**Internship Title:** Business/Legal Assistant  

**Start Date:** May 2018  
**End Date:** Open  
**Hours Per Week:** 10-20 (flexible)

**Description of Tasks/Projects:**

1. Research govt procurement opportunities for legal/compliance svcs; Update profiles on NYC/NYS agency registries; Contact personnel at govt agencies and business organizations  
2. Research business/legal matters  
3. Assist w/ marketing & business development;  
4. Assist w/ occasional legal filings in court; Assist w/ writing articles for publication (optional)  
5. Set up business & legal software; Create client/matter intake system

**Qualifications/Requirements:**

**Class Status:** Junior, Senior or Graduate Student  
**Major/Minor or Specialization:**  
Business major / Legal Studies or Marketing minor. Minimum GPA: 3.0

**Skills Needed:** Technical: Word/Excel/PP; business & legal research software; good verbal/written skills  
good w/ technology; initiative taker; entrepreneurial;  
some experience in business/corporate setting preferred; interest in law is a plus
Internship Title: Marketing/Social Media

Start Date: May 2018    End Date: Open

Hours Per Week: 10-20 (flexible)

Description of Tasks/Projects:

1. Marketing of business law practice and compliance consulting services;
2. Maintain & expand social media presence on LinkedIn
3. Assist with business profile & brand identity;
4. Assist with business development to target small & medium businesses
5. Create print & email marketing
6. Liaise with chambers of commerce & professional/trade organizations

Qualifications/Requirements:

Class Status: Junior, Senior or Graduate Student

Major/Minor or Specialization:

Marketing major / Business minor. Minimum GPA: 3.0

Skills Needed: Technical: Word/Excel/PP; business & legal research software; good verbal/written skills good w/ technology; initiative taker; entrepreneurial; digital media/social media skills **creativity is welcomed

some experience in business/corporate setting preferred; interest in law is a plus
**Marketing Intern:**

Assist with marketing for a solo law practice that’s targeting (i) entrepreneurs and businesses--for contracts, business transactions; and (ii) baby boomers and senior citizens--for wills/trusts/estates, elder law, using online, print & or email resources – to generate new business.

- Create and implement marketing plan, including product positioning, campaign strategies, and market strategy
- Conduct marketing research to target markets
- Draft Press releases – eg, for local chamber of commerce
- Develop social media presence; update company website/blogs/social media pages
- Assist with creation, maintenance of monthly e-Newsletter and/or legal education column
- Create prospect database using various sources
- Attend presentations (locations throughout NYC)
- Telephone calls to prospective clients to setup meetings/consultations
- Ad hoc projects as needed

**Basic Requirements**

- Excellent verbal & written communication skills, good command of English language required
- Excellent organizational skills, executing and following through on projects
- Digital media/social media skills
- Must be detail-oriented and self-motivated
- Creativity is welcomed; initiative and vision are required
- Previous marketing internship or exposure to corporate/professional environment preferred
- Previous exposure to a legal or other professional services firm is desirable
- Software: Microsoft Word/Excel/Powerpoint/Access, Wordpress, Adobe Photoshop, Google Analytics etc..or similar software
- College major/minor in marketing and business
- Compensation: academic credit and travel stipend
Internship Title: Communications/Articles Writer

Start Date: May 2018   End Date: Open
Hours Per Week: 10-20 (flexible)

Description of Tasks/Projects:
1. Assist with writing content for legal and business articles for an online publication
2. Research topics for articles & writing assignments
3. Assist with identifying new topics for articles
4. Research business/legal topics

Qualifications/Requirements:
Class Status: Junior, Senior or Graduate Student

Major/Minor or Specialization:
Communications or English major. Minor in Journalism, Business, Marketing, or Legal Studies is ok.
Interest in law is an advantage due to subject matter.
Minimum GPA: 3.0

Skills Needed:
Technical: Word/Excel/PP; business & legal research software; good verbal/written skills
Excellent written and verbal communication skills
good w/ technology – skilled with common Microsoft, Adobe, research software;
initiative taker; entrepreneurial personality preferred; creativity welcomed
2 writing samples required

For all internship postings, the students must send a resume (and writing sample for the Communications position) to: info@kinchlawgroup.com.