

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



Internship Title: Workforce Development Intern (SUM25-04-P)

Position Overview:

Overview: The Workforce Development Intern will support the administrative and logistical functions of the Workforce Development Division within the New Orleans Health Department. The intern will assist in tasks ranging from planning departmental team-building activities to coordinating department-wide meetings. The intern will gain exposure to the fields of workforce development and training while executing routine administrative duties.

Rate of Pay: \$18.88 per hour

Funding Source: NOHD CDC Grant.

Position type: This is an in-person opportunity. This intern will report to 1300 Perdido Street, Suite New Orleans, LA 70112 (New Orleans City Hall).

Intern Supervision

- Supervisor Name: Adrienne Breaux
- Supervisor Title/Program: Workforce Director/Fiscal & Administration

Primary Responsibilities:

- Assist in organizing and executing team-building activities for the department.
- Coordinate logistics and order/pick up catering for departmental meetings.
- Retrieve invoices from vendors and ensure timely processing by the Fiscal Navigator.
- Provide administrative support to the Workforce Director, including tasks related to the Quality-of-Life Committee and the NOHD Internship Program.
- Print and prepare agendas and materials for live training sessions.
- The employee is required to have a personal vehicle to pick up and drop off food and other items as needed.
- A valid driver's license is necessary for this role.

Sample Activities:

- Organize and coordinate departmental meetings, including ordering food and managing logistics.
- Assist the Training Coordinator with the preparation and distribution of training materials for employee training sessions.
- Track and manage vendor invoices to ensure timely submission to the Fiscal Division.
- Collaborate with the Workforce Director on administrative needs for Quality-of-Life Committee initiatives and Internship Program coordination.
- Participate in division meetings and contribute ideas to improve administrative processes.
- Ability to lift up to 25 lbs. for transporting meeting materials or food orders.
- Capability to walk short distances for pickups.

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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
- Must be enrolled in one of the following college programs:
 - Business Administration
 - Public Administration
 - Management
 - Human Resources
 - Organizational Development
 - Labor Relations
 - Training and Development
 - Workforce Development
 - Industrial-Organizational Psychology
- Strong organizational and time-management skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Must have a personal vehicle and a valid driver's license.

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.
- Excellent communication and interpersonal skills.
- Ability to multitask and work independently on assigned tasks.
- A proactive attitude with a willingness to learn.

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

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- 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
- Phone
- Desktop Computer
- Office Supplies