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**Connecticut Restaurant Association**  
Legislative & Event Management Internship

**Location:** 100 Great Meadow Rd, Wethersfield, CT

**Website:** [www.ctrestaurant.org](http://www.ctrestaurant.org) | [www.ctrestaurant.org/internship](http://www.ctrestaurant.org/internship)

**Description of Organization:**

The Connecticut Restaurant Association is a full service, non-profit trade association dedicated to supporting every type and size of restaurant. We are advocates for the Connecticut restaurant and hospitality industry, a hub for information and a platform for networking. We commit ourselves to offering cost effective benefits and resources you need to run a profitable business. The industry plays an integral role in Connecticut's economy, employing more than 150,000 foodservice workers and generating over \$12 billion in annual sales. Along with the Connecticut Hospitality Educational Foundation (CHEF), the Association protects, advances, and educates the growing industry.

**Internship Description:**

The Connecticut Restaurant Association is offering a dynamic internship experience at one of the largest and most influential non-profit business trade associations in the state. Interns will have hands-on experience in a variety of advocacy initiatives on behalf of the restaurant and hospitality sector, an industry that generates more than \$12B in sales per year in Connecticut. In addition to working with the team on a range of day-to-day duties, the selected candidate will have two distinct priorities: event management in the first half of the internship and a legislative focus during the second half. Interns will support a range of events throughout the year with the largest being the CRAZIES, an annual awards gala that welcomes more than 1,500 guests to a red-carpet experience in December. Beginning at the start of legislative session, and continuing throughout the internship year, focus will shift to other tasks including attending legislative committee meetings, providing support to CEO or Board members when testifying on various bills, attending industry press conferences, and writing content for legislative updates. Candidates should be highly motivated, detail-oriented, comfortable in a social setting, and a team-oriented self-starter.

**Essential Functions:**

- Researching and writing to provide legislative updates for the CRA members.
- Supporting CRA staff in administrative tasks as needed (basic knowledge of excel desired but not required).
- Assists with managing logistics for CRA events – especially regarding the CRAZIES – across Connecticut.
- Assists with outreach to volunteers for CRA events and serves as volunteer point person.
- Attends staff meetings and supports administrative tasks as needed.
- Supports all internal team members following the Association mission and values while promoting Association culture.

**Required Skills:**

- Strong understanding of the legislative process.
- Ability to conduct basic legislative research.
- Strong skills in written communication.
- Strong interpersonal skills.
- Interest and ability to engage in CRA/CHEF events (legislative & non-legislative).
- Ability to learn new technology and tools such as Microsoft Office suite, Canva, basic web design, data entry, Basecamp (project management), virtual meetings (ie, Teams, Zoom), and others.

**Applying**

With questions about this opportunity, please email Yvette at [tavares@ctrestaurant.org](mailto:tavares@ctrestaurant.org). To apply for an internship position at the Connecticut Restaurant Association, please submit cover letter and resume via email to [ipp@uconn.edu](mailto:ipp@uconn.edu).