

Communications Intern
Connecticut Office of the Secretary of the State

The Connecticut Office of the Secretary of the State is seeking a **Communications 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 **September 2025 through May 2026**, 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 Director of Communications. Students have the option to receive credit for the internship by consulting with their advisors and internship directors.

Intern Responsibilities:

- Draft written materials in support of the Communications team, including press advisories and releases, web content, informational flyers, advertisements, and similar work
- Help organize and coordinate press conferences
- Create monthly digital newsletters
- Conceptualize and draft social media posts
- Create social media graphics
- Conceptualize, write, and record short scripts
- Draft website content
- Create PowerPoints to meet the needs of specific events or audiences
- Update and maintain media contact lists and digital Communications files
- Other duties as assigned

Intern Qualifications/Skills:

- Proficiency in Microsoft Office Suite
- Excellent written and oral communication skills
- Experience with video editing and graphic design for social media is a plus
- Experience with CRM platforms like MailChimp, Constant Contact, SendGrid, etc. is a plus
- Desire to work collaboratively in a team environment
- Ability to accept and apply feedback
- Attention to detail
- Self-motivated, adaptable, and eager to learn in a fast-paced environment
- Understanding of professional office setting
- Critical thinker and problem solver

- Fluency in other languages is a plus

Internship requirements:

- Be enrolled in an accredited institution of higher education
- Willing to work a minimum of 12 hours per week

Learning Objectives:

- Improve written and oral communication skills by producing content for the Communications team
- Increase understanding of communications strategies and best practices
- Develop a clearer understanding of communications strengths and challenges
- 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

Interns are encouraged to take advantage of the many educational experiences occurring around the Capitol campus and in downtown Hartford.

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.