



Council for Educational Travel USA

Trainee/Internship Program Offer

(20035) Law Office Program – New York, NY



Program Duration: 12-18 months

Compensation: \$17.25 per hour

Housing: not provided

Host Company Description:

The host is a New York-based law firm that serves entrepreneurs, artists, startups, and mid-sized businesses across a range of legal needs. The firm provides services in areas such as litigation, business law, intellectual property, entertainment law, and hospitality law, supporting clients throughout the full business lifecycle. It emphasizes a client-focused approach, offering practical, accessible legal guidance and personalized support for creative and business professionals.

Program Description:

- Assist with office operations and case scheduling
- Participate in guided legal research
- Assist with minor accounting tasks and administrative functions
- Gain hands-on experience in a law firm environment

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