

GREAT LAKES INDIAN FISH & WILDLIFE COMMISSION

P.O. Box 9 • Odanah, WI 54861 • 715-682-6619 • FAX 715-682-9294

www.glifwc.org

• 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



2021 Summer Internship Openings

The Great Lakes Indian Fish and Wildlife Commission (GLIFWC) is pleased to announce available internships for its 2021 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 7th – August 13th, 2021 (unless noted differently on an internship position description). Selected interns will be paid \$11.10 per hour during their GLIFWC internship. 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.

COVID Precautions: Due to the ongoing COVID pandemic, GLIFWC has determined to adjust the following areas of Internship Program to ensure safety for selected students and GLIFWC staff:

- All offered internships will be conducted remotely when possible;
- In the event an intern needs to conduct essential activities in the GLIFWC office, they will be required to: undergo temperature checks when entering the building, wear a mask, sanitize regularly, and social distance; and
- Required enrollment status has been reduced from **full-time** to **part-time** for the 2021 Internship Program.

Eligible applicants must meet the following:

- Be an incoming or continuing student that is accepted and/or enrolled at a minimum of part-time at a college/university for Fall 2021 semester;
- Possess proficient verbal and written communication skills; and
- Have a strong interest in working with Native American tribes.

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:
 - 2021 High School Graduate: provide verification of acceptance at a college/university for Fall 2021 (examples: enrollment verification or Fall 2021 class schedule);
 - **Continuing** College/University Students: provide unofficial transcript(s) verifying Spring 2021 and Fall 2021 enrollment;
 - **Graduating** College/University Students: provide unofficial transcript(s) verifying Spring 2021 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:

LaTisha Coffin, Internship Program Coordinator
Great Lakes Indian Fish and Wildlife Commission
P.O. Box 9
Odanah, WI 54861

OR email to: lcoffin@glifwc.org
Subject: 2021 GLIFWC Internship Program Application

**Closing date for receipt of application:
March 22nd, 2021 by 4:30 PM CST**

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POSITION: Public Information Office (PIO) Intern (1)

CONDITIONS OF EMPLOYMENT: Dates of employment are: June 7th, 2021 to August 13th, 2021 (10 weeks, 400 total hours). Rate of pay is \$11.10 per hour.

SUPERVISION: Dylan Jennings, Public Information Office Director

DUTIES AND RESPONSIBILITIES: This position will assist PIO with providing accurate, up-to-date information to communities within the Ojibwe Ceded Territory. This will include writing, editing, and taking photos for the Mazina'igan newspaper; developing content for virtual presentations and delivering presentations to a wide variety of audiences; educational resource planning; publication development; social media engagement and management; and virtual event planning. Intern will also assist with other Mazina'igan projects related to archiving and indexing.

Intern will complete GLIFWC orientation and training during the first week of the internship. Other cultural activities scattered throughout the internship may include: the GLIFWC Healing Circle Run, Mikwendaagoziwag Sandy Lake Ceremony, or other virtual events and opportunities. Internship will culminate in preparation and presentation of a PowerPoint or other project showing accomplishments to the Voigt Intertribal Task Force and Board of Commissioners. Intern will be encouraged to participate in at least one professional development opportunity throughout the summer.

Due to COVID-19, this internship will be completed remotely.

QUALIFICATIONS: Ability to effectively communicate with staff and public. Ability to effectively seek out stories and write meaningful articles. Writing experience, photography skills, and public speaking skills preferred. Successful applicant will have good time management skills and the ability to work remotely and independently. 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 2021 Summer Internship Openings announcement to:

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