

## Vaccine Planning & Communications Internship (SUM24-3-P)

**Position Overview:** The Vaccine Planning & Communications Internship offers a dynamic opportunity for individuals interested in gaining practical experience in public health communication and strategic planning related to vaccination efforts. Interns will actively contribute to developing and implementing communication strategies aimed at promoting vaccine uptake and combating misinformation. This internship is an ideal opportunity for individuals passionate about making a positive impact on public health outcomes through effective communication and collaboration.

### Intern Supervision:

- Supervisor Name: Latoya Baylor
- Supervisor Title: Community Engagement Coordinator
- Supervisor Email: [lbaylor@nola.gov](mailto:lbaylor@nola.gov)
- Supervisor Phone: 504.389.0563

### Primary Responsibilities:

- Assisting in the development and implementation of vaccination communication strategies.
- Researching vaccine-related topics to support communication efforts.
- Drafting content for various communication channels, such as social media, websites, and press releases.
- Collaborating with internal teams and external partners to ensure consistent and effective messaging.
- Supporting the coordination of vaccination events and outreach activities.
- Analyzing data and feedback to evaluate the effectiveness of communication efforts and make recommendations for improvement.

### Sample Activities:

- Researching best practices in vaccine communication strategies.
- Assisting in the development of communication materials, such as brochures, infographics, and FAQs, to educate the public about vaccines.
- Participating in meetings with internal teams or external stakeholders to discuss communication plans and strategies.
- Creating content for social media platforms to promote vaccination campaigns and events.
- Assisting in coordinating vaccination events, including logistics and outreach efforts.
- Conducting surveys or focus groups to gather feedback on vaccination messaging and materials.
- Analyzing data on vaccination rates and communication effectiveness to inform future strategies.
- Providing administrative support, such as scheduling meetings, organizing documents, and maintaining databases related to vaccine planning and communication efforts.
- Collaborating with other interns or team members on cross-functional projects related to public health communication and outreach.



**Desired Qualifications:**

- Graduate student, or undergraduate student in senior year, in communications, public health, environmental science, medicine, or related field
- Ability to critically assess and synthesize information to inform appropriate stakeholders
- Strong written and verbal communication skills
- Project management experience preferred
- Familiarity working in Microsoft Teams and Google docs for document storage and project tracking

**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 \$17.97 per hour
- 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:**

- Laptop
- General office supplies