



**CETUSA**  
Council for Educational Travel, USA

## **Trainee/Internship Program Offer**

### **(10783) Law Office Program – New York, NY**



**Program Duration:** 12–18 months  
**Compensation:** \$17.00 - \$19.00 per hour  
**Housing:** not provided  
**Number of Position Offered:** 1

#### **Host Company Description:**

The host company is a boutique law firm based on Brooklyn, New York. The firm offers a range of services, including real estate law, immigration law, estate planning, business law, and other representation. They pride themselves on their multilingual staff, client-focused service, and their expertise in assisting victims under the Violence Against Women Act (VAWA).

#### **Program Description:**

- Support immigration staff by handling family-based petitions, notifying clients of outstanding items, and take verbal affidavits/testimony from clients and witnesses
- Participate in weekly meetings, ensuring clients are well-informed and happy with the service they have been receiving
- Send clients' case status updates via telephone and email
- Communicate with Spanish-speaking clients in writing and verbally, manage their court calendars

#### **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