

New Orleans Health Department Internship Program
Paid Internship Opportunity Description
Summer 2025



Internship Title: Special Projects - Direct Services Intern (SUM25-07-P)

Position Overview: This is a hybrid paid internship working with Deputy Director – Direct Service Programs. This position is great for someone looking for practical experience in public health in a governmental setting. The intern will work to research, develop, and provide support to special projects for Maternal and Child Health and Healthcare for the Homeless programs. Rate of pay for this position is \$18.88 per hour. The funding source for this position is the NOHD CDC Grant.

Intern Supervision

Supervisor Name: Meshawn Siddiq
Supervisor Title: Deputy Director
Supervisor Email: Meshawn.siddiq@nola.gov
Supervisor Phone: 504-658-2556

Sample Activities:

- Compilation of program data for five programs and summarization data into report format
- Conduct literature review of public health topics specific to programs.
- Assisting with event planning
- Attend staff and community meetings
- Provide support in creation of meeting agenda, summaries and action steps

Desired Qualifications:

- Bachelor's degree/Master's level student 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
- 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
- Cannot work overtime; hours worked will be limited to 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

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Resources Available:

- Workstation
- Internet