

**Dean Street Law
Legal Internship
4 Month Internship Beginning August 2022
20 Hours Per Week, At Least One Hour Per Week Day**

Company Overview

Dean Street Law is a women-owned and operated firm, located in West Chester, PA. We started in 2019 and have been growing quickly. Our team works closely to support one another and ultimately serve our clients. We love working with companies that range from privately owned small entities to Fortune 500 companies in the finance, IT, real estate, manufacturing and pharmaceutical sectors. Here at Dean Street Law, we value work-life balance, sustainability, health and wellness, and individuality. You can learn more about Dean Street Law [here](#).

The Dean Street Law internship program offers students an opportunity to gain exposure to the inner workings of a law firm and gain experience in the legal field. It is a four month internship beginning August 2022. The internship requires at least twenty hours per week, at least one hour per week day with a schedule to be agreed upon prior to hiring. Students that participate in our program will work directly with the company's CEO and Founder. We encourage creativity and autonomy. Throughout the program, you will receive feedback to develop your skills and knowledge under the guidance of experienced professionals.

Who Are You?

Self Motivated You are driven, enjoy a challenge, and are proud of the work you deliver. You excel in prioritizing and executing multiple assignments in a timely manner.

Naturally Curious You are innovative, think critically when given an assignment, and have an impeccable attention to detail.

Solution Oriented You are creative and consider all resources until you've found the best solution. You are always looking for ways to be more efficient and productive.

Enthusiastic You are charged with energy to get work started and you maintain a positive outlook throughout the day.

Team Player You are supportive, reliable, and have a willingness to learn from others. You enjoy being friendly and connecting with coworkers.

Role & Responsibilities

- Supporting the legal team in all business areas

- Participate in a variety of legal special projects that gain exposure for better understanding of corporate law
- Assist in drafting client resources, letters, legal forms, and other documents
- Conduct legal research
- Maintain and organize charts and files
- Contract and document management to manage client expectations and track progress
- Assisting team with any other administrative needs
- Extending these responsibilities to support the legal product development for Laura DiFrancesco LLC

Education & Experience

- Must be pursuing a Bachelor's/Graduate program at an accredited college or university in a related field
- Related work experience is preferred
- Proficient in G-Suite, Word, and Excel

Why Dean Street Law?

- Female empowered, diverse working environment
- Flexibility to pick your hours (M-F)
- Ability to work from home at least one day per week
- Ability to work at the Flourish Coworking Space in West Chester, PA
- Wear what you'd like work attire
- Join a young and passionate group of entrepreneurs

Application Instructions: Please send your resume and cover letter to ldifrancesco@deanstreetlaw.com. Examples of your work are not required but may also be included in your email.