Job Description: SEO Manager

**Description:**
Springhouse Community School is seeking an SEO Manager to coordinate SEO efforts, including onsite optimization and keyword expansion research. We are looking for an analytical and perceptive individual who is capable of working independently. Current knowledge of SEO practices and techniques is essential. The SEO Manager will ensure that content is search-engine friendly.

**Responsibilities:**
- Develop and execute successful SEO strategies
- Review technical SEO issues and recommend fixes
- Optimize website content/landing pages
- Work with our social media manager to optimize campaigns/strategies

**Requirements:**
- Knowledge of standard and current SEO practices
- Knowledge of HTML/CSS or an understanding of website tools such as Wix
- Familiarity with relevant tools (e.g. Conductor, Screaming Frog, MOZ) and web analytics tools (e.g. Google Analytics, WebTrends)
- Excellent communication skills
- Strong organizational and leadership skills

**Hours:**
Part-time. The SEO Manager will work for a total of approximately 25 hours over the course of 1 month or less. These hours can be scheduled to accommodate the needs of the Manager. More hours may be available if necessary for the project.

**Compensation:**
$13.00 per hour.

**About the school:**
Springhouse, which is located at the Floyd EcoVillage, provides project- and place-based learning opportunities for students in grades 7-12. Springhouse is directed by the Head of School and governed by a board of directors. Find out more by calling the school or by visiting [www.springhousecommunityschool.org](http://www.springhousecommunityschool.org) or [www.facebook.com/springhousecommunityschool](http://www.facebook.com/springhousecommunityschool)

If interested, email a resume to ezekiel@springhousecommunityschool.org