoongee Leith-Mayotte
Great Lakes Indian Fish & Wildlife Commission
715-682-6619 ext. 2138
zleith@glifwc.org