

**New Orleans Health Department Internship Program**  
**Internship Opportunity**  
**Summer 2025**  
**Internship Title: Chronic Disease Policy Intern**



**Position Overview:** Chronic diseases, particularly diet-related diseases like diabetes and hypertension, are leading causes of morbidity and mortality in the city of New Orleans. The rate of disease is high across all populations, but race, income, and neighborhood can further increase someone's disease risk and ability to access care. The New Orleans Health Department aims to combat the risk and associated burdens of chronic disease through local policy changes, state-level advocacy, health education, and partnerships with relevant community stakeholders.

The chronic disease policy intern will assist in policy research and development, reviewing disease burden and disparities in the city, and enforcing current policies related to chronic disease.

- This is an in-person or hybrid opportunity, with a minimum of 8 hours in person every week and a maximum of 15 hours of work per week.
- The rate of pay is \$18.88 per hour, paid by a CDC grant. The location is City Hall.

**Intern Supervision**

- Supervisor Name: Daisy Ellis, MPH
- Supervisor Title: Chronic Disease Policy Specialist
- Supervisor Email: [daisy.ellis@nola.gov](mailto:daisy.ellis@nola.gov)
- Supervisor Phone: 504-658-2508

**Primary Responsibilities:**

- Assist in developing policy proposals to improve economic security and health access for New Orleans residents using evidence-based methods from other states and localities, national reports, and coalition partners.
- Participate in coalition and working group meetings focused on policy proposals and legislative changes related to chronic disease prevention.
- Conduct enforcement and outreach activities for the Healthy Kids Beverage Ordinance and Smoke Free air act (SFAA) - this will be a primary focus for this position.

**Sample Activities:**

- Develop a webinar or presentation for business owners describing the rules of the Healthy Kids Beverage Ordinance.
- Draft and mail letters to tobacco and nicotine shops about the SFAA.
- Attend and record meeting minutes for the chronic disease CHIP working group. Participate in the Louisiana Smoke-Free Coalition.
- Support internal data collection and research efforts.

**Desired Qualifications:**

- Strong written and verbal communication skills
- Confident learner, time management skills, comfortable working with various stakeholders.
- Access to a vehicle
- Master's student (preferred)

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**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
- If position is fully remote, interns will be required to submit all documentation in person prior to hire

**Compensation:**

- Paid interns will be hired at the Civil Service Management Development Assistant classification level with an hourly compensation rate of \$18.88 per hour
- Paid interns cannot work overtime; hours worked will be strictly 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:**

- City email and Microsoft suite account, office space and supplies.