



# Mississippi Department of Marine Resources

**SOLICITATION:** **REQUEST FOR APPLICATIONS**

**RFA NUMBER:** 3140003591

**TO PROVIDE:** Coastal Restoration and Resiliency  
Contract Worker

**ISSUE DATE:** September 6, 2023

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

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

**CLOSING DATE AND TIME:** September 20, 2023, 10:00 AM CST

## **Introduction**

The Mississippi Department of Marine Resources (“MDMR”) is currently seeking one contract worker for the Office of Coastal Restoration and Resilience/Mississippi Coast National Heritage Area. The MDMR’s Mississippi Coast National Heritage Area program is to enhance, conserve, and provide connectivity to cultural resources of a unique and defined area through identification, interpretation, and promotion. These cultural resources of National Heritage Areas provide authentic experiences and serves as a source of pride and identity.

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:

- Providing assistance to all aspects of the Office of Coastal Restoration and Resilience;
- Developing and scheduling social media content;
- Assisting and advising administrative superiors regarding activities in developing and carrying out departmental functions;
- Researching and collecting information needed to facilitate activities;
- Developing and assisting in resilience related projects;
- Collaborating with staff in developing marketing strategies and website maintenance;
- Assisting with archiving and researching historic collections;
- Procuring quotes and working with vendors;
- Assisting with outreach events; some evening and weekend work may be required;
- Assisting with preservation projects and management of historic home;
- Writing grant proposals and managing grants that are within the Office of Coastal Restoration and Resilience; and,
- Other duties as assigned by the Supervisor and/or Office Director.

## **Minimum Qualifications**

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

- **Education:** Bachelor’s Degree from an accredited four year college or university in historic preservation, anthropology, communication business or history; and,
- **Experience:** Please include any training or skills related to this position in your application.

## **Knowledge, Skills, and Abilities**

The ideal candidate will have previous coursework and thorough knowledge of historic preservation or resilience related experience. A successful candidate will have a solid

understanding of different tasks and techniques required for historic preservation. The candidate should have excellent verbal and written communication skills. This position will require interaction with diverse audiences. The candidate 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. The candidate should also have familiarity with Adobe Creative Suite, Microsoft Office and various social media platforms.

### **Compensation and Hours Worked**

This position pays \$20.00 per hour and is for 28 hours per week **not to exceed 120.4 hours per month**. The position is for one year. 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 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](mailto:procurement@dmr.ms.gov);
- Via U.S. mail, postage prepaid, to:
  - Janie Ballew, Lead Contract Analyst, Mississippi Department of Marine Resources, 1141 Bayview Avenue, 6<sup>th</sup> Floor, Biloxi, MS 39530; or,
- Via hand delivery to Janie Ballew at the above address.

The **deadline** for receiving applications is **September 20, 2023 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, Lead Contract Analyst, (228) 523-4118, at [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 worker for these services without regard to political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability.