



## Mississippi Department of Marine Resources

**SOLICITATION:**

**REQUEST FOR APPLICATIONS**

**RFA NUMBER:**

3140003840

**SMART NUMBER**

1450-24-R-RFQI-00003

**TO PROVIDE:**

Two (2) Resource Management Interns

**ISSUE DATE:**

March 27, 2024, 10:00 AM CST

**LOCATION:**

Mississippi Department of Marine Resources  
1141 Bayview Avenue  
Biloxi, Mississippi 39530

**MDMR CONTACT:**

Janie Ballew  
(228) 523-4118  
[procurement@dmr.ms.gov](mailto:procurement@dmr.ms.gov)

**CLOSING DATE AND TIME:**

April 17, 2024, 10:00 AM CST

## **Introduction**

The Mississippi Department of Marine Resources (“MDMR”) is currently seeking two (2) interns for the Coastal Preserves Program. The MDMR’s Coastal Preserves Program conserves and manages resources within state-owned natural areas including: threatened and endangered species; invasive species; nesting areas; sensitive habitats; natural and restored tidal marsh; and public nature trails.

The MDMR manages all marine life, public trust wetlands, adjacent uplands, and waterfront areas to provide for the balanced commercial, recreational, educational, and economic uses of these resources consistent with environmental concerns and social changes.

## **Scope of Work/Job Duties**

The scope of work/job duties for the positions will include:

- Invasive Species Control;
- Public Access Projects and Maintenance;
- Threatened and Endangered Species Monitoring;
- Habitat Management;
- Biological Inventory and Monitoring;
- Education and Outreach events; and,
- Other duties as assigned by the Supervisor and/or Office Director.

Considerable outside work is involved with the positions, often under extreme weather conditions, including extreme heat, wind, and rain. The positions require an individual that can endure the rigors of physically challenging tasks often performed in harsh weather conditions.

## **Minimum Qualifications**

The minimum qualifications the MDMR is seeking for these positions include:

- **Education:** Must possess or be pursuing a Bachelor’s Degree in natural resource management, wildlife biology, environmental science, environmental education, ecology, marine science, biology, botany, geography, forestry, or a related field from an accredited four-year college or university. . If degree is in progress, the candidate must have enough hours to be classified as a junior or senior. As part of the application, please provide a copy of your transcript (unofficial copy is acceptable).
- **Experience:** Please include any training or skills related to this position in your application.
- **Other:** Must possess a valid driver’s license (Mississippi residents must have a Mississippi driver’s license). MDMR will verify the driver’s license.

### **Knowledge, Skills, and Abilities**

The ideal candidate should have basic knowledge of coastal floral and faunal communities and a basic knowledge of surrounding coastal systems. The candidate should be self-motivated, capable of implementing multiple project tasks simultaneously, and able to work well with others. The candidate should be comfortable presenting to small and large groups ranging in age from young children to older adults of all experience levels. The candidate should be comfortable riding in and working out of small and large boats on open water. Candidates should also be comfortable and/or willing to handle and apply herbicides (potentially carcinogenic) in a safe manner. Familiarity with UTV's and GPS equipment is desired, but not required.

### **Compensation and Hours Worked**

The internship positions pay \$14.00 per hour and are for 120.4 hours per month. The positions are for up to 10 weeks, depending on the intern's school schedule.

### **Instructions for Applying**

- Complete and **sign** the attached Application (all requested information must be completed.)
- All applications should be marked: **"Application for Resource Management Intern"**
- Attach your resume describing your education and prior work history, including relevant work experience.
- Attach a list of at least three references (name and current contact information). References familiar with your job performance skills are preferable. If MDMR is unable to contact your references based upon the contact information you provide, your application may be rejected.
- Attach a copy of your college transcript (an unofficial copy is acceptable).

You may submit your application packet (all of the above) in one of three ways:

- Via email to [procurement@dmr.ms.gov](mailto:procurement@dmr.ms.gov);
- Via U.S. mail, postage prepaid, to Procurement Office, Mississippi Department of Marine Resources, 1141 Bayview Avenue, Biloxi, MS 39530; or,
- Via hand delivery to the Procurement Office at the above address.

The **deadline** for receiving applications is **April 17, 2024 at 10:00 a.m.** Late applications will not be accepted. You may be required to interview in person at MDMR in Biloxi, Mississippi, or by telephone.

### **Questions/Requests for Clarification**

All questions and requests for clarification must be submitted by email to Janie Ballew at [procurement@dmr.ms.gov](mailto:procurement@dmr.ms.gov)

The MDMR will not be bound by any verbal or written information that is not specified within this Request for Applications unless issued in writing by the Procurement Director.

**Equal Opportunity Statement**

MDMR will select candidates for these services without regard to political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability.