

Outreach Events Intern
Connecticut Office of the Secretary of the State

The Connecticut Office of the Secretary of the State is seeking a motivated and enthusiastic **Outreach Events 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 **June through October 2025**, but a shorter internship period may be available for the right candidate. **Weekend work is required for this position.**

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. Students have the option to receive credit for the internship by consulting with their advisors and internship directors.

Intern Responsibilities:

- Represent the Secretary of the State's Office at community events, including festivals and resource fairs.
- With the help of Office staff, stay up to date on voter registration and election rules, policies, and procedures.
- Share nonpartisan information about elections and civic engagement with event attendees.
- At events, set up and break down the Office's booth or information area as needed, including pop-up tent, table, and other event materials.
- Research and recommend community events for the Secretary of the State and/or the Office's Outreach team to attend.
- Work with event organizers to confirm event logistics.
- Communicate with event volunteers ahead of events and serve as a point of contact for volunteers at events.
- Other duties as assigned.

Intern Qualifications/Skills:

- Flexibility to work weekends and possibly evenings as needed for events
- Comfortable engaging with a wide variety of audiences
- Proactive, self-motivated, adaptable, and eager to learn in a fast-paced environment
- Prompt, reliable, and able to adhere to firm event timelines
- Able to project and maintain a completely nonpartisan attitude while at events
- Proficiency in Microsoft Office Suite
- Excellent written and oral communication skills
- Willing to work on a variety of projects to support the work of the Executive team

Internship requirements:

- Be enrolled in an accredited institution of higher education
- Access to reliable vehicle that is able to transport event supplies like a pop-up tent, folding table, and other materials
- Able to lift a minimum of 30 pounds
- Willing to work 10 to 20 hours per week (hours may vary week to week depending on event schedule)

Learning Objectives:

- Gain hands-on experience in events and community outreach
- Develop valuable skills in communication, project management, and community engagement
- 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:

- 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 June – October 2025 or part of it.**
- 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.