

Internship Title: Health Policy Intern (FALL26-09-P)

Position Overview: The Public Health Policy Intern will support the NOHHS Health Policy Specialist, with a focus on food access, tobacco and nicotine prevention policy, healthy workplace initiatives, and economic security efforts. This is a paid opportunity that will provide hands-on experience in public health policy development, research, community partnerships, and program implementation. This is an **in-person internship opportunity**; interns may not work remotely. The primary reporting location will be **City Hall at 1300 Perdido Street**.

Intern Supervision

- Supervisor Name: Daisy Ellis
- Supervisor Title/Program: Health Policy Specialist
- Supervisor Email: daisy.ellis@nola.gov
- Supervisor Phone: 504-658-2508

Primary Responsibilities:

- Assist with research, analysis, and implementation activities related to public health policy initiatives focused on food access, tobacco prevention, healthy workplaces, and economic security.
- Support legislative and policy tracking efforts, including reviewing proposed legislation, summarizing policy impacts, and preparing background materials, presentations, and briefing documents.
- Assist with community engagement, partner coordination, and program development activities related to chronic disease prevention initiatives.
- Support data collection, organization, and analysis to inform policy recommendations and public health strategies.

Sample Activities:

- Research public health policies and best practices and create a memo for NOHHS leaders.
- Track local and state policy updates and summarize key findings.
- Create a PowerPoint and other educational materials about a policy for internal and external stakeholders.
- Collect and analyze data about where items like healthy food or tobacco are sold in New Orleans.
- Assist with community partner outreach and meeting coordination.
- Attend coalition meetings and incorporate learnings into briefs on your policy topics.

Desired Qualifications:

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

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- 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.
- Graduate level student preferred.

- Strong written and verbal communication skills.
- Ability to research, summarize, and communicate complex information clearly.
- Interest in policy development, advocacy, community partnerships, or government operations.
- Strong organizational skills and ability to manage multiple projects and deadlines.
- Proficiency with Microsoft Office products, including Word, Excel, and PowerPoint.
- Experience with research, data analysis, community engagement, or program coordination is preferred but not required.

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:

- Desktop computer and access to necessary City systems and software.
- Microsoft Office tools, including Word, Excel, and PowerPoint.
- Access to public health reports, policy resources, research databases, and program materials.

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- Guidance, mentorship, and professional development opportunities related to public health policy, government operations, and community health initiatives.
- Opportunities to participate in meetings with public health staff, community partners, and stakeholders as appropriate.