

Emergency Preparedness Outreach & Education Internship (SUM24-4-P)

Position Overview: The Emergency Preparedness Outreach & Education internship offers a unique opportunity to actively engage with communities and empower individuals with life-saving knowledge and skills. Through developing educational materials, organizing workshops, and collaborating with local stakeholders. This hands-on experience provides valuable insight into public health education, community outreach, and emergency management, while making a meaningful impact on the safety and well-being of individuals and families.

Intern Supervision

- Supervisor Name: Latoya Baylor
- Supervisor Title: Community Engagement Coordinator
- Supervisor Email: lbaylor@nola.gov
- Supervisor Phone: 504.389.0563

Primary Responsibilities:

- Create informative and engaging materials such as brochures, presentations, and infographics that outline emergency preparedness procedures, safety tips, and resources.
- Organize and facilitate workshops or training sessions for community members, schools, and organizations, covering topics such as first aid, disaster response, evacuation procedures, and preparedness kits.
- Collaborate with local stakeholders to plan and execute outreach events, to raise awareness about emergency preparedness and distribute educational materials.
- Conduct surveys or assessments to gauge community preparedness levels and identify areas for improvement, using the findings to tailor educational programs and resources.
- Provide personalized assistance to community members with specific questions or concerns about emergency preparedness, offering guidance and connecting them with relevant resources and support services.

Sample Activities:

- Research, design, and create materials like brochures, posters, presentations, and online resources that convey essential information about emergency preparedness. These materials should be clear, concise, and visually engaging to effectively communicate with diverse audiences.
- Attend community outreach events that serve as platforms to engage directly with the public, raise awareness about emergency preparedness, and distribute educational materials.
- Assist in organizing events like disaster preparedness expos, or neighborhood meetings, interact with attendees, answer questions, and provide guidance on emergency planning.
- Participate in meetings with internal teams or external stakeholders to discuss communication plans and strategies.
- Assist in simulation exercises that allow community members to practice emergency response procedures in a controlled environment, enhancing their readiness and confidence in real-life

New Orleans Health Department Internship Program
Internship Opportunity, Summer 2024



situations. Interns would collaborate with emergency management agencies, coordinate logistics, role-play scenarios, and facilitate debriefings to capture lessons learned and improve preparedness.

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