

Who are we?

At Monyok Leadership, we craft tailored solutions for client success, diving deep into our clients' challenges to design impactful strategies in HR, leadership, marketing, and operations. Our unwavering commitment ensures excellence and sustainable growth for every client.

We are a boutique consulting firm growing a team passionate about delivering exceptional customer experiences. Founded on the principle of quality, we focus on every detail, provide timely responses, and create thoughtful, tailored solutions. We adapt to our clients' needs, always asking, "How can I help?" and striving for continuous improvement.

Who are you?

Our Design Assistant at Monyok Leadership is a creative, dependable person who can move comfortably between design, social media, and written content. The person in this role must have a strong eye for clean, consistent visuals, welcome feedback, and know how to turn a clear assignment into polished work. They must stay organized across multiple deadlines and are comfortable working independently while remaining connected to the team.

What's the gig?

The Part-Time Seasonal Design Assistant supports the Marketing Director with assigned creative and content projects for Monyok Leadership and its clients. This is an execution-focused role.

Graphic Design and Brand Support

- Create polished graphics for social media, print materials, presentations, events, websites, and other marketing needs.
- Follow established brand standards and creative direction for Monyok Leadership and assigned client brands.
- Resize, revise, and prepare designs for use across multiple platforms and formats.
- Review completed work for accuracy, consistency, readability, and visual quality before submission.

Social Media and Content Support

- Assist with content planning and the development of social media calendars.
- Write clear, engaging, brand-aligned copy for social posts, websites, emails, and marketing materials.
- Create and edit short-form video content using CapCut.
- Schedule approved social media content using Metricool or another designated scheduling platform.
- Organize captions, graphics, links, and scheduling details so content is complete and ready to publish.

Website and Production Support

- Make assigned content and design updates in Squarespace and Wix.
- Format and organize shared documents, files, and project materials in Google Workspace.



- Maintain clear file names and organized folders so project assets are easy for the team to locate and use.
- Track assigned work, communicate progress, and meet agreed-upon deadlines.

Required Skills and Experience

- Demonstrated proficiency in Canva, CapCut, Google Workspace, Squarespace, Wix, and content scheduling software such as Metricool.
- Experience creating graphics and written content for social media and other marketing channels.
- A portfolio or work samples that demonstrate strong design judgment and attention to detail.
- Ability to follow brand guidelines, creative briefs, and established approval processes.
- Strong writing, proofreading, organization, and time-management skills.
- Ability to work independently, accept feedback, and complete assignments with limited oversight.
- Exceptional communication and interpersonal skills.
- Strong project management skills, with the ability to handle multiple projects simultaneously.
- Bachelor's degree in Marketing, Business, Graphic Design, or a related field is preferred.

Schedule and Work Arrangement

This is a part-time, seasonal position paid at \$20 per hour. Hours are flexible and will be scheduled between 8:00 a.m. and 4:00 p.m., Monday through Friday, based on seasonal workload and project needs. Remote work is optional, with availability for team communication and coordination during scheduled hours. Hours may vary by season and may range from 10-25 hours per week.

What we offer:

- A creative and entrepreneurial environment that encourages innovation and growth. Professional development opportunities to enhance your skills and career.
- Job autonomy with opportunities to grow and learn in your role. An open dialogue culture with transparent communication and mutual respect.
- Unlimited PTO to maintain a healthy work-life balance.
- A flexible work schedule that accommodates personal needs, with options to modify schedules, provided there is good communication and clear alignment with team and client needs.

Equal Employment Opportunity

We are passionate and committed to our people and go beyond the rhetoric of diversity and inclusion. You will be working in an inclusive environment and be encouraged to bring your whole self to work. We will do all that we can to help you successfully balance your work and homelife. As a growing business we will encourage you to develop your professional and personal aspirations, enjoy new experiences, and learn from the talented people you will be working with. It's talent that matters to us and we encourage applications from people irrespective of their gender, race, sexual orientation, religion, age, disability status or caring responsibilities.