

PR Director of Publishing Job description

Director of Publishing

Reports To

The Director of Publishing will report to the Executive Team.

Job Overview

The Director of Publishing is responsible for overseeing planning, development and execution of Planting Roots publications including print and digital formats. She manages and develops all members of Publishing Team. She will meet regularly with her team and directs the production of all publications.

Responsibilities and Duties

A. General Responsibilities

1. Attend monthly Senior Staff Meetings, including submitting a Publishing Team Report, including hours logged, resources produced, and funding needs and used.
2. Develop and communicate with a team to complete one publication per year.
3. Plans and leads regular Publishing Team staff meetings.
4. Support the vision and mission of Planting Roots.
5. Assist with fundraising both for personal expenses related to Planting Roots and for the larger Organization.

B. Job-Specific Responsibilities

1. Oversee the production of both digital and print resources for Planting Roots.
2. Continue development of writing skills.
3. Work with ministry partners when opportunity arises.
4. Ensure timely execution of tasks and deliverables by the Publishing Team.
5. Provide advice and assistance to cross-team collaboration in support of Planting Roots mission and goals.
6. Recruit, train and encourage writers and editors.

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: Have a minimum of three years' experience in leadership, preferably in the context of ministry. Must have significant knowledge of Scripture, excellent research and study skills relating to Biblical concepts, and continual growth in knowledge and understanding of Scripture. Familiarity with online social media and website platforms a plus. Experience in organizing data and using google drive. Must have a minimum of three years of professional writing experience. Willing to work with a variety of personalities and maintain contact with staff in remote locations.