

New Orleans Health Department Internship Program
Internship Opportunity Description
Fall 2025



Internship Title: SNAP Application Assistant Intern (FALL25-08-P)

Position Overview: The SNAP Application Assistant intern will build capacity for providing SNAP application assistance as a direct community service by holding regular hours at various NOHD clinical sites where they will be available to help community members complete their SNAP applications by appointment. They will be required to maintain a publicly accessible calendar where residents can schedule appointments for application assistance at various clinical sites. The application assistant will be required to travel between clinical sites as needed.

Rate of Pay: \$18.88 per hour

Funding Source: NOHD CDC Grant.

Position type: This is an in-person opportunity.

Intern Supervision

- Supervisor Name: Luke Felty
- Supervisor Title/Program: Population Health & Disease Prevention
- Supervisor Email: luke.felty@nola.gov
- Supervisor Phone: (504) 658-2555

Primary Responsibilities:

- Be present and ready to assist with SNAP applications at 5 NOHD locations on various days.
- Maintain a publicly accessible calendar for community members to schedule appointments for application assistance.
- Work with clinical site staff to meet the needs of clients.

Sample Activities:

- Provide SNAP application assistance as a direct service.
- Accurately record application assistance data for CHIP reporting.
- Coordinate with DCFS to troubleshoot application issues.
- Table at community events to provide application assistance information.
- Maintain an accurate and detailed schedule for clients to make appointments for assistance.
- Coordinate with NOHD clinical staff at sites such as WIC and Family Connects clinics.

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
- Undergraduate student based in Orleans Parish
- Prioritizing applicants who can speak both English and Spanish.
- Experience providing direct services preferred.

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
- This position will be fully in-person.
- 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:

- Workstations at clinical sites
- Phone
- Laptop computer
- Office supplies