



Mississippi Department of Marine Resources

Contact: procurement@dmr.ms.gov

REQUEST FOR APPLICATIONS

Communications Contract Worker

Introduction

The Mississippi Department of Marine Resources (“MDMR”) is currently seeking one (1) contract worker for the 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:

The contract worker will assist with development of communication materials. This position involves a combination of graphic design, copy editing, and other office work. Primary duties include the assembly, layout, and copy editing of the plant and bird field guides, and the development of an additional field guide on reptiles and amphibians. Activities include organization and management of field guide data (photo, copy, layout files, etc.), development and checking of layout files using InDesign by Adobe, copy development working in coordination with GBNERR staff, and archiving of all clean and final files in preparation for printing. Printing vendors and quotes may also be obtained by the contractor. This position will occasionally assist other GBNERR staff with layout, photography, and other graphic products; assist in the development of website, brochure, or other outreach materials; and participate in GBNERR education and outreach programs. Activities will be closely coordinated with the GBNERR, National Oceanic and Atmospheric Administration (NOAA), and other partners, consistent with the goals and objectives of the Reserve, the Mississippi Department of Marine Resources (MDMR), and NOAA. This position will work alongside the Director’s Assistant and report to the Director.

Duties and Responsibilities

Specific duties, working in an office setting, include:

- Continue the development of the plant and bird field guide, including reviewing species list with GBNERR biologists, acquiring needed materials to add species, reviewing copy developed for the guide;
- Working with GBNERR biologists to determine a relevant species list for development of a reptile and amphibian field guide, obtaining photographs and copy material for each species;
- Developing the layout for a reptile and amphibian field guide;
- Organizing all files for the guides including archiving final files in preparation for printing;
- Work with GBNERR staff to assist with other graphic design needs for posters, brochures, or other outreach products; and,

- Other duties as assigned by the Director's Assistant and/or the GBNERR Director.

Minimum Qualifications

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

- **Education:** Must possess or be pursuing a Bachelors' Degree in biology, marine science, land use planning, coastal management, environmental policy, botany, geology, geography, ecology, environmental education, forestry, wildlife management/biology, art, graphic design, or a related field from an accredited four-year college or university. If degree is in progress, the candidate must have at least 12 hours of college credit; and,
- **Experience:** One (1) year of experience related to the described duties.
- **Other:** Must possess a valid Mississippi driver's license or driver's license from another state (Mississippi residents must have a Mississippi driver's license). MDMR will verify the driver's license.

Compensation and Hours Worked

This position pays \$20.00 per hour and is for 129 hours per month for eight (8) months. MDMR reserves the right, in its sole discretion, to increase the hourly rate of pay 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 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.

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:
 - Janie Ballew, Lead Contract Analyst, Mississippi Department of Marine Resources, 1141 Bayview Avenue, Biloxi, MS 39530; or,
- Via hand delivery to Janie Ballew at the above address.

The **deadline** for receiving applications is **May 11, 2022 at 10:00 a.m.** Late applications will not be accepted. You may be required to interview in person at MDMR in Biloxi, Mississippi, by telephone, or at the GBNERR in Moss Point, Mississippi.

Questions/Requests for Clarification

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

Janie Ballew, Lead Contract Analyst, (228) 523-4118, 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 worker for these services without regard to political affiliation, race, color, handicap, genetic information, national origin, sex, religious creed, age, or disability.