

## Health Policy Internship (SUM24-9-P)

**Position Overview:** NOHD seeks an intern who is interested in working on local and state legislative matters related to public health. The intern will be responsible for conducting policy research, review draft ordinances, administrative support, coordinating among related departments internally at City Hall, and developing written materials related to NOHD priority legislation. The position will be hybrid, at least 10 hours per week.

### Intern Supervision:

- Supervisor Name: Jeanie Donovan
- Supervisor Title: Deputy Director
- Supervisor Email: [Jeanie.donovan@nola.gov](mailto:Jeanie.donovan@nola.gov)
- Supervisor Phone: 504-658-2562

### Primary Responsibilities:

- Research and analysis on NOHD policy priorities
- Attending policy coalition meetings
- Developing fact sheets and other materials related to NOHD priority legislation

### Sample Activities:

- Review legislation passed in the 2024 legislative session to determine relevance to public health and NOHD priorities
- Develop a fact sheet related to a local ordinance put forward by NOHD
- Draft testimony related to an NOHD priority ordinance
- Take notes at a policy coalition meeting
- Conduct research on impact of a similar public health policy in other cities

### Desired Qualifications:

- Current graduate student in a public health, law, or public administration program
- Policy research and writing experience
- An interest in state and local legislative affairs

### 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
- 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 the official start date.

New Orleans Health Department Internship Program  
Internship Opportunities, Summer 2024



- Paid interns hired by the city cannot take another transient appointment within one year of termination.
- No benefits will be awarded for this position.

**Health Equity in Internships Initiative:** Please note, this internship opportunity is a part of the NOHD Health Equity in Internships Initiative (HEII) which aims to ensure that students from all academic institutions have the opportunity to complete internships at NOHD. All students are encouraged to apply, however, priority will be given to applicants from schools who have been historically underrepresented. Prioritized schools for the 2023-2024 academic year are as follows: Delgado Community College, Dillard University, Louisiana State University, Loyola University of New Orleans, Southern University of New Orleans, University of Holy Cross and University of New Orleans. Prioritization will be reassessed prior to the Spring semester every year.