

Spanish Language Communications & Translation Intern
Connecticut Office of the Secretary of the State

The Connecticut Office of the Secretary of the State is seeking a **Spanish Language Communications & Translation Intern** with a passion for encouraging participation in and increasing accessibility to the democratic process to assist with translating materials from English into Spanish. 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 – December 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 Communications. **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:

- Translate written materials, including outreach materials, social media and website content, and informational documents, from English into Spanish
- Create written materials geared toward Spanish speakers, including key phrases and informational documents
- Research terminology specific to the Office's work to ensure accurate translation
- Work with volunteers and community members on materials as needed
- Record voiceovers and informational videos in Spanish
- Other duties as assigned

Intern Qualifications/Skills:

- Fluency in both English and Spanish, with an emphasis on written fluency
- Knowledge of Puerto Rican Spanish is beneficial (but not required)
- Proficiency in Microsoft Office
- Excellent comprehension and communication skills
- Self-motivated, adaptable, and eager to learn in a fast-paced environment
- Understanding of professional office setting

Internship requirements:

- Be enrolled in an accredited institution of higher education
- Willing to work a minimum of 10 hours per week

- Hybrid or remote schedule may be available for exceptional candidates who are unable to fulfill all hours in the office.

Learning Objectives:

- Improve translation and written communication skills by translating content for the Communications and Outreach teams
- Develop skills in different writing styles and tones by creating content for a variety of audiences
- Increase understanding of communications and 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 – December 2025 or part of it, and if you would need a hybrid or remote schedule for part or all of the internship.**
- Writing sample in Spanish (does not need to be longer than a page; this can be a past essay or written project)

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.