

PR Publishing Administrative Assistant Job Description

Publishing Admin

Reports To

The Publishing Administrative Assistant reports to the Director of Publishing.

Job Overview

The Publishing Admin will work with the Director of Publishing to coordinate all branches within the Publishing 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 Director of Publishing including hours logged, resources produced, and funding needs and used.
3. Take notes at all team meetings and log all team hours.
4. Support 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 meeting remind staff
 - c) Take minutes during meeting and file appropriately
2. Liaison with Coordinators:
 - a) To develop calendar of deadlines
 - b) To communicate expectations of Team Lead.
3. Help bring Print Products to completion.
4. Assist with planning and executing Publishing Team product launches.

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 willing to learn.