



CETUSA
Council for Educational Travel, USA

Trainee/Internship Program Offer

(10706) Law Office Program – Philadelphia, PA



Program Duration: 12–18 months

Compensation: \$15.00 per hour

Housing: not provided

Number of Position Offered: 1

Host Company Description:

Specializing in immigration law, this firm helps clients with cases pertaining to business, family, visa solutions, deportation defense, criminal defense for immigrants, and more. The firm understands the complexities of immigrants' situations and is able to provide legal advice and defense that advocates for specific clients' needs.

Program Description:

Our legal interns typically assist our attorney and paralegals in their daily tasks and may be responsible for other duties, including:

- Conducting legal research and analysis.
- Drafting legal documents such as motions and complaints.
- Assisting the attorney with discovery and trial preparation.

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 at least 1 year of professional work experience related to the degree, OR be career professionals of 5 or more years in the field
- Applicants must speak advanced English with excellent verbal and written communication skills
- Familiarity with legal research and drafting legal documents
- Applicant should be very organized and capable of multitasking

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