

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

POSITION:

Planning and Development Intern – Keepseagle Project Intern

CONDITIONS OF EMPLOYMENT:

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

SUPERVISOR:

The intern will report to the Keepseagle Project Coordinator and other assigned Planning and Development staff.

DUTIES AND RESPONSIBILITIES:

Primary duties will be to assist the Keepseagle Project Coordinator and Planning and Development staff to:

1. Assist in the coordination of project outreach and distribution of wild rice harvesting supplies as outlined within GLIFWC's Harvester/Producer Needs Assessment Project. The intern will assist the Keepseagle Project Coordinator with distributing wild rice threshing machines, parching pans, and other harvest supplies to GLIFWC's 11 member tribes. The intern will print and collate all necessary paperwork for this distribution (manuals, operation instructions, etc.), as well as all data entry needs for the documentation of this distribution, as directed by the Keepseagle Project Coordinator. The intern will assist the Keepseagle Project Coordinator during community outreach events, including set up, take down, answering tribal member questions, distributing wild rice harvesting information, etc.

QUALIFICATIONS: Candidate will be enrolled in General Education with a college or university, preferably enrolled in a Native American Studies program (major or minor), business program, and/or natural resource field. Preferred experience and/or knowledge of wild rice harvesting processes. Preferred experience in working and conversing with tribal elders and members. Preferred technology skillset include: experience with Microsoft applications (PowerPoint, Excel). An ideal candidate will be dependable and have ability to take direction and ask questions when needed. Be in good physical health (able to lift 20 lbs., walk, lift, bend, and drive for extended periods of time). **This internship will involve frequent travel within Minnesota, Wisconsin, and Michigan to GLIFWC tribal communities.** Valid driver's license and ability to be insurable under GLIFWC's motor vehicle policy required, preferred experience with hauling trailers. Native American preference will be given for this internship position.

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

Zoongee 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 receipt of application:
March 25, 2020 by 4:30 PM CST

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Red Cliff Band
St. Croix Chippewa
Sokaogon Chippewa

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
P.O. Box 9
Odanah, WI 54861

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