

Special Projects Intern
Connecticut Office of the Secretary of the State

The Connecticut Office of the Secretary of the State is seeking a **Special Projects Intern** with a passion for educating voters and encouraging participation in the democratic process to work directly with Deputy Secretary of the State Jacqueline Kozin and her 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 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 Deputy Secretary of the State. Students have the option to receive credit for the internship by consulting with their advisors and internship directors.

Intern Responsibilities:

- Research legislative and educational ideas for implementation in our state
- Read and summarize agency and legislative reports
- Develop and maintain lists of key agency constituencies and stakeholders
- Create graphics for social media, events and educational materials
- Draft and print award certificates
- Research vendors for upcoming events
- Assist with drafting and sending thank you notes
- Assist at Capitol Office front desk
- Other duties as assigned

Intern Qualifications/Skills:

- Proficiency in Microsoft Office Suite and Canva
- Excellent written and oral communication skills
- Outstanding attention to detail
- 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 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:

- 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
- 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.