

**Executive Intern to the Secretary of the State
Connecticut Office of the Secretary of the State**

The Connecticut Office of the Secretary of the State is seeking an **Executive Intern** with a passion for civic education and civic engagement to work with Connecticut Secretary of the State Stephanie Thomas and her team. **This is a unique position that gives one student the opportunity to directly support Secretary Thomas.** The ideal duration for this internship is **September 2024 through May 2025**, but a shorter internship period may be available for the right candidate.

The unpaid internship is conducted out of the Executive Offices in the State Office Building in Hartford and supervised by the Connecticut Secretary of the State. **Hybrid or remote schedule may be available for exceptional candidates who are unable to come into the office for part or all of the internship period.** Students have the option to receive credit for the internship by consulting with their advisors and internship directors.

Intern Responsibilities:

- Conduct comprehensive, rapid response research on policies and legislation relevant to the Secretary of the State's responsibilities
- Efficiently gather relevant information and provide concise summaries on a wide range of topics
- Acquire specific information as requested by the Secretary of the State using various resources and databases
- Organize business inquiries and input information into a database
- Make phone calls on behalf of the Secretary of the State, ensuring clear communication and professionalism at all times
- Assist in drafting and sending correspondence, including thank you notes
- Other duties as assigned

Intern Qualifications/Skills:

- Proficiency in Microsoft Office Suite
- Excellent written and oral communication skills
- Outstanding attention to detail
- 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 Secretary and 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 or remote schedule may be available for exceptional candidates who are unable to come into the office for part or all of the internship period.

Learning Objectives

- Develop critical and creative thinking skills by contributing ideas directly to Executive team
- Improve research skills by conducting policy and legislation research
- 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:

- Completed Internship Application
- Resume
- Cover letter describing why you are interested in the position and highlighting relevant skills. **Please include your availability for this position**, including whether you would be available for the full term of September 2024 – May 2025 or part of it, and if you would need a hybrid or remote schedule for part or all of the internship.
- 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.