

## **PR Admin for Operations Team Job Description**

Operations Admin

### **Reports To**

The Admin for Operations reports to the Director of Operations.

### **Job Overview**

The Operations Admin will work with the Director of Operations to coordinate all branches within the Operations Team. She will complete administrative tasks.

### **Responsibilities and Duties**

#### **A. General Responsibilities**

1. Attend regular Operations Team meetings as well as meet regularly with the Director of Operations.
2. Develop staff team report for Director of Operations including hours logged, resources produced, and funding needs and used.
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 with Coordinators:
  - a) To develop calendar of deadlines
  - b) To communicate expectations of Director of Operations.
3. Help bring Print Products to completion.
4. Assist with planning and executing Operations Team product launches.

### **Qualifications**

- Time Commitment: 10-30 hours per month, averaging approximately fifteen hours, minimum three-year commitment.
- 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: 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.