

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



2024 Summer Internship Openings Announcement:

The Great Lakes Indian Fish and Wildlife Commission (GLIFWC) is pleased to announce available internships for its 2024 GLIFWC Internship Program. Through this internship program, college students will work one-on-one with a GLIFWC mentor in various divisions and learn about necessary coursework, college degrees, and trainings which result in gainful employment in a multitude of careers including natural resources 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 working 40-hours per week for 10 weeks (total of 400 hours), scheduled to begin around June 3, 2024 – August 9, 2024 (actual start and end dates will be determined by internship supervisors). All internships will be hosted at the GLIFWC Main Office, located on the Bad River Reservation in Odanah, Wisconsin. 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 individually for EACH internship position.**

Selected interns will be paid \$15.00 per hour during their GLIFWC internship. If needed, housing will be available.

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 the Fall 2024 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 the internship.

To apply, applicants must:

- Submit the following, dependent on classification:
 - 2024 High School Graduate: provide verification of acceptance at a college/university for Fall 2024 (examples: enrollment verification/acceptance letter or Fall 2024 class schedule).
 - Continuing College/University Students: provide unofficial transcript(s) verifying Spring 2023 and Fall 2024 enrollment.
 - Graduating College/University Students: provide unofficial transcript(s) verifying Spring 2024 enrollment.
- Complete a GLIFWC [Summer Internship Program Application](#) (found on GLIFWC’s website).

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 and the completed application will receive a confirmation email once all items have been submitted.

To mail transcripts and required documents send to:

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

OR email to: plemieux@glifwc.org
Subject: 2024 GLIFWC Internship Program Application

Questions regarding the internship announcement or requirements can be directed to Pauline Lemieux via email or phone: (715) 682-6619 ext. 2138.

Closing date for receipt of application: January 31, 2024, by 4:30 PM CST

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INTERNSHIP ANNOUNCEMENT

POSITION: Wild Rice Intern (2)

CONDITIONS OF EMPLOYMENT: June 10, 2024 – August 16, 2024
(10 weeks/400 hours total) Rate of pay: \$15.00 per hour

SUPERVISION: Kathleen Smith, Ganawandang Manoomin

DUTIES AND RESPONSIBILITIES:

This position will primarily assist Ganawandang Manoomin and Wetland Ecologist with the Ceded Territory Manoomin Stewardship Program. May assist with other Biological Services Division programs as needed. Perform the following duties in a manner consistent with GLIFWC's policies and procedures:

1. Coordinate with staff, attend pertinent workshops, meetings, and cultural events.
2. Assist with providing and sharing information about manoomin (wild rice) at community outreach events.
3. Learn about ceded territory tribes manoomin history, treaty rights, tribal sovereignty, and food sovereignty.
4. Complete training required to observe, collect, and record data.
5. Wetland plant identification and basic ethnobotany skills.
6. Assist with field data collection of manoomin monitoring in northern Wisconsin.
7. Navigate and safely use a canoe and boat motor.
8. Responsible for field equipment and vehicle care.
9. Perform other duties as assigned.

QUALIFICATIONS:

- Coursework, and/or experience in natural resources, environmental science, botany, wetland ecology or related field.
- Must be working on undergraduate degree in natural resources, environmental science, botany, wetland ecology or related field preferred.
- Experience with electronic data collection, organization, and management.
- Knowledge of plant identification and wild rice ecology preferred.
- Experience with map reading, GIS and/or GPS preferred.
- Ability to work long hours, conduct fieldwork in variable terrain and adverse conditions (heat/cold, wet/humid, dry/arid, insects).
- Ability to lift and carry up to 50 pounds of heavy equipment and in good physical condition.
- Willing and able to travel overnight several nights per week (overnight travel, lodging and per diem rates apply).
- Ability to work independently and cooperatively in a team.
- Ability to interact with colleagues, supervisors, and public in a professional manner.
- Must have excellent written and verbal communication skills.
- Must be familiar with computer software (i.e., Microsoft Word, Excel).
- Must possess a valid unrestricted driver's license, have a good driving record and be insurable.
- Indian Preference will be applied consistent with GLIFWC policies and the federal Indian Self Determination and Education Assistance Act (PL 93-638); but all qualified applicants will be considered.

ADDITIONAL OPPORTUNITIES:

- Participate in cultural activities (language, Healing Circle, Sandy Lake Memorial Ceremony, others).
- First-Aid certification.
- Canoe safety training.

Send all required paperwork as outlined in the 2024 Summer Internship Openings [announcement](#) to:

Pauline (PJ) Lemieux, Internship Program Coordinator
Great Lakes Indian Fish and Wildlife Commission
P.O. Box 9
Odanah, WI 54861

OR email to: plemieux@glifwc.org

Subject: 2024 GLIFWC Internship Program Application

Questions regarding the internship announcement or requirements can be directed to Pauline Lemieux via email or phone: (715) 682-6619 ext. 2138

Closing date for receipt of application: January 31, 2024 at 4:30 PM (CST)

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SUMMER INTERNSHIP PROGRAM APPLICATION FOR EMPLOYMENT

FEDERAL LAW REQUIRES THAT ALL APPLICATIONS BE CONSIDERED WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, OR NATIONAL ORIGIN. THE GREAT LAKES INDIAN FISH AND WILDLIFE COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER, SUBJECT TO THE PROVISIONS OF P.L. 93-638/INDIAN PREFERENCE ACT.

