

## ONLINE INTERN DUTIES

- Upload all current videos to WaterBrook Multnomah web site via Wordpress
- Upload missing videos to You Tube, Tangle, Vimeo, et. Al. – Use Video Report Spreadsheet as guide
- Filter through all Wordpress entries and remove duplicate AuthorID, ISBN and VIDEO categories
- Create and schedule Facebook and Twitter posts via Sendible for all Fall Span titles. Schedule 2 posts per book to hit the day of release and the day after release.
- Update Facebook and Twitter followers/fans for our authors. This list will provide us with the number of followers/fans for each of our authors along with links to their Twitter page and Facebook fan page.
- Create and upload Sneak Peeks for top 35 backlist titles
- Create a list of 10 suggestions for things we can do to improve our presence on the web