



CETUSA
Council for Educational Travel, USA

Trainee/Internship Program Offer

(10781) Law Office Program – Barrington, NJ



Program Duration: 12–18 months

Compensation: \$16.00 - \$18.00 per hour

Housing: not provided

Number of Position Offered: 1

Host Company Description:

The host company is general practice firm offering a broad range of services, focusing on personal injury and municipal and traffic court cases. Barrington, New Jersey is close to the big-city sights of Philadelphia, Pennsylvania, the former capital of the United States. Historic sights include the Liberty Bell and Independence Hall, and participants can enjoy participating in many sporting events, and unique dining and sightseeing opportunities.

Program Description:

- Assist in the preparation of deeds, wills, living wills, and powers of attorney
- Draft pleadings and correspondence
- Communicate with clients on their cases, and assist in advising them

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 and Spanish with excellent verbal and written communication skills
- Familiarity with Microsoft Word and general administrative knowledge
- Organized, professional, and able to multitask

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