



**Capitol Place
21 Oak St. Suite 309
Hartford, CT 06106
Tel. (860) 246-1553
Fax (860) 246-1547**

The Connecticut Democracy Center is looking for a talented intern looking to gain hands-on experience in nonprofit marketing and development. This PAID 100 Hour internship begins August 28, 2023.

This is an excellent opportunity for anyone interested in marketing communications, public relations, civic engagement, fundraising, or just learning how a nonprofit organization runs. We are a small office in Hartford, so this hybrid internship will be very hands-on and offer varied experiences.

Responsibilities

- Promoting CT Democracy Center programs to the media and the public
- Writing press releases, pitch letters, promotional copy, blog posts, and marketing collateral
- Designing campaigns and creating content for our social media accounts, and analyzing social data
- Helping to brainstorm and plan community events
- Researching potential grant sources, preparing draft proposals
- Opportunity to work on an approved independent project
- General administrative support; assisting with other activities as needed

You Will Learn

- Writing for public relations
- Grant writing
- Event organization and administration
- Social media campaign creation and implementation

Requirements

- Current undergraduate or graduate student
- Passion for democracy and history
- Strong written communication skills
- Willingness to work with a small, hardworking team with a strong belief in the importance of civic engagement.

Hours and Pay

This internship pays \$15/hour and requires you to work 10 hours per week at our office. We will work with you to create a schedule that is accommodating. We are a small office, so we greatly value our interns and their contributions to our work.