



PR Publishing Administrative Assistant Job Description

Publishing Admin

Reports To

The Publishing Administrative Assistant reports to the Publishing Team Lead

Job Overview

The Publishing Admin will work with the Publishing Team Lead to coordinate all branches within the Publishing Team. She will complete administrative tasks.

Responsibilities and Duties

A. General Responsibilities

1. Attend regular Publishing Team meetings as well as meet regularly with the Publishing Team Lead.
2. Develop staff team report for Publishing Team Lead.
3. Take notes at all team meetings and log all team hours.
4. Support vision and mission of Planting Roots.
5. Assist with fundraising both for personal expenses related to Planting Roots and for the larger Organization.

B. Job-Specific Responsibilities

1. Meetings
 - a) Develop agenda
 - b) Prior to meeting remind staff
 - c) Take minutes during meeting and file appropriately
2. Liaison
 - a) Develop calendar of deadlines
 - b) Communicate expectations of Team Lead
 - c) Work with Branch Team Leads to facilitate planning
3. Help bring Print Products to completion.
4. Assist with planning and executing Publishing Team product launches.

Qualifications

- Time Commitment: 10-80 hours per month, averaging approximately thirty hours, minimum three-year commitment.
- Financial Commitment: Attend Staff Retreat every other year as schedule allows.
- Faith: Must be a Christian military woman with a growing walk with the Lord.
- Experience: Have experience with Google platforms and email communication. Works well with a team, especially in a remote capacity.
- Must have excellent organizational and administrative skills.
- Must have experience with book launches or willing to learn.