



CETUSA
Council for Educational Travel, USA

Trainee/Internship Program Offer

(10585) Law Office Program – Oakland, CA



Start Date: November--December 2021

Program Duration: 12–18 months

Compensation: \$14 per hour

Housing: not provided

Number of Position Offered: 1

Host Company Description:

Litigating cases at all levels, this public interest and civil rights law firm aims to help those marginalized by society. Giving legal assistance that is understandable and clear to everyone regardless of language or status is a core value of the firm. The firm practices law in the San Francisco Bay area with offices in Oakland.

Program Description:

- Participate in opportunities to learn and work on all aspects of cases
- Conduct intake, legal research, and investigation
- Prepare and file complaints
- Participate in deposition, trial, resolution, and appeal processes

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 with excellent verbal and written communication skills
- Two years (or more) of experience working as a paralegal is preferred but not required.
- Familiarity with legal research
- Familiarity with drafting legal documents
- Spanish language proficiency is a plus

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
4. Please provide a writing sample and cover letter with resume