Internship Position: Leadership and Staff Development Internship

Internship ID

SO11SP27-25

Location

Rio Grande Valley or Virtual

Education

Undergraduate or Masters/Graduate

Schedule

Hybrid (Virtual/In-Person)

Hours

10 hours per week

Paid/Unpaid

Unpaid

Description

The Division of Leadership and Staff Development is seeking a statewide intern to support leadership development initiatives that serve Child Protective Investigations staff across Texas.

The intern will assist with a variety of statewide projects related to leadership development, professional growth, and program evaluation. Responsibilities may include:

Data entry and maintaining program trackers, organizing electronic files and resources, reviewing participant feedback and preparing summary reports, monitoring the mentor program mailbox, supporting Leader-in-Training tracking activities, compiling and organizing survey data for analysis, assisting with routine reports, documenting meetings and action items, and supporting project management efforts. The intern may also assist with editing podcast transcripts and multimedia content designed to support staff development and leadership learning. This position provides exposure to statewide program operations, workforce development initiatives, data analysis, and organizational project management.

Requirements

Preferred candidates should be highly organized, detail-oriented, and comfortable managing multiple assignments. Strong skills in Microsoft Office applications, particularly Excel, Word, OneDrive, SharePoint, Teams, and PowerPoint, are preferred. Experience with data organization, reporting, survey analysis, project coordination, or content editing is beneficial. Candidates should have strong written communication skills, analytical thinking abilities, and an interest in leadership development, organizational development, education, communications, business administration, public administration, or related fields. Experience editing audio, video, or written content is a plus but not required. The ideal intern is self-motivated, able to work independently in a virtual environment, and interested in supporting workforce development initiatives that strengthen leadership capacity across the agency.