Job Title: **Administrative Coordinator (Part-time or Full-time)**	
Reports to (Immediate Supervisor): **CEO**	
Revision Date: October 28, 2026	Location: **104 Ash Street East, Sisseton, SD**

Position Overview
The Administrative Coordinator provides administrative, reporting, program, and technical support to GROW South Dakota (GROW SD), the CEOs, and designated staff. This position supports the overall operations of the agency, with particular emphasis on funding source compliance, reporting, database management, financial capability education, and digital literacy.

The Administrative Coordinator will also assist various programs across the agency as assigned.

Essential Job Functions
1. Administrative and Executive Support
- Compose, review, and edit correspondence, including preparing responses to emails and other communications on behalf of the CEO.
- Prepare and edit documents, reports, presentations, and other materials with a high degree of accuracy.
- Manage and coordinate internal and external meeting schedules.
- Arrange travel accommodations, including flights and hotel reservations, for agency staff and the Board of Directors.
- Organize and maintain agency records, client files, and other important documentation.
- Assist with mail, copying, filing, office supplies, deliveries, and other routine office functions.
- Prioritize workload and provide administrative support for special projects to ensure deadlines are met.

2. Reporting, Compliance, and Database Management
- Ensure compliance with funding source requirements, including reporting, documentation, and data tracking.
- Prepare and submit monthly, quarterly, semiannual, annual, and other required reports for funding sources and agency management.
- Assist with the preparation of reports and documentation required for agency programs and projects.
- Compile, enter, review, and maintain information in various agency databases and software systems.
- Ensure program and client information is accurate, complete, and entered into the appropriate databases within required deadlines.
- Analyze reports and data to identify discrepancies, determine appropriate solutions, and ensure accurate reporting.

3. Digital and Financial Capability Education
- Assist with GROW SD's Financial/Digital Education program.
- Meet with applicants and customers to assist with program enrollment and provide financial capability and technology education.
- Assist customers in navigating technology systems, software, telecommunications, online banking, internet services, and other digital platforms.

- Conduct individual and classroom-style educational sessions to increase customers' financial and digital literacy and awareness of available resources.
- Educate customers on financial capability topics, including budgeting, credit, borrowing, loan costs, and other financial resources.

4. Communication, Marketing, and Agency Support
- Prepare and distribute written communications, presentations, and educational materials.
- Communicate effectively with staff, customers, funding sources, and community partners.
- Attend seminars, workshops, conferences, job-related training sessions, and mandatory meetings as required by the agency or funding sources.
- Provide additional support for agency projects and initiatives as needed.

Knowledge, Skills, and Abilities
- Strong organizational, analytical, critical-thinking, decision-making, and problem-solving skills.
- Excellent written and verbal communication skills, including proper grammar, spelling, punctuation, and formatting.
- Strong attention to detail and the ability to prepare accurate reports and documentation.
- Effective time management skills and the ability to prioritize multiple responsibilities and meet deadlines.
- Ability to analyze information, exercise sound judgment, demonstrate initiative, and recommend practical solutions.
- Ability to work independently with minimal supervision and collaboratively as part of a team.
- Ability to manage interruptions, changing priorities, and multiple projects simultaneously.
- Strong computer and technology skills, including proficiency with Microsoft Office applications such as Word, Excel, PowerPoint, Access, and other agency database programs.
- Ability to learn and effectively use customized software, databases, digital platforms, and other technology systems.
- Ability to develop positive working relationships with staff, customers, funding sources, and community partners.
- Ability to handle confidential information with discretion and maintain the privacy of staff, customers, and business partners.

Education and Experience
- High school diploma or equivalent required.
- Associate degree preferred; however, relevant experience and demonstrated abilities will also be considered.
- No specific prior experience is required. GROW SD will provide training for agency-specific programs, systems, and responsibilities.
- Must possess a valid driver's license.
- Must be a United States citizen or permanent resident alien.

Performance Expectations
- Maintain a high level of professionalism, accuracy, and responsiveness to the needs of management, employees, customers, and partners.
- Comply with applicable governmental, funding source, and agency recordkeeping and administrative requirements.
- Demonstrate flexibility, initiative, and a willingness to learn new programs and responsibilities.
- Support agency-wide goals, objectives, and strategic plan initiatives.

Working Conditions and Hours
- Work is primarily performed in an office environment.
- Normal working hours are during regular agency business hours; however, flexibility may be required to accommodate special projects, deadlines, meetings, training, and customer needs.
- Occasional evening or extended hours may be necessary.

- Local and out-of-town travel, including overnight travel, may be required.
- Travel to various locations to provide customer education, presentations, and program support necessary.

Other Duties
This job description is not intended to be all-inclusive. The employee may be required to perform other related duties and responsibilities as assigned by the CEO or management staff. GROW SD reserves the right to modify or adjust the position and its responsibilities to meet the changing needs of the agency.

Acknowledgment

This job description describes the general nature and level of work performed by an employee assigned to this position. It does not constitute an employment contract or imply that these are the only duties and responsibilities assigned to the position. All requirements are subject to change and may be reasonably modified to accommodate individuals with disabilities.

I acknowledge that I have received, read, and understand this job description and the expectations for successful performance of this position.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as mutually agreed upon with the CEO.