



Council for Educational Travel USA

## Trainee/Internship Program Offer

**(10504) Legal Practice Program for Spanish Speakers – Miami/Orlando, FL**



**Program Duration:** 12 – 18 months

**Compensation:** \$13.00 per hour

**Housing:** not provided

**Number of Position Offered:** 2 for Miami, 2 for Orlando

### **Host Company Description:**

The host company is a full service, immigration law firm that specializes in helping immigrants and their loved ones with a wide range of different legal situations in the U.S. and helping many immigrants realize their goals and their American dream. In addition to immigration-related cases, the firm also helps with criminal defense, personal injury law, estate planning, and family law. The firm has several office in the U.S. and Mexico and represents clients all over the world.

### **Program Description:**

- Learn how to handle all aspects of a client's case (communication, drafting pleadings, discovery, preparing for and attending court hearings/trials, conferences)
- Receive training in legal services (legal research; drafting motions, pleadings, orders, judgments, and status updates; and overseeing and analyzing discovery)
- Gain experience during court during motions, hearings, and at trial. Conduct initial consultations with prospective clients and serve as the principal contact between the Firm and its clients
- Shadow and learn how to prospect for new clients through marketing, networking, writing articles, and speaking engagements

### **Applicant Qualifications:**

- To apply for the **Internship** program, applicants must be full-time university students with academic focus in **law** studies OR have graduated less than 12 months from the internship begin date.
- To apply for the **Trainee** program, applicants must hold **law** degrees and have least 1 year of professional work experience related to the degree, OR be career professionals of 5 or more years of professional experience in this field
- Must be fluent in Spanish
- Applicants must speak advanced English

### **How to Apply:**

1. Submit a professional resume with a professional photograph
2. Indicate availability dates (start and end dates)
3. Indicate this offer number and title