

Position Title: Website & SEO Intern

Department: Communications and Digital Strategy

Reports To: Kim Lieberman, Content Optimization Manager

Location: Remote

Status: Paid Internship

Hours: Up to 20 hours per week

Compensation: \$18/hour

Term: February – May 2026

Position Summary

The Website & SEO Intern plays a key role in ensuring that epilepsy.com remains accurate, engaging, and easy to find. This role supports the maintenance and optimization of the Foundation's website by reviewing and updating pages, improving search visibility, and enhancing the overall user experience.

Working closely with the Content Optimization Manager, the intern will help identify outdated information, optimize on-page SEO, and recommend improvements that make the site more accessible and useful to people living with epilepsy and their families.

Key Responsibilities

- Review and assess webpages for accuracy, readability, and SEO best practices.
 - Recommend updates to copy, formatting, metadata, and internal linking.
 - Identify and flag outdated content, broken links, or content gaps.
 - Support SEO audits and assist with implementing basic optimization improvements.
 - Collaborate with the Content Optimization Manager to plan and prioritize updates.
 - Participate in regular check-ins for training, progress reviews, and feedback.
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Learning Objectives

By the end of the internship, the intern will:

- Gain hands-on experience with SEO and digital content management tools.
- Learn how to assess and improve web content for search visibility and user experience.
- Develop practical skills in digital communications, web accessibility, and UX writing.
- Receive mentorship and feedback from the Content Optimization Manager and communications team.

Qualifications

- Current student or recent graduate pursuing a degree in Communications, Marketing, English, Public Health, or a related field.
- Strong attention to detail and interest in website management or SEO.
- Basic understanding of copywriting, digital content, and SEO principles.
- Excellent written and verbal communication skills.
- Ability to work collaboratively and incorporate feedback.
- Familiarity with UX, accessibility, or content marketing concepts is a plus.