**Jade**

* Posting
  + RE/MAX LLC Facebook – 1x per day in-feed & added IG stories to FB stories
  + Instagram – 1x per day in-feed/reels
  + YouTube – As content comes in
  + Twitter – 3-4x per day
  + Pinterest – 1x per day
  + RE/MAX Marketing Portal – 1x per week with upcoming graphics
* Social Monitoring (2-3x per day)
  + RE/MAX LLC Facebook
  + Instagram
  + TikTok
  + YouTube
  + Twitter
  + Pinterest
  + Facebook Groups
    - Momentum
    - Media Moguls
    - Elite Club
    - Growth Masters
    - kvCORE
    - Torchbearers
    - RE/MAX Commercial
    - The RE/MAX Collection
    - PBS & Cat
    - Miracle Makers (Public Group)
    - Tech & Tools (Public Group)
    - R4 2023 (Public Group)

+ Extra time spent for any escalations that arise

* Live Shows (commenting)
  + Quarterly Keepin’ It Real with Nick Bailey on YouTube
* Event Coverage Support
  + Community management
* Meetings
  + Weekly
  + Monthly
* Extra
  + Awards season tagging
  + Create 2 videos per month based on RE/MAX News or Motto blogs
  + Edit and publish RE/MAX Guess the Balloon photos
  + Listings of the Week stories
  + Twitter polls
  + Instagram story polls
  + IG Story and Reels publishing