PR Marketing Administrative Assistant Job Description

Marketing Administrative Assistant

Reports To

The Marketing Administrative Assistant reports to the Director of Marketing.

Job Overview

The Marketing Admin will work with the Director of Marketing to coordinate communications and logistics within the Marketing Team. She will manage communications between marketing and other PR Teams regarding due outs and information requests

Responsibilities and Duties

A. General Responsibilities

1. Attend regular Marketing Team meetings as well as meet regularly with the Director of Marketing.
2. Develop staff team report for Director of Marketing including hours logged, resources produced, and funding needs and used.
3. Take notes at all team meetings, noting due outs and information needs 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, meeting reminders, meeting links, and notes for all meetings
    b. Take minutes during meeting, communicate marketing team due outs and needs from other pr teams with the appropriate staff member.
    c. Follow up to make sure deadlines are met and needed information is received.
    d. Add all necessary information to the Marketing and Planting Roots calendars as well as Marketing Staff Report.
2. Team Organization
    a. Manage Team internal communications.
    b. Manage project logistics including calendar deadlines, information needed, and communication of those things to appropriate parties.
    c. Manage onboarding and exiting of staff with regard to access of information (google drives, slack channels), processing of paperwork, etc.
    d. Assist with the logistics for Team evaluations, budget planning, and other periodic Team expectations.
3. Liaison with Coordinators:
    a. Develop calendar of deadlines
    b. Communicate expectations of Director of Marketing.
4. Assist with planning and executing Marketing Team projects.

Qualifications

- Time Commitment: 10-30 hours per month, averaging approximately fifteen hours, minimum three-year commitment.
- Financial Commitment: Attend conferences and annual 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.