

**Public Policy Intern – Legislative and Elections Administration Division
Connecticut Office of the Secretary of the State – Summer 2026**

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 a **Public Policy Intern** to work with our Legislation and Elections Administration Division (LEAD) and support the newly formed Translation Advisory Committee (TAC). 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. The Translation Advisory Committee was established to ensure that translated election materials are accurate, culturally appropriate, legally compliant, and useful to voters across the state.

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. A remote option may be considered for out of state applicants. Students have the option to receive credit for the internship by consulting with their advisors and internship directors.

Intern Responsibilities

- Analyze state statutes that interact with or impact the implementation of the Voting Rights Act, including language access provisions and requirements related to the Translation Advisory Committee (TAC).
- Review TAC’s purpose, scope, membership structure, and responsibilities, and evaluate how state or local statutes support, conflict with, or fail to reflect these requirements.
- Assess real-world election administration practices related to translation, interpretation, and multilingual support at voting locations.
- Identify statutory gaps, operational challenges, or resource constraints that affect TAC’s effectiveness or compliance with VRA language access requirements.
- Review and analyze election data relevant to language access, including translated-material availability, usage metrics, demographic needs, and service gaps.
- Prepare written assessments that outline statutory issues, implementation challenges, and opportunities for improving TAC operations or expanding language-access compliance.

- Develop evidence-based recommendations or suggested amendments to strengthen TAC authority, improve translation processes, enhance community engagement, or align state statutes with VRA expectations.
- Produce briefing materials, comparative statute charts, or short presentations summarizing findings for internal teams.
- Support additional research on election administration, accessibility, and community outreach best practices, as needed.

Intern Qualifications/Skills:

- Spanish fluency or proficiency preferred (but not required)
- Strong analytical, writing, and research skills, with the ability to synthesize legal and operational information clearly.
- Interest in voting rights, language access, public administration, or election policy.
- Proficiency in Microsoft Office Suite
- Familiarity with Excel for basic data analysis; comfort reviewing statutory or regulatory text.
- Ability to work independently, manage tasks, and communicate effectively with team members.

Internship requirements:

- **Be enrolled in a Master of Public Policy, Master of Public Administration, or similar graduate program.**
- Willing to work a minimum of 14 hours per week
- Remote option may be considered for out of state applicants

Learning Objectives:

- Improve communication and organizational skills by creating systems and streamlining written communications
- Learn about inclusive election administration in the context of a state government office
- Increase understanding of the functions of election officials at both a state and local level
- 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.