DATE OF BIRTH: _____

DATE OF APPLICATION: _____

INTERSHIP(S) APPLIED FOR: _____

REFERRAL SOURCE: JOB ANNOUNCEMENT FRIEND RELATIVE
 HANDSHAKE WEBSITE OTHER

NAME _____
 (LAST) (FIRST) (MIDDLE)
- - - - -

ADDRESS _____

TELEPHONE _____ **SOCIAL SECURITY #** _____

Are you a member of federally recognized tribe? **YES** **NO**

Name of Tribe _____

If not a member of federally recognized tribe, are you a descendant? YES NO

Which tribe? _____

Have you had a summer internship here before? **YES** **NO**

If yes, when? _____

Have you applied for a summer internship with GLIFWC in the past? **YES** **NO**

If yes, give date(s) _____

Are you a current college student? **YES** **NO**

What year are you in college? 1 2 3 4 Graduating

If not in college yet, have you been accepted for the Fall 2024 Semester? YES NO

What college do you attend/will you be attending? _____

You will need to provide current transcript or letter of acceptance

What is your major/minor (or intended major/minor for first year college students/high school graduates)?

Please list any organizations you are or have been involved in while in school/college: _____

Are you able to relocate for the summer and travel as needed? YES NO
If not, please explain: _____

Will you need housing for the summer? YES NO
Internships will be located on the Bad River Reservation in Odanah, Wisconsin

What is the earliest date you will be available if chosen for an internship? _____

What is the last day you will be able to work? _____

Are you willing and able to work flexible hours/weekends if needed? YES NO

Do you have a drivers license? YES NO

Drivers license number _____ State issued _____

Liability insurance? YES NO Access to a vehicle? YES NO

Have you ever been convicted of a felony? YES NO

If yes, please explain: _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? YES NO

Do you have any physical, mental, or medical impairment or disability that would limit your job performance in the position for which you are applying? YES NO

If yes, please explain: _____

Do you have any allergies that we should be aware of? YES NO

Are these allergies life threatening? YES NO

Do you take medication for the allergies? YES NO

Please list the medication(s) taken (i.e., EpiPen, etc.)

Please list any skills, training, and/or experience that pertain to the internship(s) you are applying for:

Please list your hobbies and/or interests OUTSIDE of school/work: _____

Please list/describe any outdoor activities that you participated in during the last year that relates to hunting, fishing, and/or gathering: _____

Are you certified in CPR/First Aid?

____ YES

____ NO

If yes, please list which program(s) and expiration date: _____

Please describe any training or experience you have in safely operating and/or using equipment including, but not limited to firearms, other weapons, emergency vehicles, ATVs, boats, snowmobiles, GPS, compass, maps, and radios. Please be sure to list any safety certifications that may apply to your training related to this question also (i.e., Hunter Safety, etc.). _____

Please describe your time management skills. Give an example in which you had to manage a number of tasks at one time. _____

Please describe your experience and/or ability to effectively communicate with a diverse group of people. _____

Please describe your participation in any events or activities in your community. _____

Define GLIFWC and its responsibilities with regard to Treaty rights and issues. (Do NOT copy and paste from the GLIFWC website! Write this definition in your own words.) _____

In your own words, what are Ceded Territories? _____

Which Tribes are members of GLIFWC? _____

State any additional information that you feel may be helpful to us in considering your application for the GLIFWC Summer Internship Program or letters of reference from professors/advisors. (Attach additional pages if necessary.) _____

Please list three references that are not related to you that we may contact. One should be your academic advisor, one should be a teacher/professor, and the third a past/current employer or supervisor.

Academic Advisor Name: _____

Phone Number: _____ Email: _____

Teacher/Professor Name: _____

Phone Number: _____ Email: _____

Past Employer/Supervisor Name: _____

Phone Number: _____ Email: _____

- **I certify that the answers given herein are true and complete to the best of my knowledge.**
- **I authorize investigation of all statements contained in this application for employment as may be necessary in an employment decision. I understand that this application is not nor intended to be a contract of employment.**
- **In the event of employment, I understand that false or misleading information given on my application or interview may result in discharge from the internship program. I also understand that I am to abide by the Personnel Policies and Procedures of the Great Lakes Indian Fish and Wildlife Commission.**

Signature

Date

Send ALL required paperwork as outlined in the Summer Internship Announcement with this application to:

Pauline (PJ) Lemieux, Internship Program Coordinator
Great Lakes Indian Fish and Wildlife Commission
P.O. Box 9
Odanah, WI 54861-0009

OR email to: plemieux@glifwc.org
Subject: **2024 GLIFWC Internship Program Application**

Questions regarding the internship announcement or requirements can be directed to Pauline Lemieux via email or phone: (715) 682-6619 ext. 2138

Closing date for receipt of completed application and supporting materials is:
JANUARY 31, 2024, at 4:30 PM (CST)