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**SEO Coordinator**

The Marketing team at TalentGuard is looking for a detail-oriented SEO Coordinator. You’ll work side-by-side with product, marketing, and engineering to create SEO strategies and programs that help TalentGuard compete in the talent management space.

**Responsibilities:**

* Aid in the development of the SEO strategy
* Glean insights from test data and research, document and effectively communicate results
* Conduct keyword optimization research for new and existing pages, guide keyword research in other languages
* Become familiar with Google Analytics and Google Search Console capabilities, settings, and weaknesses. Quickly learn to navigate other internal and external analytics tools
* Collect, clean, and organize data from different sources and departments
* Monitor and report on SEO KPIs
* Keep abreast of relevant SEO news
* Investigation of third-party tools and how they could benefit TalentGuard

**Requirements:**

* Full-time availability, 40 hours/week preferred (June-August)
* Pursuing a degree from an accredited art school, college or university in SEO or a related field
* Excellent verbal and written communication skills
* Exceptional organizational skills, multi-tasking capabilities, and detail-oriented
* Experience with analytical problem solving
* 1+ years experience in SEO

Interested candidates should contact:

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