



Brothertown Indian Nation Eeyamquittoowauconnuck

Inviting applications for Brothertown Project Assistant

Job description:

Work on a wide variety of hands-on, outdoors and indoors work related to supporting the InterTribal Lake Winnebago Wild Rice Revitalization project. Project leads are Brothertown Indian Nation Tribal Council and Dr. Jessie Conaway of the Nelson Institute of UW Madison. Other partners include intertribal conservation organizations, Wisconsin Tribes, UW faculty, staff and students, federal and state agencies, non-profits, and fishing and hunting clubs. This project is funded in part by Wisconsin Sea Grant.

Job duties:

Brothertown Project Assistant will assist project leads with:

- Fieldwork with Tribes, other project partners, other project assistants. Possibly includes lab work.
- Data entry, data verification, proofing with other project assistants
- Project communications with Tribal and non-Tribal partners
- Work with UW Green Bay for outreach to youth in schools about growing wild rice
- Gather and summarize existing literature, data and other contributions from project partners
- Summarizing and communications for quarterly reporting
- Help to convene and archive current project data on water quality and wild rice habitat suitability assessment
- First seeding of wild rice in existing and new habitats, if applicable

Pay: \$15 per hour for 15 - 20 hours per week

Hours: Fieldwork is scheduled 1 day every other weekend. Which day (Friday, Saturday or Sunday) is based on weather window. Other work days are flexible.

Projected Start Date: June 6, 2022

Position runs through: August 31, 2022

Option to extend to September, October fall/winter if assistant is available part time.

Skills:

Attention to detail, accurate, organized and reliable. Familiar with Microsoft Office and email, Google Workspace, and Excel. Ability to honor and implement cultural protocols; work respectfully and effectively with Tribal leadership and professionals. Fieldwork is on Water with water quality testing equipment.

Duties: Level 1 (Required):

- Ongoing communications for project efforts
- Participate in fieldwork June through August. September and October if available
- Collaborate with Nelson Project Assistants for data recording and entry
- Collaborate with Nelson Project Assistant for monthly communications with Sea Grant
- Collaborate for outreach efforts; website; videos; podcasts; press kits; social media; etc.
- Enter employee time, travel and reimbursement records as appropriate

Duties Level 2 (Optional progression):

- GIS work for community mapping project
- Conduct interviews with Tribal and non-Tribal research participants (CITI training required)
- Assist with grant seeking to support on-going efforts for project
- Contribute to models for sustainability of project outcomes
- Presentation assistance

First review of applicants starts 5/25/2022. Applications accepted until position filled.

Please email a short cover letter describing:

- Interest in and suitability for position
- Tribal affiliation, if any
- Brief summary/list of work experience or your resume
- Contact information for two references

Send applications to:

Jessica Ryan brothertownvicechair@brothertownindians.org

Jessie Conaway jessie.conaway@wisc.edu