



# Social Media Services

↳ **SOCIAL MEDIA  
SCHEDULING  
USING  
HOOTESUITE**

**Social media scheduling, content creation and graphics for Facebook and Instagram**

↳ **FACEBOOK  
GROUP  
MANAGEMENT**

**Responding to comments, admitting new group members, promote group engagement, schedule social media posts**

↳ **INSTAGRAM  
MANAGEMENT**

**Respond to comments, page initial setup, create content and make updates as needed.**