

Protect PT

Web Development and SEO Intern
(~20 hours/week)
Harrison City, Pennsylvania

Protect PT is currently accepting applications for qualified college students to be considered for our 2022 Web Development and SEO Intern Position.

Protect PT is a 501(c)3 non-profit citizens' organization working to ensure the safety, security, and quality of life for residents of Penn Township, Trafford and surrounding communities in Westmoreland County, PA. Protect PT works to empower area residents to become informed and involved in current local events to promote a more viable and communal future. Our organization achieves this mission by partnering with other similar community-based charities, conducting outreach, educational workshops, meetings, and events. Visit our website for more information on our initiatives. www.protectpt.org

We are seeking a socially and environmentally conscious person who is a strong communicator and has a passion for helping others and the community. A successful applicant will embody our organization's core tenets of Creativity, Quality Communication, Education & Leadership of Others, Culture of Service, Relationship Building, Adaptability, and Effective Time & Project Management. This position will report directly to the Outreach Manager. If you feel that you have what this job requires, send us a resume and an explanation as to why this position is for you!

Responsibilities:

- Updating the organization's websites
- Search engine optimization
- Monitor SEO analytic platforms;
- Leverage data from analytics to inform SEO strategy
- Other tasks as needed based on the needs of the business.

Preferred Qualifications:

- Working toward a Bachelor Degree in Communication, Multimedia, Graphic Design, Web design or an associated major;
- Ability to work independently, meet deadlines, and quickly learn PPT's outreach strategy as it pertains to the overall goals of the organization;
- Familiarity with Google Analytics and Microsoft Clarity
- Familiarity with Google Workspace and online collaborative tools;
- Excellent oral and written communication skills;

PPT offers a supportive and flexible working environment with telecommunication availability. PPT will work with the selected candidate's educational institution to meet credit or community service requirements.

How to Apply:

PPT strongly encourages people of color, women, LGBTQ individuals, and those with disabilities to apply. Qualified applicants should send a cover letter and resume to Gillian Graber, Executive Director, at gillian@protectpt.org.