# Internship Position: Leadership and Staff Development Internship

## Internship ID

SO6SP27-27

## Location

Houston, Texas

## 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 an intern to support leadership development and mentoring initiatives within Region 6. This hybrid internship provides hands-on experience supporting programs that develop and strengthen the skills of Child Protective Investigations staff and leaders. The intern will assist with coordinating and organizing program activities by taking and organizing meeting notes, tracking action items, preparing materials for meetings, interviews, trainings, and other events, and maintaining program documentation. Additional responsibilities may include supporting routine reporting, data entry, maintaining program trackers, organizing electronic resources, assisting with scheduling mentor interviews and mentoring sessions, and helping ensure program information remains accurate and accessible. This role offers valuable experience in program administration, leadership development, workforce engagement, and organizational support within a child welfare setting. 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 should have strong organizational and time management skills, excellent attention to detail, and the ability to work with confidential information. Proficiency with Microsoft Office applications, particularly Excel, Outlook, OneDrive, SharePoint, Teams, and Word, is preferred. Candidates should possess strong written communication skills for documenting meetings and preparing reports, as well as interpersonal skills to support communication with mentors, staff, and stakeholders. Students interested in organizational leadership, human resources, social work, public administration, communications, or related fields are encouraged to apply. The ability to prioritize tasks, manage deadlines, and work independently in a hybrid environment is highly desirable.