



Council for Educational Travel USA

Trainee/Internship Program Offer

(10743) Law Office Program – Jacksonville, FL



Program Duration: 12-18 months

Compensation: \$15.00 – \$17.00 per hour

Housing: not provided

Number of Position Offered: 1

Host Company Description:

The host company is a well-established law firm located in Jacksonville, FL known for its expertise in various areas of law including personal injury, family law, estate planning, and business litigation. They are committed to providing personalized and effective legal solutions, and serves a diverse clientele. They are recognized for their experienced attorneys who aim to achieve favorable outcomes for their clients.

Program Description:

- Conduct legal research and analysis on various real estate and transactional law matters.
- Draft and review legal documents, including contracts, agreements, and leases.
- Assist senior attorneys in client meetings.
- Provide legal counsel and support to clients on a wide range of transactional values.
- Collaborate with colleagues to develop creative solutions and strategies for complex legal matters

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 have either a degree or professional certificate from a foreign post-secondary academic institution and at least 1 year of prior related work experience in the **law** field acquired outside the United States OR 5+ years of experience in this field.
- Applicants must speak advanced English with excellent verbal and written communication skills
- 0-3 years of experience in real estate or other transactional law preferred.
- Strong analytical skills and attention to detail.
- Ability to work independently and as part of a team in a fast-paced environment.

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