

# MISSISSIPPI DEPARTMENT OF MARINE RESOURCES

## NOTICE OF INTERNSHIP POSITION

The Mississippi Department of Marine Resources (MDMR) will accept applications until **10:00 a.m. on March 7, 2016** for the purpose of hiring a **Coastal Preserves Environmental Interpreter Intern**.

The minimum qualifications for the position include:

- 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 32 hours college credit.
- Must possess a valid driver's license (Mississippi residents must have a Mississippi driver's license). MDMR will verify the driver's license.

The internship will be for a period of 10 to 12 weeks with a rate of pay of \$10.00 per hour. Information about the position, instructions for applying, and Application Form will be available on **February 17, 2016** on the MDMR website at <http://www.dmr.ms.gov/index.php/dmr-information/bids-main> and the Mississippi Procurement Portal at [https://www.ms.gov/dfa/contract bid search](https://www.ms.gov/dfa/contract_bid_search). For additional information, please contact Kacey Williams, Chief Financial Officer at (228) 523-4169 or by email at [kacey.williams@dmr.ms.gov](mailto:kacey.williams@dmr.ms.gov).

Applications may be submitted by hand delivery or mail to Kacey Williams, Chief Financial Officer, MDMR, 1141 Bayview Avenue, Biloxi, MS 39530, or by email to [procurement@dmr.ms.gov](mailto:procurement@dmr.ms.gov). **The deadline for applying is 10:00 a.m. on March 7, 2016.**

All applications should be marked: **“Application for Coastal Preserves Environmental Interpreter Intern”**.

**REQUEST FOR APPLICATIONS**  
**Coastal Preserves Environmental**  
**Interpreter Intern**

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

Contact: Kacey Williams – [procurement@dmr.ms.gov](mailto:procurement@dmr.ms.gov)

## **Introduction**

The Mississippi Department of Marine Resources (“MDMR”) is currently seeking an Environmental Interpreter intern for the Coastal Preserves Program. The Coastal Preserves environmental interpreter internship provides an opportunity to share your enthusiasm for conservation of Mississippi Gulf Coast natural areas while gaining experience in natural resource conservation and outreach. The MDMR’s Coastal Preserves Program conserves and manages resources within state-owned natural areas; including threatened and endangered species and 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 intern will develop and present information to residents and tourists visiting Coastal Preserve areas. Presented information will include, but not limited to, cultural and historical significance, native species and habitats, Leave-no-Trace principles, management activities, environmental stewardship opportunities, and seasonal modifications (i.e., closures for nesting areas, management, etc.). Presentations will be in the form of guided tours of natural areas, slide shows to local interest groups, and hands-on demonstrations. Additional duties may include visitor use surveys, visitor impact monitoring, and involvement with Coastal Preserve management activities. Other duties may be assigned by the supervisor and/or Office Director.

## **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 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 applicant should have excellent speaking and networking skills and should have a keen interest in coastal ecology, history, and culture. 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. This position requires working outdoors, under limited supervision in remote and often uncomfortable environments (i.e. hot, humid, muggy).

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.). The applicant should also be comfortable riding in small and large boats on open water.

## **Compensation and Hours Worked**

This internship position pays \$10.00 per hour, and is for 40 hours per week. The position is for 10 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](mailto:procurement@dmr.ms.gov);
- Via U.S. mail, postage prepaid, to:
  - Kacey Williams, Chief Financial Officer, Mississippi Department of Marine Resources, 1141 Bayview Avenue, Biloxi, MS 39530; or,
- Via hand delivery to Kacey Williams at the above address.

The **deadline** for receiving applications is **March 7, 2016 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:

**Kacey Williams, Chief Financial Officer**  
[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 contact person.

### **Equal Opportunity Statement**

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

# DEPARTMENT OF MARINE RESOURCES CONTRACT WORKER APPLICATION



**Return Completed Application to:**  
**Department of Marine Resources**  
 1141 Bayview Avenue, Suite 101  
 Biloxi, MS 39530  
 Attention: Kacey Williams

**For Staff/Official Use Only**

**Received:** \_\_\_\_\_

**-TYPE OR PRINT IN BLACK INK-  
 JOB INFORMATION**

RFQ #:	POSITION TITLE:
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**PERSONAL INFORMATION**

FIRST NAME	MIDDLE INITIAL	LAST NAME
ADDRESS		
CITY	STATE	ZIP
HOME PHONE	ALTERNATE PHONE	
MONTH AND DATE OF BIRTH	WHICH METHOD DO YOU PREFER TO BE NOTIFIED ABOUT YOUR APPLICATION STATUS? <input type="checkbox"/> EMAIL OR <input type="checkbox"/> PAPER	
EMAIL ADDRESS		

**EDUCATION**

WHAT IS YOUR HIGHEST LEVEL OF EDUCATION:

<input type="checkbox"/> Some High School	<input type="checkbox"/> Some College	<input type="checkbox"/> Associate's Degree	<input type="checkbox"/> Master's Degree	<input type="checkbox"/> Doctorate Degree
<input type="checkbox"/> High School	<input type="checkbox"/> Technical College	<input type="checkbox"/> Bachelor's Degree	<input type="checkbox"/> Specialist's Degree	

**HIGH SCHOOL EDUCATION**

DID YOU GRADUATE FROM HIGH SCHOOL/RECEIVE A G.E.D. OR A HIGH SCHOOL EQUIVALENCY DIPLOMA? YES  NO

IF NO, WHAT WAS THE HIGHEST GRADE LEVEL COMPLETED? 7  8  9  10  11  12

**COLLEGE/UNIVERSITY EDUCATION**

SCHOOL NAME		DEGREE RECEIVED
DATES ATTENDED	DID YOU GRADUATE? YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> SEMESTER <input type="checkbox"/> QUARTER # OF UNITS COMPLETED:
SCHOOL LOCATION (CITY/STATE)	MAJOR	
SCHOOL NAME		DEGREE RECEIVED
DATES ATTENDED	DID YOU GRADUATE? YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> SEMESTER <input type="checkbox"/> QUARTER # OF UNITS COMPLETED:
SCHOOL LOCATION (CITY/STATE)	MAJOR	
SCHOOL NAME		DEGREE RECEIVED
DATES ATTENDED	DID YOU GRADUATE? YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> SEMESTER <input type="checkbox"/> QUARTER # OF UNITS COMPLETED:
SCHOOL LOCATION (CITY/STATE)	MAJOR	





