

Outreach and Engagement Intern
Fall 2026 – Spring 2027
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 **late August 2026 through May 2027**. A slight adjustment to start and end dates is possible, but we will only consider candidates who can commit to both fall and spring semesters (with time off for the holiday break as needed).

This unpaid internship is conducted out of 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:

- Assist with the office's many civic engagement programs focused on outreach to communities such as businesses and non-profits, young people, people with disabilities, people whose first language is not English, people who are currently or formerly incarcerated, seniors, and others in need of civic education.
- Create content and graphics for e-newsletters, social media posts, flyers, and other printed and digital materials
- Assist with preparation for and staffing of outreach events in the community
- Research and writing assignments related to the office's civic education and civic engagement efforts
- 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
- Comfortable engaging with a wide variety of audiences
- 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 15 hours per week. Candidates who are able to work in-person will be given preference, but a hybrid arrangement may be considered for the right candidate.

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

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 your projected start and end dates (even if approximate).**
- Writing sample answering this question in under 250 words: **What does civic engagement mean to you?**

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.