



CITY OF NEW ORLEANS

**CITY OF NEW ORLEANS  
PHEEH COMMUNITY INITIATIVES LEAD  
STAFF JOB DESCRIPTION**

**Working Title:** Community Initiatives Lead

**Civil Service Title and Class Code:** Health Project & Planning Senior Analyst, C5510

**Division/Unit:** Department of Health & Human Services / Public Health Emergencies & Environmental Health Unit

**Salaried (Exempt) or Hourly (Non-exempt):** Exempt

**Salary:** \$49,889.00 Annually

**Location:** New Orleans, LA

**Revised Date:** 01/10/2026

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**I. Summary of Position**

The New Orleans Department of Health & Human Services - Public Health Emergencies & Environmental Health (PHEEH) Unit seeks to save lives and contribute to a healthier New Orleans by supporting disaster cycle management systems and championing environmental health initiatives. The PHEEH Unit recruits individuals who can develop strong collaborative relationships within the community and regional civil society partners. The Community Initiatives Lead oversees the implementation of community initiatives and programs and supports strategic partnerships. The postholder will be responsible for coordinating the New Orleans Medical Reserve Corps (NOMRC) by recruiting volunteers; keenly matching their skills and availability with the needs, public health initiatives, and emergency response activities; and making wise use of our volunteers' capabilities and unit resources. This position is expected to respond to public health emergencies and requires non-traditional working hours (nights and weekends as needed).

**II. Organizational Relationships**

**Supervisor:** Community Engagement Coordinator

**Assignments received from:** Unit Manager, Community Engagement Coordinator, Department of Health & Human Services Deputy Mayor & department leadership

**Interacts with:**

- Department of Health & Human Services Staff
- City Departments' Coordinators
- Community Based Organizations
- Local Businesses
- State Partners

**Individuals supervised:** none



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### **III. Duties and Responsibilities**

#### **A. Core Functions:**

- **Oversee recruitment, onboarding, and retention of NOMRC volunteers**
  - Facilitate internal and external communication of NOMRC activities/capabilities to appropriate stakeholders
  - Collaborate with NOLA Ready Volunteer Corps program and EMS VIGOR program to ensure cohesion between City volunteer groups
  - Collaborate with the Jefferson Parish Medical Reserve Corps program to ensure cohesion across regional volunteer groups
  - Ensure accessibility of NOMRC events and training to all members of the program
  - Lead development of NOMRC mission sets and public health training programs for the volunteer workforce
  - Manages NOMRC activity reporting to NACCHO and HHS
- Supports the development and integration of new methods and procedures for meaningful and impactful community interventions related to public health emergencies & environmental health.
- Supports the review of organizational systems and procedures and develops recommendations for better aligning and utilizing people, resources, systems, and processes to engage and work with communities and populations interested in PHEEH initiatives.
- Consults with partners, stakeholders, and populations of interest to identify/resolve problems, identify training needs, and discuss program effectiveness.
- Supports the development of program policies, procedures, manuals, standards, and plans to improve the effectiveness of community engagement.
- Assist in developing and implementing planning and response interventions to public health emergencies.
  - Coordinate public health emergency preparedness and response with external partners.
  - Including being classified as essential personnel during emergency operations.

#### **B. Additional Responsibilities (if applicable):**

- Will be expected to respond to Public Health and City-declared emergencies.
- Essential functions may require maintaining the physical condition necessary for sitting, standing, walking, climbing, kneeling, and stooping for prolonged periods.
- Non-traditional working hours (nights and weekends) may be required as needed.
- Ability to work in a standard shared office environment and the field in a community event environment.

#### **C. Physical Requirements, if any:**

- Occasionally required to lift 25-pound boxes

### **V. Qualifications and Skills**



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**A. Minimum Qualifications and Skills Required by Department:**

1. Bachelor's degree in public administration, public policy, social work, public health, social sciences or liberal arts major, or another related field.
2. A minimum of one (1) year of experience in the recruitment and coordination of volunteers, or in the coordination of community health and wellness activities.

**B. Additional Qualifications & Skills**

Ideal candidates are flexible and agile in solving practical problems and dealing with situations with limited standardization. The strongest candidates can demonstrate excellent interpersonal skills, be able to effectively engage the public along all demographics and establish and maintain cooperative and effective working relationships with others.