

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

VACANCY ANNOUNCEMENT

TITLE: Outreach Coordinator

DEPARTMENT: Division of Intergovernmental Affairs

CLOSING DATE: August 7, 2020

CLASSIFICATION: 1 year, full-time (renewable dependent on funding)

SALARY RANGE: \$32,805 - \$36,564 (DEPENDENT ON QUALIFICATIONS) Note: This position has been classified as 50% tax exempt for qualified individuals under Internal Revenue Code s.7873 – Tax Exemption for Income Derived from Treaty Fishing Rights-Related Activities.

DUTIES AND RESPONSIBILITIES

This is a 1-year full time position that may be renewed with continued funding through the Great Lakes Indian Fish and Wildlife Commission's (GLIFWC's) Great Lakes Restoration Initiative grants. GLIFWC is located on the Bad River Indian Reservation in Odanah, Wisconsin. Under the direction of the Director of the Public Information Office, the Wildlife Section Leader, the Environmental Biologist and the Great Lakes Program Coordinator and the supervision of the Great Lakes Program Coordinator, the Outreach Coordinator will perform the duties listed below in a manner consistent with Commission policies and procedures:

1. Coordinate and participate in a range of outreach activities related to GLIFWC's work, with a focus on Lake Superior protection and restoration, safe fish consumption, invasive species recommendations.
2. Participate from a ceded territory, government-to-government perspective in meetings and activities of the Lake Superior Partnership Workgroup and its Communications Committee.
3. With appropriate GLIFWC staff, write articles for Mazina'igan and content for GLIFWC's web site and Facebook page, especially regarding Lake Superior protection and restoration, issues relating to methyl-mercury in fish, and invasive species.
4. Develop and design outreach materials and provide community outreach to high risk populations to reduce exposure to methyl-mercury from fish harvested by tribal members in both Lake Superior and inland lakes.
5. Participate in networking events, workshops, and other outreach opportunities to distribute educational content and effectively communicate a variety of topics including ways to prevent the spread of invasive species in the Ceded Territories and promote safe fish consumption.
6. Attend and participate in outreach related events as assigned, including making presentations.
7. Continue outreach to GLIFWC member tribes and their staff to coordinate information sharing regarding habitat, land development, and water quality issues and initiatives.

8. Prepare relevant portions of semiannual and final progress reports for compilation and submission to the BIA. Develop work plans with multiple GLIFWC staff involved in outreach activities. Discuss respective work plan progress as needed.
9. Periodically meet with other staff to develop outreach and communication approaches to audiences for Lake Superior protection and restoration work.
10. Contribute to public information publications, as assigned.

**Some duties may be postponed or conducted remotely until Covid-19 precautions are reevaluated.*

QUALIFICATIONS:

1. Associates degree in communications, natural resources, or related field required; post-collegial experience in communications preferred.
2. Demonstrated high degree of skill in oral communications.
3. Demonstrated writing and computer skills, including experience using word processing and photo editing software.
4. Demonstrated experience with Indian Tribes and tribal harvesters required, including an understanding of the relationships between native people and their environment.
5. Ability to translate, organize, and disseminate technical biological information to develop and design brochures, handouts, and author newsletter articles and website content for a broad audience.
6. Willing and able to travel within the MN, WI, MI area.
7. Demonstrated ability to act with competence and responsibility in initiating, planning, analyzing, and reporting activities.
8. The capacity to work independently and with a variety of professional and non-professional individuals.
9. Must possess a valid driver's license and be insurable.

APPLICATION PROCEDURE

Submit a letter of interest with a writing sample and resume (including 3 references) to

Leanne Thannum, Litigation Support Specialist:
Great Lakes Indian Fish and Wildlife Commission
Chief Blackbird Center
P.O. Box 9
72682 Maple Street
Odanah, Wisconsin 54861
715-682-6619
lthannum@glifwc.org