

Margules Law Group, P.A. - Paralegal Intern

Location: Boston, MA/Fort Lauderdale, FL (In-Person | Hybrid Optional)

Internship Type: Part-Time Internship – Unpaid - Academic Credit Only

Practice Areas: Business Law, Civil Litigation, Sports & Entertainment Law (opportunity to assist a Professional Boxing Promotional Company and Sports Management Company)

About Margules Law Group, P.A. (“MLG”):

MLG is a dynamic and fast-paced law firm specializing in business law, civil litigation and other commercial matters. The firm also has a distinctive practice in the sports and entertainment, providing legal counsel to several athletes, managers and promoters in the professional boxing industry, as well as other sports industries. In addition to the law firm, the partners of the firm run a professional boxing promotional company, Warriors Boxing and Promotions, LLC, and a sports management company, Fide Management Group, LLC (the “Sports Entities”). Our work blends high-stakes litigation with cutting-edge issues in sports and business law.

Position Summary:

We are currently seeking a **Paralegal Intern** who is driven, detail-oriented and passionate about gaining real-world knowledge and experience in a fast-paced legal environment by assisting with complex civil and commercial matters, litigation and other issues that are often brought to MLG. The candidate should also be eager to gain a unique experience assisting the Sports Entities. The intern will support our attorneys with a variety of daily legal and administrative tasks, and also support the Sports Entities as necessary. This position is ideal for a **Paralegal Studies student seeking academic credit** and practical experience in both a traditional legal setting and the unique world of sports.

Responsibilities:

- Assist with preparation of legal documents, pleadings, motions, discovery requests/responses, subpoenas and other litigation documents
- Assist with secretarial tasks such as editing and finalizing documents, organizing exhibits, court filings (such as e-filing), docket calendars and deadlines, notices, run errands, phone calls and correspondence with the courts and other parties as needed by the firm, as well as with overall case management and organization
- Assist with legal research and summarize findings for supervising attorneys
- Help manage and organize case files, both physical and digital
- Draft correspondence and assist in client communications
- Support attorneys in pre-trial or pre-hearing preparation and litigation strategy sessions
- Participate in contract drafting and review for the firm’s business and sports clients.
- Provide operational and administrative support to the Sports Entities.
- Attend firm meetings, client briefings, and events (this could include networking events, or other events in which the firm or Sports Entities are involved).

Qualifications:

- Currently enrolled in an ABA-approved Paralegal Studies program (must be eligible for to receive academic credit – with upside to roll over into a long-term intern or paralegal role with the firm).

- Strong written and verbal communication skills
- Bi-Lingual candidate is preferred (especially fluency in Spanish/English languages)
- Strong interest in business law and civil litigation, and a passion for sports and entertainment industries.
- Motivated to learn the ins and outs of tactical litigation, contract law and resolving complex commercial disputes.
- Detail-oriented, professional demeanor, and excellent organizational and time management skills (ability to manage multiple tasks under deadline)
- Strong legal research and writing skills
- A self-starter with a hard-working attitude and ability to multitask
- Extremely driven to grow with a business long-term and become part of a family atmosphere.
- Must maintain confidentiality and demonstrate both professionalism and professional discretion

What You'll Gain:

- Real-world experience in litigation and contract law
- Exposure to civil and commercial litigation practices
- Exposure to the legal and business side of professional sports
- Hands-on training from experienced attorneys
- Networking opportunities in both legal, business and sports circles
- Academic credit (must be coordinated and pre-approved with your educational institution)

How to Apply:

Please submit your resume, a brief cover letter detailing your interest in the position, career goals, and proof of enrollment in a Paralegal Studies program or copy of description of the program to: zach@marguleslawgroup.com **[please also provide your Class/Course Schedule and potential Start Date if available]**