

## **New Orleans Health Department Internship Program**

### **Internship Opportunity Description**

#### **Spring 2024**

#### **Internship Title: Community Health Improvement Partner Engagement Internship (SPR24-06-P)**

**Position Overview:** This internship will support the engagement of the CHI Partnership—a network of approximately 200 individuals representing over 100 community organizations working together to improve health in New Orleans. Through the dissemination of broad communications, collection of partner perspectives, and research on best practices for partner engagement and cross-sector collaboration, the intern will inform the way that the CHI program works with its network of partners. The development of a positive partner experience is necessary to ensure the continued retention and growth of the partnership, improve opportunities for collaboration, and change the way that we work together to solve long-standing public health problems. This internship will offer the opportunity to see public health in action while working alongside many of our city's public health, local government, and community leaders. Interns who complete this opportunity will develop skills in: Effective Communication; Data-Based Decision Making; Justice, Equity, Diversity, and Inclusion (JEDI); Systems and Strategic Thinking; and Cross-Sectoral Partnerships. This paid position will be for up to 15 hours for 12 weeks, in-person at City Hall, 1300 Perdido Street, Suite 8E18.

#### **Intern Supervision**

- Supervisor Name: Diana Ishee, MPH
- Supervisor Title: Community Health Improvement Coordinator
- Supervisor Email: [diana.ishee@nola.gov](mailto:diana.ishee@nola.gov)
- Supervisor Phone: 504-658-2588

#### **Primary Responsibilities:**

- Facilitate broad communications efforts to increase stakeholder knowledge and awareness of the Community Health Improvement Plan
- Assist with the identification and implementation of strategies to improve CHI partner satisfaction and retention
- Develop and maintain knowledge of partnership for increased collaboration, communication, and meaningful connections among partners
- Support the alignment of planning efforts and initiatives with shared priorities

#### **Sample Activities:**

- Conduct research on best practices for partner engagement to inform internal strategies
- Develop and disseminate CHI Partner Satisfaction Survey to gather partner perspectives; work with supervisor to identify themes from survey data, prioritize strategies, and implement as appropriate
- Create partner registry of CHI partner information and determine best uses of partner data based on partner needs and perspectives
- Develop and maintain content for electronic communications (partnership emails, newsletters, NOHD website, and social media platforms), create outreach materials for dissemination at community events, and support development of press releases as needed
- Attend and support regular partner meetings with the following stakeholders: working groups, NOHD leads, CHI members, and coordinators of other plans and initiatives

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**Desired Qualifications:**

- Graduate student
- Well-organized, detail oriented and analytical
- Strong interpersonal skills, ability to network and form new relationships
- Clear and effective written and verbal communications
- Working knowledge of Microsoft Office 365 required; experience using platforms such as Doodle and Survey Monkey desired but not required
- Experience with professional communications, social media content development, and developing flyers or reports for a broad audience

**Position Requirements:**

- A minimum of 60 college credit hours must be completed. Supporting documentation such as an official transcript, diploma, or certificate is also required.
- All City of New Orleans applicants must pass a drug and background screening prior to hire
- Be legally allowed to work in the United States and able to provide supporting documentation such as a valid passport

**Compensation:**

- Paid interns will be hired at the Civil Service Management Development Assistant classification level with an hourly compensation rate of \$17.10 per hour
- Cannot work overtime; hours worked will be limited to no more than 15 hours per week
- Positions are limited to a term of 12 consecutive weeks from official start date
- Paid interns hired by the City cannot take another transient appointment within one year of termination
- No benefits will be awarded for this position

**Resources Available:**

- Workspace to conduct work-related activities
- Access to NOHD software such as Zoom, Survey Monkey, etc.
- Nola.gov email with access to Microsoft 365 software (Outlook, Word, Excel, Power Point)
- Basic office supplies necessary to fulfill responsibilities
- Printer with scanning and copying capabilities