

Special Projects Intern – Fall 2026
Fall 2026 – Spring 2027
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 Jennifer Barahona 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 ideal duration for this internship is September 2026 through May 2027**, 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 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:

- Work on special projects with the Deputy in one or more of the following areas - communication, outreach, organizational management, and human resources.
- Support the development of public information materials to promote agency programs and initiatives
- Help maintain outreach to contacts and track engagement with stakeholders and partners
- Support project coordination, including task tracking
- Assist in preparing reports and briefing materials for leadership
- Support internal workflows and document standard operating procedures
- Create graphics for social media, events and educational materials
- Assist with drafting and sending outreach notes
- 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 14 hours per week

Learning Objectives:

- Develop critical and creative thinking skills by contributing ideas directly to Executive team
- Improve research, writing, and communication skills
- Develop interpersonal skills by interacting with internal teams and external stakeholders from a variety of backgrounds and industries
- Learn about the functions and organizational management of a Connecticut state government office

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 August 2026 – May 2027 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.