

Creative Assistant - Corporate Quitter

STARTING OFF

Weekly podcast edits (audio + video using AI transcription), host backend setup & website updates

Upload video to YouTube w/ description + thumbnail

Newsletter research

Video creation support (clips)

LinkedIn written post support / review

Brainstorm content ideas (podcast, social, etc)

SOP creation

Brand deal + partnership campaign support (on track with deliverables, ideation, etc)

Art show virtual support (preparation, ordering prints/samples, etc)

GROW INTO

Client project support (keeping me on track, providing ideas and research, creative support, etc)

Assist with guest outreach/episode support (sending email w/ launch date + links)

PR responses (HERO, etc)

Design presentations & decks / social media / digital products

Respond to emails (or at least keep track of what comes in)

Client & customer communications

Experience with: Canva, Descript, Riverside, Trello, Notion, Veed.io, Beehiiv, social media, Squarespace

If you're interested in the part-time role, [email me](#) and tell me about yourself (300 words max or a 3-minute video):

- Who are you?
- What's your story?
- What relevant work have you created?
- What excites you about content creation, digital marketing, and Corporate Quitter?
- What else do you want me to know?
- +Links to relevant portfolio, work, or socials

I'll have a formal job description + requirements over the coming week!