

Social Media and Marketing Part time Virtual Assistant

For: Deby Coles

So Sew Easy and Moms Make Money

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<http://so-sew-easy.com>

<http://moms-make-money.com>

Project Description

I am looking for someone to help me manage the promotion of my websites on social media.

I run two very different sites, and need to promote the site content across social media channels to get traffic. I need someone who knows how to use:

- Pinterest
- Facebook pages
- Twitter
- Google Plus
- Sverve
- Blog link parties
- Google Drive
- Skype
- YouTube
- etc

My main site is about sewing so an understanding of sewing would be useful, even if you don't actually sew yourself, just so you can write meaningful and enticing descriptions to encourage clicks. I also submit my content across various sewing related websites, craft sites etc and hope to get my articles featured.

Previous experience in using these social media channels for promotion and marketing is essential, so a background in marketing would be very helpful.

Certain tasks have to be completed at a certain time of the day - for example blog link parties open at scheduled times, usually around 7am-8am and success comes from linking up shortly after they open. The rest of the tasks can be completed at any time but would be better spread out over the course of the week rather than all bunched up together. Adding

to Pinterest is an example of this where pinning the content to different boards over the course of the week works better than pinning the same thing 10 times all at once.

Due to previous difficulties with VA's, English must be your first language please.

I will also be trusting you with my personal logins to these sites, so need you to have solid Internet Security systems on any computer and devices you might use. You should also provide the contact details for a reference.

This is an ongoing position and if it works out well, there may be a chance to expand the hours and duties into other administrative areas such as email management, management of site advertisers and sponsors, comment moderation etc.

Preferred Skills

Internet Marketing Specialist, knowledge of sewing, would suit existing blogger

Estimated Hours

5 per week

Hourly or project fees

\$5 per hour via PayPal

How to apply

Please send an email to divingmad@hotmail.com.

Please detail your background and any experience you have that you feel is relevant to this post. Please let me know your personal circumstances, i.e. do you work full time, part time, work at home, have a family etc, and let me know the hours you will be available for work.

If you have worked with other clients in a similar manner, please provide a link to their social media accounts and indicate what work is yours. Is it OK for me to contact them for a reference?

Please also provide links to your own social media accounts, blog or website.

Please supply contact details for one reference who I may contact.