



Marketing and Event Internship Information

Da Wo Law Firm Shanghai

Position: Marketing & Event Intern

Location: Shanghai, Jing'An district

About DaWo:

DaWo Law Firm is an internationally driven boutique law firm based in Shanghai. As a registered and fully licensed PRC law firm, we cater to clients hailing from around the globe, offering expert legal assistance through our diverse and multi-national team of lawyers. Our commitment and loyalty to our clients, together with our well-established expertise sets us apart.

In order to support its growth, our law firm is hiring a **Marketing and Event intern**.

Description of the Position:

DaWo Law Firm is currently seeking a highly motivated and skilled **Marketing & Event intern** to join us on a part-time basis. This role offers an exciting opportunity for individuals looking to develop their skills and experience in marketing and event activities and to work in the legal and professional services industry in Shanghai.

Main Responsibilities:

- Assist with the drafting, layout and publishing of legal articles and promotional messages on various digital platforms;
- Design and prepare images, posters, PowerPoints, and other promotional materials
- Help improve the design of the website and enrich its content;
- Assist the partners and lawyers with outreach and creating exposure for the firm
- Assist with making videos and/or other promotional projects
- Provide administrative and operational support for and during events

Qualifications:

- Bachelor's or Master's degree in Marketing, Public Relations, Business, or a related field.
- Excellent written and verbal communication skills in English; proficiency (oral) in Mandarin would be an asset.
- Proficiency in social media platforms and digital marketing tools (CRM systems, LinkedIn, WeChat Official Account Management, etc.)
- Experience in MS Office, as well as Adobe Photoshop, InDesign, Canvas and other relevant software.
- Good team spirit, positive working attitude, genuine commitment and absolute integrity

How to Apply:

Interested candidates are invited to submit their resume and a cover letter outlining their relevant experience and interest in the position to emily.wang@dawo-lf.com.

Find more information about our practice and team on: www.dawo-lf.com