

# GREAT LAKES INDIAN FISH & WILDLIFE COMMISSION

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

[www.glifwc.org](http://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 7<sup>th</sup> – August 13<sup>th</sup>, 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](mailto:lcoffin@glifwc.org)  
**Subject: 2021 GLIFWC Internship Program Application**

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

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**POSITION:** Division of Intergovernmental Affairs (DIA) Intern

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

**SUPERVISION:** The intern will report to the Policy Analyst assigned to treaty rights implementation, Philomena Kebec.

**DUTIES AND RESPONSIBILITIES:** Primary duties will be to assist the Division in the area of treaty rights implementation. Specifically, the intern will assist the Policy Analyst in the following:

- Compiling tribal conservation codes from various tribes nationwide;
- Developing a report comparing tribal conservation codes;
- Assisting with the preparation of a revised set of off-reservation conservation codes for GLIFWC member tribes;
- Attending intertribal meetings (with options to attend virtually);
- Other related duties as assigned.

Depending on public health advisories in place this summer, the internship will be based remotely; day trips and occasional overnight travel to member tribes' reservations and other meetings may be an option, with travel expenses reimbursed pursuant to GLIFWC personnel policies.

**QUALIFICATIONS:** Candidate will be enrolled with a college, university or law school, preferably having completed their sophomore year. Familiarity with basic word processing programs (e.g. Microsoft Office) 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:**

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

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