

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



Internship Title: Sexual Assault Projects Intern (**FALL26-04-P**)

Position Overview:

This internship offers students interested in sexual violence prevention the opportunity to engage in public health initiatives at the New Orleans Health Department (NOHD). Interns will gain hands on experience in advancing community-level prevention efforts, survivor-centered response strategies, and systems-level improvements.

This internship is paid, in-person, and the primary reporting location is 1300 Perdido Street, New Orleans, Louisiana, 70112 Suite 8E18.

Intern Supervision

- Supervisor Name: Dr. Jordan Pedalino
- Supervisor Title: Sexual Assault Project Specialist
- Supervisor Email: jordan.pedalino@nola.gov
- Supervisor Phone: 504-913-1586

Primary Responsibilities:

- Support case analysis efforts related to sexual violence, including reviewing records and contributing to confidential case summaries.
- Assist in coordinating meetings, including preparation, note-taking, and follow-up communication.
- Contribute to the development of prevention and outreach materials that align with public health goals and survivor-centered messaging.
- Participate in community engagement and education initiatives, such as workshops, trainings, resource fairs, and awareness campaigns.
- Conduct background research and environmental scans on topics related to domestic and sexual violence prevention.
- Assist in the creation and maintenance of internal tracking tools, such as databases, spreadsheets, and resource inventories used for project management and case monitoring.
- Support the drafting and editing of written materials, including meeting summaries, reports, training content, and community-facing documents.

Sample Activities:

- Reviewing media coverage and court documents to identify trends in case outcomes and reporting practices.
- Attending and supporting monthly meetings, including but not limited to: SADV Action Coalition, GNO Campus Meeting, Sexual Assault Response Team, Sexual Violence Advisory Response Committee, and Domestic Abuse Fatality Review.
- Drafting social media posts or outreach materials to promote public awareness events.

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- Assisting in the planning and facilitation of training sessions or presentations for community partners.
- Organizing data and creating charts or visual aids to support internal reports or grant deliverables.
- Researching relevant legislation or campus policies on sexual misconduct and creating brief summaries.
- Supporting outreach to partner agencies to gather updated contact info, services, or feedback.

Desired Qualifications:

- 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.
- Organized and self-driven
- Proficient in the use of Microsoft Suite including Outlook, PowerPoint, and Excel
- Proficient in utilizing social media for public health messaging.
- Interested in addressing domestic and sexual violence as a public health issue.
- Graduated or working on a degree in public health, or related field.

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.
- 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

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- No benefits will be awarded for this position

Resources Available:

- Workstation, laptop, and office supplies