

## **PR Deputy Director of Operations Job description**

Deputy Director of Operations

### **Reports To**

The Deputy Director of Operations will report to the Director of Operations.

### **Job Overview**

In close coordination with Director of Operations and at her direction, the Deputy Director of Operations assists with planning, development, and execution of Planting Roots administrative practices. She will function as second-in-command for Director of Operations. Works cooperatively with all members of Operations Team including Finance, Human Resources, Compliance, and Strategic Planning Managers.

### **Responsibilities and Duties**

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

1. Attend all Operations Team Meetings, including submitting a team report, hours logged, resources produced, and funding needs and used.
2. As directed by Director of Operations, provides advice and assistance to cross-team collaboration in support of Planting Roots mission and goals.
3. Support the vision and mission of Planting Roots.
4. 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 Director of Operations, assists with planning, development and execution of PR administrative practices.
2. Helps ensure timely execution of Operation Team tasks and deliverables.
3. Prepares monthly report of Operation Team work, hours logged, resources produced, events planned and executed, as well as funding used and required for Operation Team.
4. Assists in the development and training of Operation Team Staff.

### **Qualifications**

- Time Commitment: 10-80 hours per month, averaging approximately thirty hours monthly, minimum three-year commitment preferred.
- Financial Commitment: Attend conferences as able. Attend Staff Retreat every other year as able.
- Faith: Must be a Christian military woman with a growing walk with the Lord.
- Experience: Have a minimum of three years' experience in leadership, preferably in the context of ministry. Familiarity with online social media and website platforms a plus. Works well with a team, especially in a remote capacity. Experience in organizing data and using google drive. Willing to work with a variety of personalities and maintain contact with staff in remote locations.