

WANTED! The World's Most Methodical, Systems-Loving Remote Technical + SEO/AEO Specialist

When you apply, please make sure the subject line is: "I actually read the instructions."

Who We Are

We're builders of calm in a noisy world.

We're the kind of people who enjoy untangling messy systems, asking *why* something broke instead of just patching it, and setting things up so they don't break again. We believe good technology should feel invisible, reliable, and supportive — not stressful.

More specifically, we are **Montessori Thrive** — a fully remote company that partners with Montessori schools as a long-term operations, enrollment, and growth partner. We support schools with websites, CRM systems, enrollment workflows, reputation management, and SEO/AEO, alongside the behind-the-scenes systems that keep everything running smoothly.

Learn more about us here:

What We're Looking For

We're looking for a **full-time, remote Technical + SEO/AEO Specialist** who can fluidly move between **technical systems work** and **search visibility strategy**, based on client needs and company priorities.

The exact balance between technical work and SEO/AEO will evolve over time. Some weeks may lean more technical; others may lean more strategic and search-focused. What matters most is your ability to **think systemically**, execute carefully, and adapt as needs shift.

You'll collaborate closely with:

- Client managers
- Web designers and developers
- Enrollment, marketing, and growth teams

This role is ideal for someone who enjoys variety, understands how systems and visibility intersect, and prefers depth and stability over narrow specialization.

Job Description

Key Responsibilities

Technical Specialist

- Troubleshoot website, CRM, DNS, domain, and integration issues
- Support technical implementations and infrastructure improvements
- Assist with forms, automations, analytics, and tracking tools
- Collaborate with designers and developers to ensure clean execution
- Document technical processes, fixes, and best practices clearly

SEO / AEO Specialist

- Implement SEO best practices across client websites
- Optimize content and site structure for AI-driven answer engines (AEO)
- Support local SEO and reputation signals for schools
- Monitor performance and recommend improvements
- Stay current on evolving search and AI trends and translate them into action

Qualifications, Skills, and Experience

- Strong technical problem-solving mindset
- Experience working with websites, CRMs, and integrations
- Solid understanding of SEO fundamentals (technical, on-page, local)
- Curiosity about AEO and AI-powered search
- Highly organized with strong attention to detail
- Clear written communication and comfort with documentation
- Willingness to learn new tools, platforms, and systems

Salary & Growth Opportunities

This full-time role starts at \$1,500 USD per month.

What that includes:

- Full-time, remote position
- Clearly defined scope with room for evolution
- Performance evaluated on:
 - Quality and accuracy of technical solutions

- SEO/AEO execution and improvements
- Reliability, communication, and documentation
- Cross-team collaboration

Growth Opportunities

- Opportunity to lean deeper into technical systems or SEO/AEO over time
 - Expanded ownership as services and infrastructure mature
 - Internal growth as the company and team continue to scale
 - Long-term role for someone who values mastery, trust, and impact
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Successful Technical + SEO/AEO Specialist Personality Profile

People who tend to thrive in this role share many of the following traits:

Important Personality Traits

- Analytical
- Curious
- Detail-oriented
- Calm under pressure
- Thoughtful communicator

What Energizes You

- Solving complex, real-world problems
 - Improving systems so they last
 - Understanding how search and AI ecosystems evolve
 - Clear expectations paired with autonomy
 - Quiet wins that make everything work better
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Make Sure You're Comfortable With...

Let's be transparent:

- **Remote work:** You'll need reliable internet, power, and a focused workspace.
- **60-day trial period:** All roles begin with a 60-day trial to ensure mutual fit.
- **Context switching:** Priorities may shift week to week.

- **Documentation:** Clear written notes are part of how we work.
 - **An evolving search landscape:** Change is constant — curiosity matters.
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Our Values

Excellence

We care about doing things well. Excellence means clean systems, thoughtful execution, and continuous improvement.

Community

We work as a team and support real people. Collaboration, respect, and clear communication are essential.

Integrity

We do what we say we'll do. We're honest, ethical, and accountable — always.

To Apply

Please submit **all** of the following:

1. A link to your resume (PDF), named:
Lastname.Firstname.TECH-SEO.pdf
2. A short explanation of your technical experience and SEO/AEO experience
3. An example of a technical problem you've solved (brief description is fine)
4. Your answer to this question:
If you were an animal, what animal would you be and why?
5. Your answer to *What does this quote mean to you personally?*
"Work is love made visible." – Khalil Gibran

Send all materials to:

Thank You

We know this is a nuanced role, and we appreciate the time it takes to apply.

If you're excited about building reliable systems, improving how organizations show up in search and AI, and doing meaningful work in a values-driven, collaborative environment, we'd love to hear from you.

We're building something steady and intentional — and we hope you'll help us build it.