



INTERNSHIP JOB DESCRIPTION
A Family For Every Child/ Heart Gallery
SEO OPTIMIZING
Intern/Volunteer Job Description

AGENCY DESCRIPTION:

AFFEC is a nonprofit organization located in the Oregon.

AFFEC'S mission is to finding loving, permanent families for every waiting foster child.

JOB SUMMARY:

SEO Optimizing

INTERN RESPONSIBILITIES:

Under the supervision of Dennis Weirich, the intern will:

- A. Look for sites on which we should have a presence.
- B. Keep a list of those sites and their statuses.
- C. Contact site manager and ask for a presence.
- D. Supply technical assistance as required.
- E. Setup and use analytical tools to analyze the online presence.
- F. Look for additional meta tags in top natural order sites.
- G. Incorporate appropriate meta tags in our site

EDUCATION NEEDED:

Community College, experience with internet configuration

SKILLS/QUALIFICATION REQUIRED:

- Oral and written communication skills, with ability to communicate with diverse populations
- Computer skills / 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 THIS POSITION:

Outgoing, persistent, not easily frustrated.

EXPERIENCE OR SPECIAL SKILLS DESIRED:

SEO experience is always desirable.

SCHEDULE:

Minimum commitment: hours a week

10 Hours per week

Weekdays

tasks may be able to be performed from home office.

CONTACT: Key Volunteer, **Dennis Weirich**, (541)-747-4162

ASSIGNED TO _____

DATE ASSIGNED _____

DATE ENDING/COMPLETED IF ONE _____