

Job Description-Carmody Torrance Sandak & Hennessey LLP

Title: Law Firm Summer Intern

Location: New Haven

Position: Seasonal/Part-Time (up to 15 hours per week)

Description:

To promote the goal of achieving greater and more meaningful participation by traditionally underrepresented populations in the legal field, Carmody Torrance Sandak & Hennessey LLP and its Diversity Equity and Inclusion (“DEI”) Team have expanded the firm’s summer internship programs to include opportunities for individuals who are not yet in law school. The purpose of Carmody’s DEI Summer Internship is to expose a Summer Intern with little or no prior experience in the law to the many career pathways available in the law, including the roles of attorney, paralegal, legal assistant, marketing and finance professional. The Summer Intern assists with general office activities in an active law firm environment, as determined and directed by the Summer Intern Coordinators. The Summer Intern will be responsible for assisting firm attorneys and staff with general office duties including, but not limited to, research, writing, data entry, filing and general logistics. The Summer Intern will also have an opportunity to learn about the firm’s varied practice areas and to shadow firm members as appropriate.

Duties & Responsibilities:

- Assist attorneys, paralegals and legal assistants with research, writing, data entry, managing files and flow of paperwork, such as organizing and filing documents as directed.
- Assist the firm’s Finance Team with organizing and filing documents and retrieving information from accounts payable and client billing files as requested.
- Assist the firm’s Business Development and Marketing Team with the creation of promotional materials, responses to requests for proposal and capability pieces, including PowerPoint presentations and other marketing material preparation; assist with preparations for and attend marketing events as requested.
- Assist firm attorneys and paralegals with special projects and attend firm events and programs as appropriate.

Qualifications:

- Excellent written and oral communication skills
- Strong organizational skills and problem-solving ability
- Creativity and resourcefulness to seek out information/answers as required (internally and externally)
- Attention to detail; ability to execute projects accurately
- Good interpersonal skills, and ability to work independently, as well as in collaboration with team members
- Knowledge of Microsoft Word and Outlook
- Knowledge of Excel and PowerPoint helpful but not required

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