# Internship Position: Leadership and Staff Development Internship

## Internship ID

SO3SP27-26

## Location

DFW

## Education

Undergraduate or Masters/Graduate

## Schedule

Hybrid (Virtual/In-Person)

## Hours

20 hours per week

## Paid/Unpaid

Unpaid

## Description

The Division of Leadership and Staff Development is seeking a motivated intern to support leadership development initiatives within Region 3. This hybrid internship offers exposure to workforce development, training coordination, mentor program, and professional development activities that support Child Protective Investigations (CPI) staff. The intern will assist with preparing materials and resources for Protégé Cohorts, Advancing Practice Groups, Mentor trainings and events, and other leadership development activities. Responsibilities may include organizing and maintaining resource materials in Microsoft Teams, compiling participant feedback and evaluation data, supporting training logistics, preparing participant packets, tracking attendance for learning management system (LMS) courses, scheduling interviews, and documenting meeting discussions and check-in calls. The intern may also have opportunities to observe leadership development presentations, mentorship activities, and regional training events to gain an understanding of talent development in a public service environment. Interns will have the opportunity to work

closely with an experienced leadership development professional who holds a Master of Social Work (MSW) degree and has extensive experience in child welfare leadership, staff development, and mentoring.

## Requirements

Preferred candidates will possess strong organizational skills, attention to detail, and the ability to manage multiple projects simultaneously. Experience with Microsoft Office applications, particularly Outlook, Excel, Teams, OneDrive, SharePoint, and Word, is preferred. Candidates should demonstrate effective written and verbal communication skills and an interest in training, leadership development, human resources, social work, organizational development, education, or public administration. The ideal intern is dependable, professional, comfortable working independently and collaboratively, and able to maintain confidentiality when handling participant information and program data. A willingness to learn and adapt in a fast-paced training and development environment is essential.