

**New Orleans Health Department Internship Program**  
**Internship Opportunity Description**  
**Fall 2025**



**Internship Title: Cities Readiness Initiative Intern (FALL25-10-P)**

**Position Overview:** The City of New Orleans receives federal funding through the Cities Readiness Initiative to support preparedness actions for large-scale public health emergencies, including dispensing of medical countermeasures. This semester's role will be responsible for updating public Point of Dispensing (POD) site surveys, supplies, and agreements, as well as participating in annual exercises and report writing. This is an in-person position, reporting to New Orleans City Hall, 1300 Perdido Street, Suite 7W03, New Orleans, LA 70112.

Rate of Pay: \$18.88 per hour

Funding Source: PHEEH Program funds.

**Intern Supervision**

- Supervisor Name: Meredith McInturff, MPH
- Supervisor Title/Program: Manager, Public Health Emergencies & Environmental Health Unit
- Supervisor Email: pheeh@nola.gov

**Primary Responsibilities:**

- Responsible for completion of at least 5 open point of dispensing site surveys (following established tool) with required City department representatives.
- Responsible for operational supply inventory for sites and ensuring that all items are available for rapid deployments (when needed).
- Responsible for supporting annual documentation requests, including maintaining sign-in sheets for planning meetings, drafting after-action/improvement plans, and supporting data analysis.

**Sample Activities:**

- Attend in-person site visits with City department representatives and complete needed documentation using the state-establish point of dispensing site survey tool.
- Complete written documents needed for the ordinance process for multi-year agreements.
- Conduct inventory of needed materials for operating an open POD site.
- Review and revise documents and trainings needed for potential POD site managers.
- Participate in annual emergency exercises, as applicable.
- Attend weekly staff meetings with Public Health Emergencies & Environmental Health Unit (Mondays at 1pm – in-person or virtual).

**Desired Qualifications**

- Masters level student with some experience in project management and/or emergency planning
- Completion of basic FEMA self-study Incident Command System courses

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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
- Must be able to work in-office at New Orleans City Hall and at community sites for at least 10 hours per week for their internship period.

**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:**

- Workstation
- Office supplies