

Internship Title: Field Operations Intern (FALL26-08-P)

Position Overview: The Field Operations Intern will support the Public Health Emergencies and Environmental Health Division's administrative tasks for the field operations team, updating training materials to meet current standards, and support community-facing materials for local environmental health ordinances (nursing home emergency preparedness, independent living facility emergency preparedness, smoking/tobacco sales, noise, public health sanitation, etc). This is an in-person internship working at New Orleans City Hall (1300 Perdido Street, New Orleans, LA 70112). This position is funded through the CDC Public Health Infrastructure Grant and pays \$18.88 an hour.

Intern Supervision

- Supervisor Name: Katherine Dilosa, RS
- Supervisor Title/Program: Field Operations Manager, Public Health Emergencies & Environmental Health Division
- Supervisor Email: katherine.dilosa@nola.gov
- Supervisor Phone: 504-494-7068

Primary Responsibilities:

- Support Field Operations Team members with completion of and distribution of printed materials, including inspection reports, warning letters, and posting of adjudication hearing notices.
- Update of existing staff trainings about the roles and responsibilities of different City departments when addressing environmental health concerns to reflect changes from the new mayoral administration.
- Develop at least one new tool to educate community members about the importance of an environmental health ordinance and presenting that material to a community group by the completion of internship.

Sample Activities:

- Lead the update process of existing training materials for enforcement of local ordinances.
- Support staff training logistics and delivery to ensure consistency of enforcement actions.
- Attend community meetings with other NOHHS staff to engage with community members around intersectional issues around ordinance-based work.
- Develop new materials (as needed) to clarify the role of different City agencies for the public.
- Support with in-person outreach and inspections to ensure documentation is completed in a timely manner.
- Support printing, posting, and mailing of warning letters and writing basic status reports to demonstrate impact of the work of the Field Operations team.

Desired Qualifications:

- Graduate student or undergraduate student in senior year with demonstrated commitment to environmental health work and working with residents with limited resources.

New Orleans Department of Health & Human Services Internship Program
Internship Opportunity Description
Fall 2026



- 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.

Resources Available:

- Dedicated workstation
- Desktop or laptop computer with Microsoft office applications
- Access to relevant software applications
- Access to basic office supplies