



**State of Connecticut**  
**GENERAL ASSEMBLY**



**Legislative Internship Program**

The CT General Assembly Legislative Internship Program is looking for a Marketing & Communications Intern to join us for the 2020 Legislative Session.

The full job description follows. Applications will be sent via email to interested candidates, with a Nov. 1<sup>st</sup> deadline. Please contact the Program Director directly at [lisa.roy@cga.ct.gov](mailto:lisa.roy@cga.ct.gov) with any questions, and/or to apply.

<b>Job Title:</b>	<b>Marketing and Communications Intern</b>
<u>Job Description:</u> Support the CT General Assembly Legislative Internship Program in efforts to promote program visibility and build an active alumni network. The intern will be responsible for the execution of a variety of assigned duties related to program marketing and promotion, during the legislative session.	
<u>Supervision Received:</u> Interns will be assigned to work under the direct supervision of the Director of the Legislative Internship Committee. They will receive additional guidance from Committee Members. Academic assignments will be project driven and chronicled in a multimedia portfolio of their development.	
<u>Required Skills:</u> <ul style="list-style-type: none"> <li>• Firm grasp of available tools and platforms in the social media space including Facebook, Twitter, and Instagram;</li> <li>• Strong writing and communication skills, and the ability to communicate in a professional manner with press and community contacts;</li> <li>• Working knowledge of word processing, PowerPoint, and Excel; proficiency in Adobe InDesign and Photoshop is ideal;</li> <li>• Photo and design experience; video editing skills are highly desired;</li> <li>• Self-motivated, detail-oriented with good organizational skills;</li> <li>• Ability to work independently, multi-task, prioritize, and meet deadlines in a fast paced environment;</li> <li>• Willingness to serve as program ambassador on campus and at Program sponsored trips and events;</li> <li>• Creativity and fresh ideas welcome;</li> </ul>	
<u>Examples of Duties:</u> <ul style="list-style-type: none"> <li>• Maintain and update program online presence including, but not limited to, the main webpage, social media, and other related utilities and content;</li> <li>• Research and develop promotional content including student/alumni profiles, program highlights, news and event advertisements, as well as the capture and editing of video clips;</li> <li>• Collaborate with the Committee on Legislative Staff Internships to develop program branding for print and social media, along with the creation of a video library for program marketing;</li> <li>• Assist with networking and alumni communications including the development, updating and maintenance of sourcing and databases. LinkedIn will be heavily utilized;</li> <li>• Provide media and technology needs assessment to ensure appropriate online and interactive systems are available for student and alumni;</li> <li>• Attend program forums, meetings and trips, Legislative Committee activities, House and Senate Sessions and other intern related events to observe; gather information and photo/video document; or to assist;</li> <li>• Other duties as assigned;</li> </ul>	
<u>Minimum Qualifications Required:</u> <ul style="list-style-type: none"> <li>• 18 years of age or older;</li> <li>• Undergraduate Student who has completed a minimum of 20 credits by program start;</li> <li>• A cumulative grade point average of at least 2.7;</li> <li>• English, Communications, Journalism, Public Relations or Marketing majors, unless a strong case can be presented for relevant experience to outweigh requirement</li> <li>• Be registered for a course (varies by institution) in order to receive credit and establish an on-campus advisor to oversee internship completion.</li> <li>• January through May commitment</li> <li>• 20-24 hours/week. Up to 4 hours can be completed at home.</li> </ul> <p>Note: Academic credits awarded for program participation will vary by institution.</p>	