REMOTE AI INTERNS
South East Asia Consultancy (SEAC)

ABOUT SEAC

A management consultancy and investment advisory firm working in fundraising, M&A, market entry, AI and automation, and asset sales, with a global team and a flat structure. We also run the South East Asia Chamber of Commerce and support a medical charity.

POSITION OVERVIEW

SEAC is looking for AI Interns to help build and improve our websites. Interns will work on the pages and tools that supporters, members and donors use every day, and will use AI tools to work faster and smarter. This is a hands-on role where interns will learn by doing and see the impact of your work quickly.

Employment Type: Internship(Unpaid)
Location:Remote
Rate:Unpaid(to gain experience)
Schedule: Flexible hours(3-6 months)

RESPONSIBILITIES

- **WordPress pages:** Build, update and maintain pages across SEAC and charity websites, keeping content accurate and well presented.
- **Donation pages:** Help set up and improve donation pages so giving is simple, secure and clear for supporters.
- **Members area:** Support the setup and upkeep of the members area, including access, content and basic user issues.
- **SEO:** Apply search engine optimisation basics, such as page titles, descriptions, headings and site structure, to help more people find us.
- **Google Analytics and Ads:** Set up and monitor tracking, report on website performance, and support Google Ads campaigns.
- **Testing:** Test pages, forms, payments and member features across devices and browsers, and report or fix issues.
- **AI tools:** Use AI tools to assist with content drafting, coding, research and routine tasks, always checking the results for accuracy.

The ideal candidates are:

- Experienced with WordPress or web development (HTML, CSS, basic JavaScript or PHP is a plus)
- Curious about AI tools and keen to use them responsibly
- Careful, with good attention to detail when testing
- Able to communicate clearly and effectively
- Able to manage your own time and work independently
- Experienced in SEO, analytics or digital marketing(nice to have)

How to apply-Complete our application form-https://forms.gle/2GA1LnLT3sKscMWt9
.Questions: elliott.gooding@docmartyn.org