

Graphic Design Intern – Outreach and Engagement Connecticut Office of the Secretary of the State

The Connecticut Office of the Secretary of the State is seeking a **Graphic Design Intern** with a passion for educating voters and encouraging participation in the democratic process to serve on our Outreach and Engagement team. 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 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 Director of Outreach and Engagement. **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:

- Design digital and print assets, including graphics for social media, informational flyers, email newsletters, and other web content, to support outreach and engagement efforts to communities such as businesses, college students, educators, community groups, etc.
- Draft content included in digital and print assets
- Create and edit short-form videos for social media and videos for the web
- Other duties as assigned

Intern Qualifications/Skills:

- Experience with graphic design and relevant software (Canva, Adobe, etc.)
- Experience with video editing and relevant software (Canva, Adobe, iMovie, or similar)
- 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:

- Hone graphic design and video editing skills

- Learn about industry standards and best practices
- Increase understanding of outreach and engagement strategies
- Develop interpersonal skills by interacting with employees, interns, and volunteers from a variety of departments and backgrounds
- 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.
- Sample(s) of past graphic design and/or video project(s)

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.