

## **PR Event Team Deputy Director Job Description (2023)**

Event Team Deputy Director

### **Reports To**

The Event Team Deputy will report to the Event Team Director.

### **Job Overview**

In close coordination with Event Team Director and at her direction, the Event Team Deputy assists with planning, development, and execution of Planting Roots events focusing on the Expeditionary Force events. She will function as second-in-command for Event Team Director. Works cooperatively with all members of Event Team including Creative, Logistics & Admin, Promotions, and Production Coordinators.

### **Responsibilities and Duties**

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

1. Attend all Event Team Meetings, including submitting an expeditionary conference report, hours logged, resources produced, and funding needs and used.
2. As directed by Event Team Director, 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 Event Team Director, plans and coordinates expeditionary events in collaboration with local chapels, churches or other Christian military women's organizations or groups.
2. Helps ensure timely execution of Event Team tasks and deliverables.
3. Prepares monthly report of Event Team work, hours logged, resources produced, events planned and executed, as well as funding used and required for Event Team.
4. Assists in the development and training of Event Team Staff.
5. In the event that the Event Team Director cannot fulfill her role (sabbatical, leave, exiting, no longer with Planting Roots, etc), the Deputy will assume the Director's responsibilities until a new Event Team Director is appointed.

### **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 events; experience working with teams of three or more individuals including organizing and planning timelines, task lists, and resources in support of events. Ideal candidate has strong verbal and written skills.