



Mississippi Department of Marine Resources

Contact: procurement@dmr.ms.gov

REQUEST FOR APPLICATIONS

Coastal Preserves Resource Management Intern

Introduction

The Mississippi Department of Marine Resources (“MDMR”) is currently seeking a Resource Management intern for the Coastal Preserves Program. The Coastal Preserves habitat restoration and management internship provides an opportunity to share your enthusiasm for conservation of MS Gulf Coast natural areas while gaining experience in natural resource conservation. 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 Resource Management Intern will assist staff in:

- 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 may be assigned by the supervisor and/or Office Director.

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

Minimum Qualifications

The minimum qualifications which the MDMR is seeking for this position include:

- **Education:** Must possess or be pursuing a Bachelor’s Degree from an accredited four-year college or university in natural resource management, wildlife biology, environmental science, environmental education, ecology, marine science, biology, botany, geography, forestry, or a related field. If pursuing a degree candidate must have a minimum of thirty-two (32) hours college credit. As part of the application, please provide a copy of your transcript (unofficial copy is acceptable).

- **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

Applicants should have a working knowledge of coastal floral and faunal communities and a basic knowledge of surrounding coastal systems. The ideal candidate is a self-motivator, capable of implementing multiple project tasks simultaneously and able to work effectively with others. The applicant should be comfortable presenting to small and large groups ranging in age from young children to older adults of all experience levels. The applicant should be comfortable riding in small and large boats on open water. Familiarity with UTVs and GPS equipment is desired, but not required.

Please include in your application any trainings or skills that you have related to this position (i.e. interpretive guide, bird or plant identification, CPR certification, boat/ATV experience, etc.).

Compensation and Hours Worked

This internship position pays \$10.00 per hour, and is for 40 hours per week. The position is for up to 12 weeks, depending upon the intern's school schedule.

Instructions for Applying

- Complete and **sign** the attached Application (all requested information must be completed).
- 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;
- Via U.S. mail, postage prepaid, to:
 - Valerie McWilliams, Procurement Specialist, Mississippi Department of Marine Resources, 1141 Bayview Avenue, Biloxi, MS 39530; or,
- Via hand delivery to Valerie McWilliams at the above address.

The **deadline** for receiving applications is **March 28, 2018 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.

Please note: This position will not begin until June 1, 2018, or after, depending on the intern's school schedule.

Questions/Requests for Clarification

All questions and requests for clarification must be submitted by email to:

Valerie McWilliams, Procurement Specialist 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 contact person.

Equal Opportunity Statement

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