



Trainee/Internship Program Offer

(11073) Spanish-Speaking Legal Program – San Francisco, CA



Program Duration: 12-18 months

Compensation: \$25.00 per hour

Housing: not provided

Number of Position Offered: 1

Host Company Description:

The host company is a law firm that serves the immigrant community nationwide, with an emphasis on the San Francisco Bay Area, with expertise in the practice of immigration and nationality law. They specialize in all facets of immigration law, from deportation defense and appeals to family visas and petitions.

Program Description:

- Assist attorneys with case preparation (research legal precedents, transcribe interviews and depositions, preparing trial exhibits)
- Review and analyze legal documents to ensure accuracy and completeness
- Organize and maintain case files, ensuring that all documents are properly filed with the court
- Provide administrative support to the legal team (answer phones, greet clients, schedule appointments, etc.)
- Conduct legal research and maintain a current understanding of relevant laws and regulations
- Assist with the preparation of pleadings, motions, and other legal documents
- Other duties as assigned by the legal team

Applicant Qualifications:

- To apply for the **Internship** program, applicants must be full-time university students with academic focus in **law, psychology, or human resources** studies OR have graduated less than 12 months from the internship begin date.
- To apply for the **Trainee** program, applicants must hold **law, psychology, or human resources** 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
- Fluent in speaking, reading, and writing in Spanish and English
- Excellent communication, writing, and organization skills
- Detail-oriented, able to prioritize and work with strict legal deadlines, and able to work under pressure

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