



Job Information: Marketing and Event Assistant / Intern

市场与活动助理/实习生招聘信息

Da Wo Law Firm Shanghai

上海达沃律师事务所

Position: Marketing & Event Assistant / Intern

职位: 市场&活动助理/实习生

Location: Shanghai, Jing'An district

地点: 上海市静安区

About DaWo Law Firm:

关于达沃:

Da Wo Law Firm Shanghai is a full-service law firm established in China with international lawyers specializing in the areas of commercial law, corporate & taxation law, employment & compliance, Intellectual Property, data & privacy, criminal law, and family law.

上海达沃律师事务所是一家在中国成立的提供全方位服务的律师事务所，其律师专业领域包括商业法，公司与税法，雇佣与合规，知识产权，数据与隐私，刑法和家庭法。

Our lawyers and paralegals (of different nationalities) are able to work in Mandarin, Cantonese, and Shanghainese, as well as in French, English, Dutch, Spanish and German.

我所来自不同国家的律师和律师助理能够使用普通话，广东话和上海话，以及法语，英语，荷兰语和德语工作。

In order to support its growth, our law firm is hiring a **Marketing & Event Assistant / Intern.**

为了支持律所发展，达沃律师事务所正在招聘市场与活动助理/实习生。

Report to: Digital Business Development Manager 本职位向业务开发主管汇报

Full-time or part-time internship with possibility of employment after the internship

实习期表现良好，可考虑留用

Description of the Position:

岗位说明:

1. DaWo Law Firm is going digital: WeChat official account, Wechat Channel, Search Engine Optimization (SEO), Newsletter, brand identity. You will be responsible for developing the identity of DaWo in all the above areas. In addition, you will be responsible for developing DaWo's presence on new platforms and the firm's partnerships in the Business-to-Business sector and with the media. You will work in close collaboration with the Digital Business Development Manager.



您将负责协助达沃律所开展线上品牌推广，包括但不限于：微信公众号及微信视频号的运营，搜索引擎优化，通讯简报发布，品牌形象管理。除此之外，您将协助管理达沃的平台曝光，B2B 领域伙伴关系及媒体关系。您将与业务开发主管深入合作。

2. DaWo Law Firm is going physical: DaWo has recently launched DaWo Academy and an increasing variety of legal events. Your role will be to design and to support the operation of those events/trainings.

您将负责协助达沃律所开展线下活动，包括但不限于：达沃学院法律培训及其他各类法律相关的活动。您的职责将包括协助设计活动/培训的内容及流程，并配合活动/培训的有序开展。

Main Responsibilities:

主要职责:

- Draft the layout for the firm's WeChat account messages and assist with publishing
负责律所微信公众号排版并协助发布
- Design and prepare images, posters, PowerPoints, and other promotional materials
为律所活动设计制作图案，海报，PPT，和其他宣传资料
- Optimize the website for Search Engine Optimization and improve the design of the website by enriching the content and by creating partnership with external websites
负责律所网站的搜索引擎优化及网站设计的提升，包括但不限于丰富网站内容及管理网站的外部链接
- Develop partnerships in the Business to Business sector and with the media
协助开发 B2B 领域合作伙伴与管理媒体关系
- Assist the marketing team with outreach and creating exposure for the firm
协助律所市场团队的工作，为律所增加曝光率
- Assist with making videos and/or other promotional projects
协助律所制作推广视频，及协助推进其他可能的推广项目
- Translate or assist in the translation of documents from Chinese to English or from English to Chinese
负责或参与翻译文件（中译英及英译中）
- Provide administrative and operational support for and during events
协助组织律所活动



Candidate Requirements:

申请要求:

- Pursuing a Bachelor's degree or above in Communication/Marketing/Graphic Design
正在取得传播/市场/图文设计等相关领域的学士或以上学位
- Experience gained through previous internship/work in a professional setting
有先前实习/工作的经验
- Adequate knowledge in Chinese digital ecosystem
具备对中国数字生态系统的充足了解
- Experience with Xiumi, WeChat backend, Canva, video editing tool, and/or other design platforms
有使用秀米, 微信后台, Canva, 视频制作软件和/或其他设计平台的经验
- Proficient in Chinese and in English (listening, speaking and writing)
能熟练使用英语(听, 说, 写)
- Good command of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
能熟练使用各类 Office 应用软件 (Word, Excel, PowerPoint, Outlook)
- Good team spirit, positive working attitude, genuine commitment and absolute integrity
有良好的团队合作精神, 积极的工作态度, 且遵守承诺讲究诚信

How to Apply:

申请方式:

Please send your resume and a cover letter in both English and Chinese to:
emily.wang@dawo-lf.com

请将您的中英文简历和中英文求职信发送至: emily.wang@dawo-lf.com

Find more information about our practice and team on: www.dawo-lf.com
在 www.dawo-lf.com 获取达沃律所及我们团队的更多信息