

## **Planting Roots Technology Assistant Job description**

Technology

### **Reports To**

The Technology Assistant will report to the Director of Marketing.

### **Job Overview**

The Technology Assistant will work with the Director of Marketing to assist with all areas of technology. She will keep current with the newest technology including social media, and website platforms as well as trends in the marketing. Works cooperatively with all members of Marketing Team including the Deputy, Newsletter, and the Coordinators for Graphic Design, Social Media and Retail.

### **Responsibilities and Duties**

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

1. Attend monthly Marketing team meetings, reporting hours logged, resources produced, and funding needs and used.
2. Support vision and mission of Planting Roots.
3. Assist with fundraising both for personal expenses related to Planting Roots and for the larger Organization.
4. As directed by Director of Marketing, provides advice and assistance to cross-team collaboration in support of Planting Roots mission and goals.

#### **B. Job-specific Responsibilities**

1. Provide assistance with virtual with virtual communication platforms.
2. Assist with special projects related to video and audio recording/production.
3. Provide research for alternate platforms and work to training/understand current platforms for the Marketing Team.
4. During all conferences and staff retreats will assist with any technology requests.

### **Qualifications**

- Time Commitment: 10-80 hours per month, averaging approximately thirty hours, minimum three-year commitment.
- Financial Commitment: Attend Conferences and biennial Staff Retreats and as able.
- Faith: Must be a Christian military woman with a growing walk with the Lord.
- Experience: Have a minimum of two years of experience with a variety of technology platforms. Familiarity with online social media and website platforms a plus. Ability to plan, organize, and communicate with those inside and outside the organization. Works well with a team, especially in a remote capacity.