



Mississippi Department of Marine Resources

SOLICITATION: **REQUEST FOR APPLICATIONS**

RFA NUMBER: 3140001699

SMART NUMBER 1450-19-R-RFQI-00015

TO PROVIDE: Communications Intern

ISSUE DATE: February 15, 2019, 10:00 AM CST

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

MDMR CONTACT: Rickey Kinnard
(228) 523-4147
procurement@dmr.ms.gov

CLOSING DATE AND TIME: March 8, 2019, 10:00 AM CST

Introduction

The Mississippi Department of Marine Resources (“MDMR”) is currently seeking a Communications Intern for the Office of Public Affairs. This position will assist Public Affairs staff in developing marketing content, taking part in agency outreach events and provide support with daily administrative tasks.

Through a proactive program of community outreach, education, public information, and legislative and media relations, the Office of Public Affairs promotes 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 this position will include:

- Develop and schedule social media content;
- Collaborate with staff in developing marketing strategies;
- Assist with updates to agency websites;
- Procure quotes and work with vendors;
- Assist with agency outreach events; some evening and weekend work may be required;
- Help distribute agency materials; and,
- Perform other duties as assigned by the supervisor and/or Office Director.

Minimum Qualifications

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

- **Education:** Must possess or be pursuing a Bachelors’ Degree in communications, public relations or marketing from an accredited four-year college or university. If degree is in progress, the candidate must have a minimum of 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

The ideal candidate should have previous coursework and thorough knowledge of communications. Candidate should have a solid understanding of different marketing and public relations tasks and techniques. The candidate should have excellent verbal and written communication skills. This position will require interaction with diverse audiences. The applicant 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 internship position pays \$10.00 per hour and is for 40 hours per week. This position is for up to 12 weeks, depending upon the intern's school schedule. **Please Note:** This position will not begin until June 3, 2019, or after, depending on 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;
- 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 **March 8, 2019 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 Valerie McWilliams 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.