

**Company:** Avalanche Creative

**Job title:** SEO Intern

**Reports to:** Owner and SEO Strategist, Lance Beaudry

## **Opportunities and experiences for the intern:**

Avalanche Creative is a small but growing SEO and digital marketing agency. This position will provide the opportunity to get under the hood of a scrappy entrepreneurial start-up and make a meaningful contribution to the growth and longevity of the company. You will get the one-on-one development and mentorship of a small team and opportunities to interact with and learn from all departments of the organization.

## **Duties and responsibilities:**

- Social media management and development of a content calendar
- Build a strategy for growing and utilizing our social media following
- Content writing for Avalanche Creative and our clients
- Assist with developing sales collateral design pieces
- Assist with new product development
- Other special projects, as assigned

## **Required skills and attributes:**

- Experience and understanding of social media strategy, trends, planning/scheduling, analytics and tools (including Hootsuite).
- Basic design abilities and working knowledge of Canva or other design software
- Excellent writing skills, preferably with experience in blog writing
- Self-initiative, effective time management
- Eagerness to dive in, learn, and help with whatever is needed
- Interest in entrepreneurship and small business development
- Must be able and willing to use your own technology (phone and computer)

**Compensation:** \$12/hour

## **Hours and Schedule:**

10 hours per week through 2019-20 school year

Authorized to work in the U.S. with reliable transportation to our office in Grand Rapids, MI

Flexible schedule (ability to work during business hours Monday - Friday)

**How to apply:** Send resume, cover letter, and any available examples of your work with SEO, website management, and/or content writing to [rayanne@avalanchegr.com](mailto:rayanne@avalanchegr.com)