

Say Yes Buffalo Internship Opportunity

Position: **Summer Law Intern**

Organization Name: Burden, Hafner & Hansen, LLC

Location: 605 Brisbane Building, 403 Main Street, Buffalo, NY 14203

Website: www.bhhattorneys.com

Organization Description/Profile: We are a women-owned MWBE certified personal injury defense law firm located in the heart of downtown Buffalo.

Burden, Hafner & Hansen, LLC provides representation to clients in a variety of matters throughout state and federal courts in areas of trucking and transportation negligence, employment law, labor law, automobile liability, construction defect, fire, first-party and subrogation, governmental liability, product liability, retail, premises liability, professional liability, medical malpractice and general negligence.

The firm has a 24 hour/7 day a week emergency response team. Burden, Hafner & Hansen, LLC is an innovative firm dedicated to providing high quality, vigorous and responsive representation to each of its clients, without exception

Position Supervisor & Title: Kathie Kirszenstein, Office Manager

Internship Title: Summer Law Intern

Internship Duties and Responsibilities:

- Assist with support staff duties
- Shadow paralegals and attorneys
- Assist with legal filings

Minimum Requirements

- Say Yes Scholar in good academic standing
- Microsoft Office
- Basic Computer Skills
- Strong organizational skills and outgoing attitude

Intern takeaways:

- Amazing networking opportunities within the legal community
- Learn law firm procedures
- Gain exposure to legal documents
- Learn about eFiling with the courts

Duration of employment: The position will begin June 5, 2018 and end by August 16, 2018. The hired intern will work 15-20 hours per week.

Compensation: This position pays \$11 per hour. Any determination regarding academic credit will be made by the intern's academic department.

Accommodations: The Say Yes Internship Program is committed to providing equal access to individuals with disabilities, including physical access to programs and reasonable accommodations for interns.

To apply: Submit cover letter & resume to:
buffalointernships@sayyestoeducation.org.

Deadline: May 25th, 2018