

PR Community Team Deputy Job description

Community Team Deputy

Reports To

The Community Team Deputy will report to the Community Team Lead.

Job Overview

In close coordination with Community Team Lead and at her direction, the Community Team Deputy assists with planning, development, and execution of Planting Roots Community activities. She will function as second-in-command for Community Team Lead. Works cooperatively with all members of Community Team including Mentoring and Community Groups coordinators.

Responsibilities and Duties

A. General Responsibilities

1. Attend all Community Team Meetings, including submitting a community team report, hours logged, resources produced, and funding needs and used.
2. Attend Senior Staff meetings when the Community Team Lead is unable to do so.
3. As directed by Community Team Lead, provides advice and assistance to cross-team collaboration in support of Planting Roots mission and goals.
4. Support the 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. At the direction of the Community Team Lead, plans and executes community activities.
2. Helps ensure timely execution of Community Team tasks and deliverables.
3. Prepares monthly report of Community Team work, hours logged, resources produced, community activities planned and executed, as well as funding used and required for Community Team.
4. Assists in the development and training of Community Team Staff.

Qualifications

- Time Commitment: 10-80 hours per month, averaging approximately thirty hours monthly, minimum three-year commitment preferred.
- Financial Commitment: Attend conferences and biennial Staff Retreats as able.
- Faith: Must be a Christian military woman with a growing walk with the Lord.
- Experience: Planning, organizing, and executing large activities; experience working with teams of three or more individuals including organizing and planning timelines, task lists, and resources in support of community activities. Ideal candidate is a strong verbal and written communicator with proven teaming skills.