

JOB DESCRIPTION

Job Title: Operations Coordinator	
Reports to (Immediate Supervisor):	
Revision Date: 7/19/2023	

Position Overview: Responsible for providing management support, assisting with business and/or housing loan processing and file maintenance, and front desk/overall organizational support. This position involves adeptness with a variety of customized computer programs including Microsoft Office and other database programs. It also requires analytical, organizational, and people skills.

Detailed Job Functions:

- Assist with reviewing and initial processing of loan applications, including follow-up, verifying income, data input, and setting up and maintaining loan files.
- Provide proficient support to CEOs, COO, and other designated staff.
- Answer, direct, transfer, and/or take messages for telephone calls.
- Greet and provide information to walk-in clients and/or the general public.
- Generate weekly correspondence, such as staff schedules, agency updates, etc.
- Sort/distribute incoming mail, and prepare outgoing mail, including taking it to the post office.
- Routine office tasks, such as filing, copying, scanning, etc.
- Provide assistance with agency marketing such as poster design, print ads, web images, brochures, etc.
- Schedule flights/book hotels/set up meetings, etc. for agency staff.
- Assist with organizing events and meetings including establishing agendas, speaking points, and preparing presentations.
- Prepare items/reports/etc. into a final format for delivery.
- Complete accurate data entry into various software platforms in a timely matter.
- Strive to meet agency strategic plan goals.
- General office duties such as office cleaning, product stocking/ordering, filling cars up with gas, completing job errands, etc.

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, and
 - A valid driver's license.
- Must be a United States citizen or permanent resident alien.
- Time management practices are necessary for all aspects of work, including the ability to plan, prioritize, and organize work effectively; work under pressure and time deadlines, analyze problems, and propose reasonable solutions.
- Must be analytical, organized, and people-oriented
- Able to quickly, efficiently, and effectively use a variety of customized computer programs including Microsoft Office, Survey Monkey, Mail Chimp, and other database programs as pertinent.

- Ability to handle multiple interruptions, and work effectively and independently without supervision.

Working Conditions:

- Work is performed in a large office environment.
- Hours of work will be during regular business hours (with some variation in work hours due to special projects, deadlines, and other concerns).
- Out-of-town and overnight business travel may be requested for agency assignments.

Acknowledgment: This job description describes the general nature and level of work performed by the 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 for 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