

Say Yes Buffalo Internship Opportunity

Position: Summer Legal Intern

Organization Name: Law Offices of Nancy W. Saia

Location: 1925 Kensington Avenue, Buffalo, NY 14215

Website: www.lawsaia.com

Organization Description/Profile: We are a Law Office that concentrates in Real Estate Law and Estate Planning.

Position Supervisor & Title: Nancy W. Saia, Owner

Internship Title: Summer Legal Intern

Internship Duties and Responsibilities: This is a unique position that allows for an undergraduate student to learn about real estate law. The intern will assist the paralegals with file creation, obtaining final water bills and determining allocation, filing, etc.

We are a small practice, which will give you access to all levels of our organization and gain insight to how we run a successful practice. This opportunity is open to any student with an interest in law – there is no requirement for particular majors.

Minimum Requirements

- Say Yes Scholar in good academic standing
- Detail oriented with strong writing skills
- Great organizational skills
- Working knowledge of Microsoft Word
- Working knowledge of Microsoft Excel

Duration of employment: This position will last approximately 10 weeks – the exact start date and schedule will be decided upon by the intern and employer during the interview process.

Compensation: \$11.00/hour at 20 hours per week.

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. **Please note: there are 5 stairs to enter the building.**

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

Deadline: May 25, 2018