

## **PR Community Team Administrative Assistant Job Description**

Community Admin

### **Reports To**

The Community Administrative Assistant reports to the Director of the Community team.

### **Job Overview**

The Community Admin will work with the Director of Community to coordinate all branches within the Community Team. She will complete administrative tasks.

### **Responsibilities and Duties**

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

1. Attend regular Publishing Team meetings as well as meet regularly with the Publishing Team Lead.
2. Develop staff team report for the Director of Community including hours logged, resources produced, and funding needs and used.
3. Take notes at all team meetings and log all team hours.
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. Meetings
  - a) Develop agenda
  - b) Prior to the meeting remind staff
  - c) Take minutes during meetings and file appropriately
2. Liaison with Coordinators:
  - a) To develop a calendar of deadlines
  - b) To communicate expectations of the Team Lead.
3. Help bring Print Products to completion.
4. Assist with planning and executing Community Team needs.

### **Qualifications**

- Time Commitment: 10-80 hours per month, averaging approximately thirty hours, minimum three-year commitment.
- 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 experience with Google platforms and email communication. Works well with a team, especially in a remote capacity. Must have excellent organizational and administrative skills. Must have experience with book launches or be willing to learn.