

Emergency Training Assistant Internship (SUM24-1-P)

Position Overview:

The **Emergency Training Assistant** will support coordination efforts to plan a cross-sector training for Environmental Health Response professionals, New Orleans Medical Reserve Corps volunteers, and community members. This member will work collaboratively with the VECTOR Planning Assistant to update existing NOHD trainings and create new ones for a wider audience that aligns with goals and objectives outlined in the plan update.

Intern Supervision

- Supervisor Name: Meredith McInturff
- Supervisor Title: Planning & Systems Coordinator
- Supervisor Email: meredith.mcinturff@nola.gov
- Supervisor Phone: 504-658-2582

Primary Responsibilities and Sample Activities:

Day to day activities:

- Schedule and participate in weekly team meetings and planning activities
- Create personal work plan and execute across a 12-week period
- Support development of training documents
- Meet with stakeholders to review existing plans and processes, including Integrated Preparedness Plan for local/regional trainings.

Revision of Existing Environmental Health Plan and Training Documents

- Support the Planning & Systems Coordinator in the revision of the existing training plan and mission set documents to the Project Public Health Ready and Medical Reserve Corps standards.

Desired Qualifications:

- Master's level student in an environmental health (or related) discipline
- Working knowledge of disaster management and environmental health principles
- Strong written and verbal communications skills
- Project management experience preferred

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 the 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 the 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 student project for school credit within a public health degree program