

Internship Title: Emergency Preparedness and Community Resiliency Intern (FALL26-07-P)

Position Overview: The Emergency Preparedness and Community Resiliency Intern will support New Orleans Health & Human Services Department coordination between the Office of Public Health & Policy and New Orleans Emergency Medical Services. This will include reviewing existing plans and data for ambulance evacuation, assisting with data maintenance and system improvement initiatives, creation of training and exercise materials, and assistance with updating emergency plans. This is an in-person internship working from either City Hall (1300 Perdido Street, New Orleans, LA 70112) or NOEMS Headquarters (2929 Earhart Blvd, New Orleans, LA 70125). This position is funded through the CDC Public Health Infrastructure Grant and pays \$18.88 an hour. The intern will gain hands-on experience in emergency management, public health preparedness, and disaster planning, while supporting programs that assist residents with access and functional needs during emergencies.

Intern Supervision

- Supervisor Name: Meredith McInturff, MPH & Captain Shayna Goldfine, PhD, CEM, NRP
- Supervisor Title/Program: Public Health Emergencies & Environmental Health Unit Manager and New Orleans Emergency Medical Services Liaison to the New Orleans Office of Coordination & Emergency Management
- Supervisor Email: meredith.mcinturff@nola.gov / segoldfine@nola.gov
- Supervisor Phone: 504-658-2582 / 504-940-7467

Primary Responsibilities:

- Conduct outreach to Smart911 users who have indicated ambulance transportation needs and verify/update information.
- Research best practices for medical needs data collection, communication, and transport systems for use during emergencies.
- Work with local and state partners to strengthen the existing City tools or recommend others from the research conducted and support design of staff training and exercises.

Sample Activities:

- Review existing records and identify incomplete, outdated, or duplicated entries requiring follow-up.
- Review and update ambulance evacuation process for better efficiency and to improve tracking and reporting.
- Conduct a review and benchmark analysis of medical needs tracking systems to determine best practices.
- Create user guides, standard operating procedures, and training materials for list management processes.
- Plan and facilitate a small internal functional exercise for evacuation team on updated systems.
- Prepare a report summarizing existing medical needs statistics, outreach efforts, and program improvement recommendations.

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- Participate in homebound evacuation meetings, training, and exercises with city and regional partners as appropriate.
- Participate in the planning process for other related plans, as assigned.

Desired Qualifications:

- Graduate student or undergraduate student in senior year with demonstrated commitment to health preparedness, disaster response, emergency medical services, or community resilience work.
- Strong written and verbal communication skills, including professional telephone communication.
- Experience with Microsoft Excel, including data entry, data management, and basic reporting functions.
- Ability to organize and analyze information while maintaining confidentiality of sensitive personal data.

It is preferred that the student attend one of the following institutions:

- Delgado Community College
- Dillard University
- Louisiana State University
- Loyola University New Orleans
- Southern University of New Orleans
- University of Holy Cross
- University of New Orleans
- Xavier University of New Orleans

If the student does not attend one of the above-mentioned universities, the student must be a Louisiana native.

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 \$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 up to 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.

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Resources Available:

- Dedicated workstation
- Desktop or laptop computer with Microsoft office applications
- Access to relevant software applications
- Access to landline phone
- Access to emergency plans and training materials
- Access to basic office supplies