

Trainee/Internship Program Offer **(20005) Law Office Program – Oklahoma City, OK**



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 new and fast-growing law practice, bringing a younger, more innovative approach to legal services. They emphasize integrity, transparency, and client-centered advocacy, covering a wide range of legal areas. Oklahoma City is known for its national museum, stunning botanical gardens, and the unique Bricktown Entertainment District!

Program Description:

- Prepare legal documents and draft legal correspondence
- Review and organize documents, including filing documents with the court and maintaining case files
- Conduct legal research
- Assist attorneys with case preparation
- Communicate with clients and court officials

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
- Familiarity with legal research and drafting legal documents

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