

New Orleans Health Department Internship Program
Internship Opportunity Description
Fall 2025



Internship Title: Special Projects Intern – Direct Services (FALL25-01-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: \$18.88 per hour

Funding Source: NOHD CDC Grant

Primary reporting location: This is a hybrid opportunity. On the days that the intern reports in-person, the reporting location will be 1300 Perdido Street, New Orleans, LA 70112 (New Orleans City Hall).

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:

- Must attend one of the following institutions:
 - Delgado Community College
 - Dillard University
 - Louisiana State University
 - Loyola University New Orleans
 - Southern University of New Orleans
 - Tulane University
 - University of Holy Cross
 - University of New Orleans
 - Xavier University of New Orleans
- Bachelor's degree/Master's level student preferred

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Position Requirements:

- A minimum of 60 college credit hours completed. Submission of an official transcript, diploma, or certificate. Transcripts must be a s
- 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
- 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

Resources Available:

- Workstation
- Internet