



NOW HIRING · Winston-Salem, NC · Part-time / Internship

## Sales Support / Design Intern

Mona & Associates Design, LLC · Living Aura™

Mona & Associates Design is a women-owned multidisciplinary studio in Winston-Salem, NC specializing in biophilic design, interior architecture, and wellness environments. Our signature product line, Living Aura™, features handcrafted preserved moss and botanical art, and installations for residential and commercial clients. We're looking for a creative, self-motivated intern to support our growing business across sales, social media, design, and events.

### Role Areas

#### Sales & Client Support

Showroom/studio presence, inventory and display upkeep, customer service, and event setup/breakdown.

#### Social Media & Content

Manage posting schedules, write blog drafts, keyword research, hashtag strategy, and create visual content.

#### E-Commerce & Web

Add products, images, and descriptions to the online store; create promotions and support email campaigns.

#### Design & Project Support

Site visit assistance, measurements, 3D rendering support, document templates, and scheduling.

#### Exhibitions / Installations / Workshops

Assist with prep, setup, installation materials, and sourcing new event opportunities. Maintain store aesthetics by cleaning, stocking, organizing and following merchandising plans.

### Ideal Candidates Bring

- Background in interior design, fine arts, graphic design, marketing, sales or a related field
- Comfort with social media platforms, basic content creation tools, and e-commerce systems
- Strong communication skills and a professional, client-facing presence
- Interest in biophilic design, wellness, or sustainable living environments
- Self-starter with solid time management and the ability to communicate effectively, track hours weekly
- Experience with computers and POS systems
- Ability to properly engage with all clients, by building good relationships and understanding and meeting their needs as a client, with recommendations for products and services
- Ability to work well as a team member and to take and follow directions

Compensation & Structure: Paid internship · Bi-weekly invoicing via authorized payment platform · Hours must not exceed allocated weekly maximum · Communication via email, call, or text. This is a contract position without benefits.

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