



## Job Opportunity

### Executive Aide

Office of the Secretary of the State  
Hartford, Connecticut

#### **Summary:**

The Executive Aide will work in a support role to help maximize the exposure of the Office of the Secretary of the State and its outreach efforts.

#### **Essential Job Functions:**

- Manage Deputy Secretary's Scheduling and Briefing Information
- Assist in the organization and promotion of civic engagement and education events
- Manage Volunteer Corps and Intern Programs
- Additional tasks as assigned by the Deputy Secretary

#### **Ideal Candidates Should Have:**

- Event management experience
- Project management experience
- Strong written and oral communication skills
- Experience in exercising sound political judgement
- The ability to produce high quality work in a fast-paced environment under tight deadlines
- Critical and creative thinking skills
- A sense of humor and ability to be a team player
- Video editing skills a plus
- Experience updating websites a plus

#### **To Apply:**

Send a résumé, cover letter, and a short writing sample to [exec.sots@ct.gov](mailto:exec.sots@ct.gov).

The office is an equal opportunity employer and does not discriminate based on race, religion, disability, age, ethnicity, national origin, sex, gender, LGBTQ identification, family status, or military status. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.