



**CETUSA**  
Council for Educational Travel, USA

## **Trainee/Internship Program Offer**

### **(1076) Law Office Program – Gaithersburg, MD**



**Program Duration:** 12-18 months

**Compensation:** \$16.00 - \$18.00 per hour

**Housing:** not provided

**Number of Position Offered:** 1

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

The host company is a law firm focusing on immigration, family, personal injury, criminal, and business law located in the picturesque town of Gaithersburg, Maryland (about 40 minutes outside of the nation's capital, Washington, D.C.). Participants will enjoy the historic Olde Towne Gaithersburg, parks, the Gaithersburg Book Festival, and easy access to museums and other attractions in Washington, D.C.

#### **Program Description:**

- Conduct client intake
- Assist clients and visitors with the location of legal staff
- Answer phone calls, and schedule and confirm appointments
- Draft letters and other legal documents
- Perform other administrative tasks as necessary to support the attorneys and office

#### **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
- Fluent in Spanish and English (speaking, reading, and writing)
- Strong administrative and organizational skills, with previous experience in a fast-paced law firm

#### **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