



CETUSA
Council for Educational Travel, USA

Trainee/Internship Program Offer

(10780) Law Office Program – Castle Rock, CO



Program Duration: 12–18 months

Compensation: \$18.00 - \$20.00 per hour

Housing: not provided

Number of Position Offered: 1

Host Company Description:

The host company is a law firm that provides compassionate and personalized estate planning services. Castle Rock, Colorado is surrounded by stunning mountains, and is named after Castle Rock, a prominent rock formation that looks like a castle! The surrounding area offers endless hiking trails with views of Pikes Peak and campsites. The city is known for its butterfly pavilion, outlet stores, local breweries, and delicious dining experiences.

Program Description:

- Review intake questionnaires, conduct client intake, prepare engagement letters, schedule client meetings, billing, process payments, and prepare/send quarterly client newsletters
- Record deeds, stamp, and mail original documents to clients
- Collaborate with attorneys and other staff to complete tasks of estate planning (editing, formatting, etc.)
- Finalize, print, scan, and organize estate planning portfolios for each client signing meeting

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
- Excellent time management, a self-starter, attention to detail
- Comfortable interacting directly with clients

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