

## **Outreach and Engagement Intern Connecticut Office of the Secretary of the State**

The Connecticut Office of the Secretary of the State is seeking an **Outreach and Engagement 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 ideal duration for this internship is **September 2024 through May 2025**, but a shorter internship period may be available for the right candidate.

This 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:**

- Assist with the office's many civic engagement programs focused on outreach to communities such as businesses, college students, educators, community groups, etc.
- Create content and graphics for e-newsletters, social media posts, flyers, and other printed materials
- Assist with preparation for and staffing of outreach events in the community
- Various research and writing assignments
- Other duties as assigned

### **Intern Qualifications/Skills:**

- Proficiency in Microsoft Office Suite
- Excellent written and oral communication skills
- Experience with Canva or other graphic design tools is a plus
- Proactive, 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 at least 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 Outreach and Engagement team
- Increase understanding of outreach 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. **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.*