



## **Trainee/Internship Program Offer**

### **(11071) Paralegal Program – Los Angeles, CA**



**Program Duration:** 12–18 months

**Compensation:** \$17.28 per hour

**Housing:** not provided

**Number of Position Offered:** 1

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

The host company is a real estate investment and property management firm that handles a variety of legal matters including evictions, acquisitions, leasing, and civil real estate disputes. It is located in the heart of Los Angeles, California, and is close to museums, historical landmarks, and popular restaurants.

#### **Program Description:**

- Prepare and manage documents related to evictions (notices, unlawful detainer filings, court submissions, etc.)
- Review and organize contracts, leases, and title documents
- Assist with civil real estate litigation matters (draft pleadings, discovery, filing legal documents, etc.)
- Coordinate with outside counsel, property managers, and internal teams on case updates and legal timelines
- Maintain and organize legal files, correspondence, and case calendars
- Conduct legal research related to real estate and landlord/tenant laws as needed

#### **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
- Minimum 2 years experience as a paralegal/legal assistant in real estate law
- Familiarity with civil litigation procedures, court filings, and eviction processes
- Excellent organizational, writing, and communication skills; MS Office and legal documentation systems
- Fluent in English, and Spanish- or Tagalog-speaking candidates are given preference

#### **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