

Here is the job description I used on UpWork to hire a virtual assistant.

My assistant currently does all of my YouTube editing, posting on YouTube, YouTube shorts and TikTok.

She also helps manage brand emails, email outreach and data research.

I spend about \$150/week on mine at the moment but I also sometimes upload 25-30 videos per week across all platforms.

Here is the template:

Hi,

I am looking for some help to help me utilize multiple social media networks for my physical product review business.

I've recorded around 1000 videos sharing reviews about products I own in my home and typically promote these products as an Amazon affiliate.

I need someone who can help me take some of this content and organize it in such a way so I can also publish it on TikTok, Instagram, and on Facebook Reels.

You would be responsible for generating the affiliate links, tracking everything being published, adding hashtags, and descriptions etc. as needed.

I'd also like to put some effort into expanding my YouTube channel to publish some of this content as well so if you can do decent thumbnails and some light editing that would be a plus.