

INTERN POSITION DESCRIPTION VBSR

To Apply Please send resume, cover letter, and Student Forms to:

tarap@VBSR.org

Questions? Call: 802-862-8347 Cell: 802-355-7461

Business Name: Girl Zone Corp.

Position Title: SEO Intern

Opening(s) Available: 30

Hours per week: flexible

Pay: \$ 6.55

Mission Statement: Girl Zone is hip and healthy website for girls ages 12 – 17. Girl Zone is about the whole girl. While most traditional media for teen girls offer up mostly beauty, boys and fashion, Girl Zone offers content related to all aspects of a girls life. We want girls to feel good about who they are now and their potential for the future. We aim for diversity of images - color, size, etc. We want the images to look hip and for an older, mature audience. Try not to use images of girls that are very thin or two "perfect" looking.

Main Focus: (Check All That Apply)

Administrative	Sales
Project Management	Marketing
Business Development	Public Relations
IT X	Graphic Design
Engineering	Sustainable Energy
Restaurant/Hospitality	Retail/Grocer

Other:

Project Name: (if Applicable)

Brief Description: (Please Write Specifics of Job Duties) The position includes search engine optimization. Girl Zone recently relaunched and needs to increase traffic. The applicant needs to have these skills and experience -

Qualifications:

Skills, Attributes, and Knowledge Desired (Check All That Apply)

Phone	Independent Work X	Graphic Design
Public Speaking	Team Work	Education/Teaching
Project Management	Administrative Skills	Writing Skills
Data Entry	Research/Research Analysis	Multi-Tasking
Customer Service	Fund Raising	Outdoors Skills
Computer/Technical X	Knowledge of Law	Other:
Political	Artistic/Creativity	
Environmental Knowledge	Science	
Management	Publicity X	
Good With Numbers	Works Well with People	

Supervisor: Mary Jo Reale

Benefits/Training Opportunities: Experience working on a website. Building a

portfolio.

Directions and Public Transportation Available:

The intern would need to work from home or school. It is an independent position. There is lots of e-mail communication and occasional face to face and phone calls, but there is no office location.

Additional Information/Comments: N/A