

VECTOR Planning & Systems Assistant Internship (SUM24-2-P)

Position Overview:

The position is designed to support project planning and implementation for the New Orleans Health Department's contribution to the Gulf South Vector Educational Center for Training, Outreach, and Resources (VECTOR) Project, funded by the CDC National Center for Emerging and Zoonotic Infectious Diseases grant program. This is an in-person position, with the opportunity to work remotely as needed, reporting to 1300 Perdido St, Suite 8E16. Compensation will be \$17.97 an hour with the ability to work up to 15 hours a week for a 12-week period.

Intern Supervision:

- Supervisor Name: Meredith McInturff
- Supervisor Title: Planning & Systems Coordinator, Public Health Emergencies & Environmental Health Unit
- Supervisor Email: meredith.mcinturff@nola.gov
- Supervisor Phone: 504-658-2582

Primary Responsibilities:

- Support five-year project plan development outlining with support of public health stakeholders that work with populations served by NOHD programs and services, including but not limited to pregnant individuals, young children and parents, individuals with disabilities and chronic conditions, healthcare providers, and unhoused residents/stakeholders
- Assist in coordinating stakeholder engagement to inform vector-borne disease preparedness and response annexes in public health all-hazards plans
- Contribute to the development of SOPs (standard operating procedures) detailing the collection, analysis, and storage of data collected from both internal and external partners
- Support spring training for NOHD staff on vector-borne preparedness

Sample Activities:

- Attend relevant planning meetings related to VECTOR project with local and regional partners
- Coordinate scheduling and organizing meeting materials for in-person and virtual meetings of local stakeholders to discuss objectives of VECTOR project
- Draft edits to existing and develop new sections for vector-borne disease public health emergency response planning documents, including update of vector-specific support documents
- Develop training materials for NOHD staff and coordinate presentation before completion of internship
- Support development and maintenance of monitoring and evaluation plan for NOHD contributions to VECTOR project

Desired Qualifications:

- Graduate student, or undergraduate student in senior year, in entomology, public health, environmental science, medicine, or related field
- Thematic knowledge on vector-borne disease risks in New Orleans and Gulf South
- Ability to critically assess and synthesize information to inform appropriate stakeholders
- Cultural competence in engaging a range of stakeholders
- Familiarity working in Microsoft Teams and Google docs for document storage and project tracking

Position Requirements:

- An official transcript demonstrating completion of a minimum of 60 college credit hours in relevant major
- Submit a cover letter outlining how they meet the qualifications and how the position relates to career trajectory – maximum of 1 page, writing sample, and résumé
- 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

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 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:

- Desk space in office / ability to work remote (as needed)
- Potential to develop this project into a project for school credit within a public health degree program.