



# State of Connecticut

## Office of Policy and Management

### Criminal Justice Policy and Planning Division

## Policy, Planning and Implementation Internship

As a Policy, Planning and Implementation Intern you will work closely with analysts through all aspects of grant management, application reporting and administration. Additionally, you will also learn how funds are allocated and handled for: law enforcement agencies, non-profits and victim advocate services. This internship is unpaid and is a minimum of 10 hours per week.

As a policy, planning and implementation intern you will have opportunities to:

- ◆ **Work closely with Non-Profit Agencies** – Collect information and contact non-profit organizations which are related to helping victims of domestic violence and sexual assault.
- ◆ **Work closely with the STOP VAW Advisory Committee** – Serve on the Stop Violence Against Women (STOP VAW) Advisory Committee with the grant manager and perform support work associated with the committee.
- ◆ **Work on projects that impact grass roots and cultural information** – Research new organizations that help under-served populations.
- ◆ **Work with other interns on agency-wide projects** – Build relationships with other interns as well as learn about each person's unique experiences.

### Minimum Knowledge, Skills and Abilities

Current enrollment in an undergraduate or graduate degree program. Ability to manipulate, analyze and interpret research data. Proficient in Microsoft Office. Considerable interpersonal, oral & written communication skills and ability to work independently or in groups

To apply visit: <https://portal.ct.gov/opm-internships>

Send completed application and materials to [opm.internships@ct.gov](mailto:opm.internships@ct.gov)

The deadlines for applications are as follows:

Fall Semester – Jul 1

Spring Semester – Nov 1

Summer Intersession – Mar 1

