

SEO Internship

About Us

Harmelin Media is a full-funnel media agency headquartered in Philadelphia, PA. Over the past 42 years, we have grown into one of the largest independent media agencies in the country with billings approaching one billion dollars.

Our growth has been driven by our commitment to our clients, our employees, and our community. We pride ourselves on customizing strategy to each client and evolving roles to fit each employee's strengths. The proof is in the unparalleled tenure of both our clients and our staff.

If you are looking for a career that offers opportunities to forge a strategic vision, innovate through technology or nurture a client relationship in the advertising industry, Harmelin is interested in learning more about you!

Harmelin Media internships are unpaid but can be completed for academic credit. Scheduling is flexible. Many of our interns work two to three days per week.

About the Position

The role of the intern is to learn the basics of search engine optimization by assisting in the research, development, and implementation of custom SEO strategies under the direct supervision of experienced SEO professionals. This is an excellent opportunity for anyone curious about SEO, as you will be introduced to technical SEO as well as content creation, link building, and reporting.

Specific Responsibilities

- Provide general administrative support to the SEO team
- Craft page titles and meta descriptions
- Assist in production of SEO content for clients
- Perform outreach for link building
- Attend vendor meetings as required
- Assist in SEO reporting
- Keep informed of relevant issues affecting the SEO industry
- Other duties may be assigned as necessary to meet company needs

Keys to Success

The ideal candidate will have the following skills and experience:

- Strong written and verbal communication skills
- Ability to work in a team environment
- Proficient computer skills, especially Microsoft Outlook, Word, Excel, and PowerPoint
- Proficient at using the Internet for secondary research and other tasks
- Detail-oriented
- Strong organizational, time management and multi-tasking skills

Contact Information

Please submit a cover letter and resume to interns@harmelin.com. Decisions about interviews will be made on a rolling basis.

Harmelin Media is committed to building a diverse, equitable, and inclusive workplace, and is proud to be an equal opportunity employer. We will consider all qualified applicants for employment without regard

to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.