

# 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

Red Cliff Band  
St. Croix Chippewa  
Sokaogon Chippewa

### MINNESOTA

Fond du Lac Band  
Mille Lacs Band

## Position Description

**Position:** Transcriptionist  
Limited Term Employee (LTE): part-time, intermittent, not to exceed 250 hours.

**Location:** Great Lakes Indian Fish & Wildlife Commission, Odanah, Wisconsin

**Supervision:** TEK Outreach Specialist and/or other GLIFWC Climate Change Program Staff

The Great Lakes Indian Fish and Wildlife Commission (GLIFWC) is located on the Bad River Indian Reservation at Odanah, Wisconsin and serves 11 Chippewa tribes in the implementation and management of treaty harvesting rights. GLIFWC's Climate Change Program is assessing how climate change is affecting Ceded Territory treaty resources and evaluating how best to adapt to these impacts.

## DUTIES AND RESPONSIBILITIES:

Under the supervision of the Climate Change Traditional Ecological Knowledge (TEK) Outreach Specialist or designee, the Transcriptionist will conduct activities identified in GLIFWC's Climate Change Evaluation and Research Program, including the following duties:

1. Work primarily with the TEK Outreach Specialist to transcribe interviews of Ojibwe harvesters and gatherers, using Elan and Audacity software, for use in the Climate Change Program.
2. Assist TEK Outreach Specialist in protection and proper cataloging of recorded TEK Interviews.
3. Other duties as assigned by the TEK Outreach Specialist or other GLIFWC Climate Change staff.

## QUALIFICATIONS:

1. Fast and accurate typing skills with the ability to transcribe audio recordings of interviews with Ojibwe knowledge holders. Some knowledge of Ojibwemowin and experience working with tribal communities preferred.
2. Strong computer skills and experience working with spreadsheet and word processing software including but not limited to ELAN, Audacity, Word and Excel.
3. Demonstrated ability to work both independently and in close cooperation with others.
4. Indian Preference will be applied consistent with GLIFWC policies and the federal Indian Self Determination and Education Assistance Act (PL 93-638).

**SALARY:** The salary for this position is \$12.00 per hour.

This position has been classified as 25% tax exempt for qualified tribal members under Internal Revenue Code 7873 - Tax Exemption for Income Derived from Treaty Fishing Rights-Related Activities.

## TELEWORK OPTION

This position may qualify for telework after initial training and evaluation of work at the discretion of the TEK Outreach Specialist or Climate Change Program Coordinator.

**TO APPLY:** Send resume, cover letter, and contact information for three references to:

Leanne Thannum, Secretary/Litigation Support Specialist  
Great Lakes Indian Fish and Wildlife Commission  
P. O. Box 9, Odanah, WI 54861  
lthannum@glifwc.org

**CLOSING DATE FOR APPLICATIONS:** February 22, 2019