

Elections Program Management Intern – Summer 2026
Connecticut Office of the Secretary of the State

Application Deadline: Wednesday, April 29, 2026. Applications will be reviewed on a rolling basis.

The Connecticut Office of the Secretary of the State is seeking an **Elections Program Management Intern** to work with our Legislation and Elections Administration Division (LEAD). As part of the wide range of services the Office of the Secretary of the State provides for the people and businesses of Connecticut, LEAD administers, interprets, and implements all state and federal laws pertaining to elections, primaries, nominating procedures, and the acquisition and exercise of voting rights.

This unpaid internship is conducted out of the Executive Offices in the State Office Building in Hartford and supervised by staff within the division, including the Director of Elections, and Assistant Director of Elections. Students have the option to receive credit for the internship by consulting with their advisors and internship directors.

Intern Responsibilities:

- Review and update an Excel spreadsheet that tracks state election statutes under LEAD's governing authority.
- Verify that statutory citations in the spreadsheet are accurate, current, and aligned with the most recent legislative session.
- Review the associated forms, documents, instruction sheets, and web pages listed in the spreadsheet to confirm that references are complete and correctly linked.
- Identify any missing documents or website pages that should be added to the spreadsheet for completeness.
- Assist with organizing digital files, naming conventions, and internal recordkeeping related to statutes and election materials.
- Assist with the implementation and maintenance of governance procedures and manuals that assist election officials in achieving and maintaining compliance in state programs.
- Help coordinate meetings, including preparing materials, documenting actions, and maintaining organized records.
- Work collaboratively with staff to effectively convey expectations of internal and external programs.
- Contribute to the development of workflows, documentation standards, and outreach materials that support success in program management.

Intern Qualifications/Skills:

- Strong organizational skills and attention to detail
- Excellent written and oral communication skills
- Proficiency in Microsoft Office Suite, including Excel
- Self-motivated, adaptable, and eager to learn in a fast-paced environment
- Understanding of professional office setting
- Willing to work on a variety of projects to support LEAD's work

Internship requirements:

- Be enrolled as an undergraduate or graduate student
- Willing to work a minimum of 14 hours per week

Learning Objectives:

- Improve communication and organizational skills by creating systems and streamlining written communications
- Increase understanding of the functions of election officials at both a state and local level
- Learn about election administration in the context of a state government office
- Develop interpersonal skills by interacting with internal teams and external stakeholders

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.