

SEO SPECIALIST - JOB POSTING

Company: GreenCup Digital

Position Type: 1099 Independent Contractor

Hours: 5-10 hours per month (part-time, flexible)

Location: Remote

Start Date: Immediate

ABOUT US

You didn't get into business to mess with the internet. But we did.

GreenCup Digital is a boutique digital marketing agency specializing in custom WordPress development, SEO, and digital marketing for small businesses nationwide. We're a 15-person remote-first team that values authenticity, clear communication, and actually caring about results. We've been doing this for 8 years, and we're looking for people who take their craft seriously while keeping things real.

THE ROLE

We're looking for an **SEO Specialist** with hands-on experience who can work independently to optimize our clients' websites, improve their search performance, and communicate results clearly. We need someone who can identify what needs to be done and execute without constant direction.

You'll manage SEO projects across multiple client websites, from audits and keyword research to on-page optimization and performance monitoring. You'll work with our developers when technical SEO needs attention, collaborate with our content and design teams, and help clients understand the impact of SEO work through clear data analysis.

What you'll actually be doing:

- Manage and improve SEO across client websites (on-page and technical fundamentals)
- Improve page structure, headings, internal linking, meta titles and descriptions
- Support technical SEO work including audits, issue tracking, and developer collaboration
- Carry out keyword research and search intent analysis
- Monitor SEO performance and spot issues or opportunities quickly
- Analyze data and make evidence-based optimization decisions
- Test and iterate to improve results over time
- Execute local SEO campaigns for relevant clients
- Communicate clearly with our team on actions, insights, and next steps
- Use AI tools strategically to speed up research and drafting, with human-led QA and clear standards
- Stay current with SEO trends and best practices

WHO YOU ARE

Required:

- Hands-on SEO experience (not just course-based knowledge)
- Strong knowledge of SEO tools like SEMRush, Google Search Console, and Google Analytics
- Comfortable working with WordPress sites
- Ability to work independently and make strategic decisions without constant check-ins
- Strong analytical skills and comfort working with data
- Excellent communication skills with clients and team members
- Proactive problem-solver who identifies what needs to be done and executes
- Authorized to work in the United States as an independent contractor

Nice to have:

- Experience collaborating with developers on technical SEO
- Familiarity with other CMS platforms (Shopify, HubSpot, etc.)
- Google Analytics or related certifications
- Experience in a digital marketing agency environment

WHY WORK WITH US

- Flexibility.** Part-time contract work on your terms. Work when it works for you.
- Real team support.** We're small enough to care, experienced enough to help you succeed.
- Meaningful work.** We work with clients we actually like, on projects that matter.
- Autonomy.** We hire experienced professionals and let them do their thing. No micromanagement.
- Growth potential.** Start at 5-10 hours/month, and if we find the right fit, this can grow.
- Clear standards.** We believe in AI tools used smartly, with human expertise driving the decisions.

HOW TO APPLY

Ready to work with a team that actually values results and real communication? Here's what we need:

1. **Your resume or portfolio** showing SEO work you've done
2. **A brief note** about your hands-on SEO experience and what attracts you to this role
3. **Your hourly rate expectation** (we posted up to \$50/hr based on experience)

Submit your application through Indeed or LinkedIn, or send the above info to careers@greencupdigital.com. We're hiring immediately.

A FEW FINAL THOUGHTS

This is a contract position with variable hours based on client needs. We're looking for an **individual contributor**—not an agency, reseller, or service provider looking to outsource the work. We need someone who will actually do the SEO work themselves, not delegate it to someone else.

We're also looking for someone who understands what contract work means and is excited about it—not someone hoping to turn it into full-time employment down the road.

We're a woman-owned agency committed to authentic, straightforward communication. We show up as ourselves, we expect the same from you, and we're building something we're proud of.

Questions? Reach out. We're real people who actually respond.