



CETUSA
Council for Educational Travel, USA

Trainee/Internship Program Offer

(10782) Law Office Program – New York, NY



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 an immigration law firm dedicated to serving the immigrant community of New York City. They proudly represent clients across the United States and the globe with all of their immigration matters. They are supported by professionals who advocate for their clients and are involved in advancing their practice.

Program Description:

- Communicate with clients, perform intakes, and schedule appointments
- Provide clients with case status updates on the phone or in-person
- Schedule new prospective clients and follow up with them
- Assist attorneys with file organization and case preparation including submissions to USCIS and immigration court

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
- Bilingual in English and Spanish (or other language) preferred
- 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