

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

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

Contact: Erin Gallagher- [procurement@dmr.ms.gov](mailto:procurement@dmr.ms.gov)

## **Introduction**

The Mississippi Department of Marine Resources (“MDMR”) is currently seeking an Environmental 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 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 must perform a wide variety of task associated with preserve maintenance, invasive species management, GPS mapping and biological monitoring;
- Additional duties may include visitor use surveys, visitor impact monitoring, and involvement with Coastal Preserve management activities; and,
- 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 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 applicant should have excellent speaking and networking skills and a strong interest in protecting and maintaining coastal habitats. 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).

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:
  - Erin Gallagher, Procurement Director, Mississippi Department of Marine Resources, 1141 Bayview Avenue, Biloxi, MS 39530; or,
- Via hand delivery to Erin Gallagher at the above address.

The **deadline** for receiving applications is **February 23, 2017 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:

**Erin Gallagher, Procurement Director** [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.