

New Orleans Health Department Internship Program
Internship Opportunity Description
Fall 2025



Internship Title: New Orleans Medical Reserve Corps (NOMRC) Intern (FALL25-11-P)

Position Overview: The New Orleans Medical Reserve Corps (NOMRC) Intern will play a vital role in enhancing the operational efficiency and community outreach of the NOMRC unit. This is an in-person position, with the opportunity to work remotely as needed, reporting to 1300 Perdido St, Suite 7W03, New Orleans, LA 70112.

Rate of Pay: \$18.88 per hour

Funding Source: NOHD CDC Grant.

Intern Supervision

- Supervisor Name: Unique T. Hayes
- Supervisor Title/Program: MRC Coordinator
- Supervisor Email: unique.hayes@nola.gov
- Supervisor Phone: 504-874-1120

Primary Responsibilities:

- Contribute to the development of the New Orleans Medical Reserve Corps (NOMRC) unit training plan to maintain evaluation and sustainability for MRC Operational Readiness.
- Support data collection and analysis for NOMRC data collection via Better Impact, Inc. and Louisiana Volunteers in Action (LAVA) for the ASPR-MRC Unit Profile.
- Support annual reports, summarizing volunteer activities and contribution of the NOMRC to the emergency preparedness and public health emergencies of New Orleans.

Sample Activities:

- Support data collection and analysis through the volunteer databases Better Impact, Inc & LAVA by filtering volunteers between active/inactive and confirming their credentials.
- Contribute to the development of the NOMRC Unit Training Plan through assessing training needs and incorporating best practices in volunteer preparedness.
- Assist in generating reports to track volunteer engagement and participation for ASPR-MRC portal.
- Engage with community members to raise awareness of the NOMRC opportunities and initiatives, through partnerships and attending community tabling events.
- Support the planning and execution of the Mardi Gras First Aid Station, through ensuring all logistics are met and maintained.

Desired Qualifications:

- Must attend one of the following institutions:
 - Delgado Community College
 - Dillard University
 - Louisiana State University
 - Loyola University New Orleans

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- Southern University of New Orleans
 - Tulane University
 - University of Holy Cross
 - University of New Orleans
 - Xavier University of New Orleans
- Graduate student, or undergraduate student in their senior year, in biology, public health, or related fields.
- Ability to manage multiple tasks efficiently and prioritize responsibilities effectively.
- Familiarity with volunteer management systems, such as LAVA and Better Impact, or a willingness to learn new software quickly.
- Comfortable engaging with diverse community members and volunteers, both verbally and in writing.

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:

- Workstation
- Office Supplies