



KEYSTONE ACADEMY

**Keystone Academy  
Marketing Intern**

**Job Responsibilities:**

Internship Duration: Immediate start until June 30, 2026.

**Essential Requirements:**

- Strong communication skills and teamwork spirit.
- Excellent time and project management capabilities, along with multitasking abilities, attention to detail, and a strong sense of responsibility. Ability to adapt to the work intensity during the preparation phase and flexible for temporary arrangements.
- Proficient in Chinese writing, capable of drafting preliminary event planning proposals and social media promotion copy.
- Good English communication skills, able to handle oral and written communication, including emails, in a bilingual work environment.
- Available on-site for at least 2 days per week and ensuring remote work availability for more than 3 hours on other days.

**Bonus Points:**

- Prior experience in planning and executing large-scale events, both on and off campus, is preferred.
- Proficiency in specific tools or skills (such as video editing, design software, PPT production, etc.).

**岗位职责:**

实习时间: 2025年12月-2026年6月30日。

**必备条件:**

- 具备较强的沟通能力和团队合作精神。
- 出色的时间和项目管理能力与多任务处理能力, 注重细节, 责任心强。能适应筹备期的工作强度及灵活的临时性安排。
- 具备优秀的中文写作能力, 能熟练撰写初步活动策划方案与社交媒体推广文案。
- 具备良好的英文沟通能力, 能处理双语工作环境下的口语及英文邮件及书面沟通。
- 每周到岗时间不少于2天, 其他时间保证可以远程工作3个小时以上。

**加分项:**

- 具有校内外大型活动策划及执行经验者为佳
- 掌握某项特定工具或技能 (如视频剪辑、设计软件、PPT制作等)

Interested applicants should submit a CV to [hr@keystoneacademy.cn](mailto:hr@keystoneacademy.cn). Position will be posted until filled.