



SEO Optimizing Volunteer/Internship Position

AGENCY DESCRIPTION:

AFFEC is a nonprofit organization located in Eugene, Oregon. AFFEC'S mission is to find loving and permanent families for every waiting foster child

JOB SUMMARY:

for somebody to assist the agency with SEO Optimizing.

AFFEC is looking

RESPONSIBILITIES:

Program Director, the volunteer/intern will:

Under the supervision of the

- Look for sites on which we should have a presence
- Keep a list of those sites
- Contact site manager and ask for presence of our organization
- Supply technical assistance as required
- Setup and use analytical tools to analyze the online presence
- Look for additional meta tags in top natural order sites
- Incorporate appropriate meta tags in our site

EDUCATION NEEDED:

experience with internet configuration

Community college,

SKILLS/ QUALIFICATION REQUIRED:

- Oral and written communication skills with ability to communicate with diverse populations
- Computer skills and ability to understand HTML
- Experience using Dreamweaver or equivalent
- Well organized with attention to detail and ability to carry out tasks independently
- Ability to meet deadlines

PERSONALITY BEST SUITED FOR POSITION:

Outgoing, persistent, not easily frustrated

EXPERIENCE OR SPECIAL SKILLS:

SEO experience

SCHEDULE:

10 hours per week minimum, tasks may be able to be performed from home

CONTACT:

Coordinator at info@afamilyforeverychild.org or 541-343-2856

Volunteer