



Mississippi Department of Marine Resources

Contact: procurement@dmr.ms.gov

REQUEST FOR APPLICATIONS

**Outreach Intern at the Grand Bay National
Estuarine Research Reserve (GBNERR)**

Introduction

The Mississippi Department of Marine Resources (“MDMR”) is currently seeking an Outreach Intern for Grand Bay National Estuarine Research Reserve (GBNERR) in Moss Point, Mississippi.

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 this position will include:

- Assisting with a “Visitors Use” project that will enhance visitors’ understanding and experiences at the Reserve. This will include interacting, interviewing, and observing visitors at the Grand Bay Coastal Resources Center, as well as, the Mississippi and Alabama Welcome Centers;
- Assisting with K-12 student programs at schools and the Reserve;
- Assisting with communication outlets (e.g. social networking, advertising) to increase participation in community programs;
- Assisting with training workshops, outreach events, and once a month community programs (Adventure Quenchers); and,
- Other duties as assigned by supervisor and/or Office Director.

Applicants interested in the position should be detail oriented, dependable, positive, and exhibit excellent communication skills. The ideal candidate will need to be able to work flexible hours, as some of the events mentioned above are evening and weekend programs.

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 biology, marine science, botany, geography, ecology, environmental science, chemistry, forestry, wildlife biology, or a related field. The 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

The ideal candidate will have previous coursework in education, environmental biology, and/or ecology. A successful candidate will have working knowledge of coastal Mississippi flora and fauna and basic social science principles. The applicant should have excellent speaking and networking skills. This position will require interaction with diverse audiences. 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 ideal candidate should demonstrate the ability to implement multiple project tasks simultaneously and the ability to work effectively with others.

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 on 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 cover letter that details your skills and why you desire the position.
- 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, or by telephone. If in person, the interview will be in Biloxi, or at the GBNERR, Moss Point, Mississippi.

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, at 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.