

PR Director of Community Team Job description

Director of Community Team

Reports To

The Director of Community Team will report to the Executive Team.

Job Overview

The Director of Community Team will develop connections within the PR community such as mentoring, online Bible study, and community groups along with regional meetups. Develop connections with local churches and chaplains (such as Community Kits, etc.) Work closely with the Director of Events Team to develop relationships with Ministry Allies in conjunction with events.

Responsibilities and Duties

A. General Responsibilities

1. Attend monthly Senior Staff Meetings, including submitting an Community Team Report, including hours logged, resources produced, and funding needs and used.
2. Plans and leads weekly/monthly Community Team staff meetings, communicating regularly with team members to ensure awareness of Planting Roots activity.
3. Support the vision and mission of Planting Roots.
4. Assist with fundraising for personal expenses related to PR and larger Organization.

B. Job-specific Responsibilities

1. Facilitate connection between PR and local ministries
2. Maintain and distribute list of local area resources and contacts after events
3. Oversee engagement of participants after events using a variety of platforms.
4. Oversee the mentoring activities within the PR community including the development and execution of online Bible studies.
5. Work to develop regional connection opportunities for the PR community.

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: Experience working with teams including organizing and planning timelines, task lists, and resources in support of events. Ideal candidate is a strong verbal and written communicator. 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. Experience in organizing data and using google drive. Willing to work with a variety of personalities and maintain contact with staff in remote locations.