



Mississippi Department of Marine Resources

SOLICITATION: **REQUEST FOR APPLICATIONS**

RFA NUMBER: 3140003090

SMART NUMBER 1450-22-R-RFQI-00013

TO PROVIDE: Graphic Design Intern

ISSUE DATE: April 28, 2022, 10:00 AM CST

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

MDMR CONTACT: Janie Ballew
(228) 523-4118
procurement@dmr.ms.gov

CLOSING DATE AND TIME: May 13, 2022, 10:00 AM CST

Introduction

The Mississippi Department of Marine Resources (“MDMR”) is currently seeking a Graphic Design Intern for the Office of Public Affairs. The MDMR’s Office of Public Affairs promotes a proactive program of community outreach, education, public information, and legislative and media relations, raising awareness of the MDMR, its roles, responsibilities and programs in balancing economic interests with enhancing, protecting, managing and conserving Mississippi’s marine resources.

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 these positions will include:

- Design and layout a wide variety of print materials such as booklets, direct mail pieces, brochures, postcards, flyers, print and digital advertisements;
- Assist with updates to agency websites and social media;
- Procure quotes and work with vendors;
- Prepare print jobs for proofs and final outputs;
- Assist with agency outreach events; some evening and weekend work may be required;
- Help distribute agency materials; and,
- Other duties as assigned by the Supervisor and/or Office Director.

Minimum Qualifications

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

- **Education:** Must possess or be pursuing an Associate’s, Bachelor’s or graduate degree from an accredited two-year or four-year college or university in graphic design or related field. If degree is in progress, the candidate must have a minimum of 30 hours 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 candidate will have previous coursework and a thorough knowledge of graphic design. A successful candidate will have a solid understanding of design for various media. The candidate should have excellent verbal and written communication skills. This position will require

interaction with diverse audiences. The ideal candidate should demonstrate the ability to implement multiple project tasks simultaneously and the ability to work effectively with others.

- Proficient in Adobe Creative Suite-Photoshop, InDesign, Illustrator;
- Familiarity with Microsoft Office, Wordpress and various social media platforms;
- Excellent design skills and creativity;
- Excellent grammatical, spelling, proofreading abilities preferred;
- Highly organized, motivated and able to prioritize and handle multiple projects; and,
- Ability to take design direction and work independently without supervision; be self-directed and demonstrate initiative.

Compensation and Hours Worked

The internship position pays \$12.00 per hour and is for 129 hours per month. The position is for up to 8 weeks, depending on the intern's school schedule.

Instructions for Applying

- Complete and **sign** the attached Application (all requested information must be completed.)
- All applications should be marked: **“Application for Graphic Design Intern”**
- 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;
- Via U.S. mail, postage prepaid, to Procurement Office, Mississippi Department of Marine Resources, 1141 Bayview Avenue, Biloxi, MS 39530; or,
- Via hand delivery to the Procurement Office at the above address.

The **deadline** for receiving applications is **May 13, 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, or by telephone.

Questions/Requests for Clarification

All questions and requests for clarification must be submitted by email to Janie Ballew 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 Procurement Director.

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.