

Graphic Design Intern – Spring 2027
Connecticut Office of the Secretary of the State

The Connecticut Office of the Secretary of the State seeks to provide a meaningful internship experience for a talented **Graphic Design Intern** while enhancing our capacity to produce professional, creative design materials for public service communications. The Office of the Secretary of the State provides a wide range of services to Connecticut's people and businesses and is committed to promoting civic education and civic engagement across the state.

The unpaid internship is conducted out of the State Office Building in Hartford and supervised by our Webmaster & Multimedia Designer, reporting to our IT department. Students have the option to receive credit for the internship by consulting with their advisors and internship directors.

Intern Responsibilities:

- Create digital and print assets, informational graphics, and visual aids for our social media platforms, informational flyers and publications, and other web content, supporting internal departments
- Assist with layout and design, while supporting visual identity and branding for our agency's initiatives
- Create and edit short-form videos for our website and social media platforms
- Update the agency's website
- Other duties as assigned

Intern Qualifications/Skills:

- Proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign) or comparable graphic design software, such as Canva
- Strong attention to detail, creativity, and adherence to our agency's brand guidelines
- 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 our internal departments
- Interest in civic engagement, state government communication, and public information
- Understanding of professional office setting

Internship requirements:

- Currently enrolled in an accredited institution of higher education for Graphic Design, Visual Communication, or a related program
- Willing to work a minimum of 14 hours per week

Learning Objectives:

- Hone graphic design skills
- Learn about industry standards and best practices
- Improved brand consistency across digital and print platforms
- Develop interpersonal skills by interacting with employees from a variety of departments and backgrounds
- 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.
- Sample(s) of past graphic design project(s)

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.