



# Mississippi Department of Marine Resources

**SOLICITATION:**

**REQUEST FOR APPLICATIONS**

**RFA NUMBER:**

3140002024

**TO PROVIDE:**

Restoration Monitoring Internship

**ISSUE DATE:**

October 11, 2019, 10:00 AM CST

**LOCATION:**

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

**CONTACT:**

Rick Kinnard  
(228) 523-4147  
procurement@dmr.ms.gov

**CLOSING DATE AND TIME:**

October 28, 2019, 2:00 PM CST

## **Introduction**

The Mississippi Department of Marine Resources (“MDMR”) is currently seeking a contract worker to provide support for multiple long-term monitoring activities associated with the Natural Resource Damage Assessment (“NRDA”) Grand Bay Land Acquisition and Habitat Management Project.

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**

This position includes, but is not limited to, the following:

- Monitor upland vegetation using Clewell plots and Robel poles;
- Monitor birds which includes grassland birds and general community surveys;
- Assist with the collection and preparation of herbarium specimens;
- Assist with land management activities, as needed (i.e. prescribed burns, invasive species removal, debris removal, etc.); and,
- Perform other duties as assigned.

This position requires working outdoors, in remote and often uncomfortable environments (i.e. hot, humid, rain, wind, insects).

## **Minimum Qualifications**

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

- **Education:** Must possess or be pursuing a Bachelors’ Degree in natural resource management, wildlife biology, environmental science, environmental education, ecology, marine science, biology, botany, geography, forestry, or related field from an accredited four-year college or university. If degree is in progress, the candidate must have at least 32 hours of college credit. 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 candidates should have a working knowledge of coastal floral and faunal communities and a basic knowledge of surrounding coastal systems. Candidates should be self-motivated, capable of moving multiple projects forward simultaneously and able to work well with others. Candidates should have a strong science background, experience with biological/ecological field

sampling, and experience with data management. Candidates will have prior experience with data entry and management with software such as Microsoft Office and geographic information systems (“GIS”). Candidates should also be comfortable riding in small and large boats on open water. Prior experience with prescribed burns is not necessary, but a willingness to learn is ideal. Familiarity with Mississippi Coast natural history and experience with UTVs and GPS equipment is desired.

### **Compensation and Hours Worked**

This position pays \$15.00 per hour. This is a temporary position for approximately nine (9) months from the start date of the contract worker contract, but the position may be extended at the MDMR’s discretion. The MDMR reserves the right, in its sole discretion, to increase the hourly rate of pay and/or hours per week worked in the future based upon merit, cost-of-living increases, or increases in job duties.

### **Instructions for Applying**

- Complete and **sign** the attached Application (all requested information must be completed.)
- Attach a 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. MDMR will conduct background checks for these positions.

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

The **deadline** for receiving applications is **October 28, 2019 at 2:00 p.m.** Late applications will not be accepted.

You may be required to interview in person at MDMR in Biloxi, Mississippi, at the Grand Bay NERR, or by telephone.

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

All questions and requests for clarification must be submitted by email to: [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 candidates for these services without regard to political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability.