

**Communications Intern**  
**Connecticut Office of the Secretary of the State**

The Connecticut Office of the Secretary of the State is seeking a **Communications Intern** with a passion for educating voters and encouraging participation in the democratic process. The Office of the Secretary of the State works to provide a wide range of services for the people and businesses of Connecticut and is committed to promoting the importance of civic education and civic engagement across the state. The planned duration of this internship is September – December 2024, but the internship period may be extended if mutually agreed upon by intern and supervisor.

This unpaid internship is conducted out of the Executive Offices in the State Office Building in Hartford and supervised by the Director of Communications. Students have the option to receive credit for the internship by consulting with their advisors and internship directors.

**Intern Responsibilities:**

- Draft written materials in support of the Communications team, including press advisories and releases, web content, and informational flyers
- Create monthly digital newsletters
- Draft website content
- Draft testimony in support of legislative bills
- Compile daily press clips
- Update and maintain media contact lists and digital Communications files
- Other duties as assigned

**Intern Qualifications/Skills:**

- Proficiency in Microsoft Office Suite
- Excellent written and oral communication skills
- Experience with video editing and graphic design for social media is a plus
- Experience with CRM platforms like MailChimp, Constant Contact, SendGrid, etc. is a plus
- Fluency in other languages is a plus
- Self-motivated, adaptable, and eager to learn in a fast-paced environment
- Willing to work on a variety of projects to support the work of the Executive team
- Understanding of professional office setting

**Internship requirements:**

- Be enrolled in an accredited institution of higher education
- Willing to work a minimum of 12 hours per week

- Hybrid schedule may be available for exceptional candidates who are unable to fulfill all hours in the office

**Learning Objectives:**

- Improve written communication skills by producing content for the Communications team
- Increase understanding of communications strategies and best practices
- Develop interpersonal skills by interacting with internal teams and external stakeholders from a variety of backgrounds and industries
- Learn about the functions and services of the Connecticut state government

Interns are encouraged to take advantage of the many educational experiences occurring around the Capitol campus and in downtown Hartford.

**To Apply:**

Please download and complete the Internship Application, located here:

<https://portal.ct.gov/SOTS/Education/Internships/Internship-Opportunities>. Email the following to [sots.internships@ct.gov](mailto:sots.internships@ct.gov):

- Completed Internship Application
- Resume
- Cover letter describing why you are interested in the position and highlighting relevant skills
- Writing sample (can include past essays or other written projects – you do not need to create a new writing sample for this application)

*The Office of the Secretary of the State 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.*