

# Design Assistant — Part-Time | Apprenticeship-Style Opportunity

Avenelle Design & Management | Key Largo, FL (Ocean Reef Club)

Avenelle Design & Management is a boutique interior design and design management firm serving the prestigious Ocean Reef Club community. We are rooted in intentional design, meaningful client relationships, and a culture of continuous growth — and we're looking for the right person to learn, contribute, and grow alongside us.

## About the Role

Think of this as a hands-on apprenticeship in the business of design. You won't just be answering emails — you'll be learning how a boutique design firm operates from the inside out. Over time, the right candidate will step into a leadership role and become a true partner in the business. If you're someone who wants to be mentored, challenged, and genuinely invested in, this is that opportunity.

## What You'll Do

- Manage inbox correspondence and calendar scheduling
- Prepare estimates, invoices, and project documentation
- Handle file uploads and maintain organized digital records
- Support day-to-day operations and keep projects running smoothly
- Absorb the full scope of the business with a clear path toward leadership

## What We're Looking For

- A genuine passion for interior design and an eagerness to learn
- Experience in a professional or educational setting
- Strong organizational skills and sharp attention to detail
- Reliable personal transportation and ability to work in-office
- A self-starter who communicates clearly and takes ownership
- Someone whose values align with ours: quality, integrity, and care

## Compensation & Benefits

- \$25-\$28/hour, commensurate with experience
- Mileage reimbursement for designated business hours
- Professional development supported upon request — submit an overview of the desired skill, its relevance to your role, and associated costs for review and approval
- Flexible scheduling options discussed at weekly Monday team meetings

**Target Start Date: June 2026**

## Why Avenelle Design

We don't just want to hire someone — we want to invest in someone. This role is built around a win-win philosophy: your growth fuels our growth. You'll be mentored directly by the Founding Principal and given increasing responsibility as you prove yourself. If you're looking for a place to build a meaningful career in design, we'd love to meet you.

## To Apply

**Send your resume along with thoughtful responses to the following questions — we read every one:**

1. What are your personal goals, and how do you see this role supporting them?
2. What are your professional goals for the next 3-5 years?
3. What skills do you bring to this role, and where do you feel most confident?
4. What are you hoping to learn, and what does growth look like to you?
5. In your own words — why are you the right fit for this position?

Send your application to [avenelledeisgns@gmail.com](mailto:avenelledeisgns@gmail.com) and tell us a little about who you are. We're not just looking for a resume — we're looking for the right person.