



**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:** Volunteer Coordinator [info@afamilyforeverychild.org](mailto:info@afamilyforeverychild.org) 541-343-2856

**ASSIGNED TO** \_\_\_\_\_

DATE ASSIGNED \_\_\_\_\_

DATE ENDING/COMPLETED IF ONE \_\_\_\_\_