

PR Deputy Director of Publishing Job description

Deputy Director of Publishing

Reports To

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

Job Overview

The Deputy Director of Publishing is responsible for coordinating the formatting, theological review and final editing of all print media. She will function as second-in-command for Director of Publishing. She works with all members of the Publishing Team including Online Resources (blog), Bible Study and Special Project Coordinators.

Responsibilities and Duties

A. General Responsibilities

1. Attend all Publishing Team Meetings, including submitting a publishing team report, hours logged, resources produced, and funding needs and used.
2. As directed by the Director of Publishing, 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. Coordinate the formatting of both digital and print publications, after coordinating theological review.
2. Continue to develop writing, editing, and technical skills in order to provide guidance for continuing professionalism in all areas.
3. Directs team members and ensures timely execution of tasks and deliverables.
4. Communicate with and advise team members, including but not limited to the Online Resource Coordinator, Bible Study Coordinator, and Special Projects Coordinator.
5. In the event that the Director of Publishing cannot fulfill her role (sabbatical, leave, exiting, no longer with Planting Roots, etc) the Deputy will assume the Director's responsibilities until a new Director of Publishing is appointed.

Qualifications

- Time Commitment: 10-30 hours per month, averaging approximately thirty hours monthly, minimum three-year commitment preferred.
- Financial Commitment: Attend conferences and biennial Staff Retreat, 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. Has a minimum of two years of professional editing and/or writing experience. Must have knowledge regarding technology with regard to formatting, editing, and sharing of information. 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.