

JOB DESCRIPTION
GROW South Dakota
104 Ash St. E.
Sisseton, SD 57262

Job Title: Administrative Coordinator (Part-time or Full-time)	
Reports to (Immediate Supervisor): CEO	
Revision Date: May 20, 2024	

Position Overview: The Administrative Coordinator provides efficient administrative and management support to the CEOs and other designated staff. The role involves a variety of tasks related to organization, communication, and various clerical duties.

Detailed Job Functions: Administrative tasks include but are not limited to the following tasks.

- Compose responses, review or respond to emails for CEO.
- Prepare and edit documents, reports, and presentations with a high degree of accuracy.
- Support various projects and tasks as assigned by management, ensuring deadlines are met.
- Assist in preparing reports for funding sources.
- Manage schedules for meetings both internally and externally as requested.
- Assisting with incoming and outgoing correspondence.
- Filing and organizing records, invoices and other important documentation.
- Coordinating and scheduling meetings.
- Schedule flights/book hotels for agency staff and board of directors.
- Strive to meet agency strategic plan goals.
- Perform other duties as mutually agreed upon.

Performance Dimensions:

- Must be accessible and responsive to the needs and concerns of management and other employees.
- Must maintain and comply with governmental record-keeping and administration.
- Must maintain the integrity of confidential employment and business information.

Knowledge, Skills, and Abilities:

- Must have a High School Diploma or equivalent.
- Must have a valid driver's license.
- Must be a United States citizen or permanent resident alien.
- Time management practices are necessary in all aspects of work.
- Excellent verbal and written communication.
- Attention to detail and problem-solving skills.
- Must be analytical, organized, and people oriented.
- Able to quickly, efficiently and effectively use a variety of customized computer programs including Microsoft Office products and database programs.
- Computer expertise is required.
- Ability to handle multiple interruptions, work effectively and independently without supervision or work as part of a team.

- Ability to plan, prioritize, and organize work effectively, work under pressure and time deadlines, analyze problems and propose reasonable solutions.
- General office duties such as: product stocking/ordering, completing job errands, etc

Working Conditions:

- Work is performed in an office environment.
- Hours of work will be during regular business hours.
- There will be some variation in work hours due to special projects, deadlines, and other concerns.
- Out-of-town and overnight business travel may be requested for business.

Acknowledgment: This job description describes the general nature and level of work performed by employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the CEO or management staff. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability. This job description does not constitute a written or implied contract of employment.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Received by Employee

Date



104 Ash Street East, Sisseton, SD 57262

Phone (605) 698-7654 Fax (605) 698-3038
 Website: growsd.org Email: info@growsd.org

Application for Employment

Date _____

Name _____ Social Security Number _____

Address _____ City _____ State _____ Zip Code _____

Home Phone _____ Cell Phone _____

Email _____

Employment Position Desired _____ Date you can start _____ Salary desired _____

Are you interested in working Full or Part Time? Full time _____ Part time _____

Education History

Schools	Name and location of school	Years attended	Did you graduate	Subjects studied
High School				
College				
Trade, Business or Correspondence School				

U.S. Military or Naval Service:	Rank:
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Subjects or special study/research work or special training/skills:

Are you willing to work overtime if required? Yes _____ No _____

Can you travel if a job requires it? Yes _____ No _____

Do you have a valid driver's license? Yes _____ No _____



How did you hear about this job opportunity? _____

Are you currently employed? Yes___ No___

If so, may we inquire of your current employer? Yes___ No___

Employers (List below last three employers, starting with most current one first)

Month and Year	Name and address of employer	Salary	Position	Reason for Leaving	Work performed and job duties
From					
To					
From					
To					
From					
To					

References (Give the names of three individuals not related to you, whom you have known at least one year.)

Name	Address	Phone #	Business	Years Known

Are you a U.S. Citizen? Yes___ No___

If no, do you have a work authorization number? Yes___ No___

Have you ever been convicted of any felony? Yes___ No___

Have you ever been convicted of a misdemeanor involving dishonesty, criminal sexual conduct, assault or battery, or any criminal drug statute? Yes___ No___

If yes, please explain: _____

Authorization

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws."

Date_____

Signature_____

“The following information is requested by the Federal Government in order to monitor compliance with Federal laws prohibiting discrimination against applicants seeking to participate in the program. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, we are required to note the race and ethnicity of applicants on the basis of visual observation or surname. If you do not wish to furnish the above information, please check the box below.”

I do not wish to furnish the information.

Race: (Mark one or more)

White _____
Black or African American _____
American Indian/Alaska Native _____
Asian _____
Native Hawaiian or other Pacific Islander _____

Ethnicity: (Mark one)

Hispanic or Latino _____
Not Hispanic or Latino _____

Gender: Male _____ Female _____

_____ Information provided by management