



CETUSA
Council for Educational Travel, USA

Trainee/Internship Program Offer

(10561) Law Office Program – Anchorage, AK



Start Date: October 2021

Program Duration: 12–18 months

Compensation: \$12 per hour

Housing: not provided

Number of Position Offered: 1

Host Company Description:

Located in scenic Anchorage, Alaska, this law center has provided legal assistance and representation to clients with Immigration Law concerns for over 40 years. Assisting clients with obtaining visas, filing petitions for residency status, and defending against deportation, the law firm has become a well-trusted and established law center in Alaska. The law center assists clients who come to the United States from all over the world and provide them with dependable law advice and services.

Program Description:

- Drafting and preparing legal documents
- Conducting research to support legal proceedings
- Investigating facts to help in the negotiation of legal disputes
- Monitoring and ensuring compliance with state and federal regulations
- Recording and storing client information
- Organizing exhibits and paper files
- Filing court documents
- Client and customer service

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
- Applicants must speak advanced English
- Two years (or more) of experience working as a paralegal is preferred but not required.
- Bachelors or equivalent (preferred)
- Four-year paralegal degree (highly preferred)

- Familiarity with legal research
- Familiarity with drafting legal documents
- Excellent verbal and written communication skills
- Bi-lingual (highly preferred and will result in pay bump)
- Ability to problem solve and find solutions to complex problems
- Proficiency in Adobe, Excel, and Word and client management software

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