



Council for Educational Travel USA

## **Trainee/Internship Program Offer**

### **(20012) Law Office Program – New York, NY**



**Program Duration:** 12-18 months

**Compensation:** \$17.00 per hour

**Housing:** not provided

**Number of Position Offered:** 1

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

The host company is a Brooklyn-based immigration firm that focuses on helping people navigate the U.S. immigration system. Brooklyn, New York is known for its iconic bridge, which offers beautiful skyline views of the city. Participants can enjoy the outdoors in Prospect Park, visit the Brooklyn Museum, the Brooklyn Botanic Garden, and shop and explore the Williamsburg waterfront. Brooklyn's food scene is fantastic, with diverse global cuisine, and local favorites like pizza and bagels.

#### **Program Description:**

- Provide legal advice
- Conduct legal research and draft/review legal documents
- Represent clients in court and administrative hearings
- Engage in negotiations on behalf of clients
- Collaborate with senior attorneys on case strategies and keep clients informed of their progress

#### **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
- Strong analytical skills, attention to detail, and ability to manage multiple cases simultaneously

#### **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