

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

Job Title: <b>Operations Coordinator</b>	
Reports to (Immediate Supervisor):	
Revision Date: April 10, 2026	

**Position Overview:** The Operations Coordinator provides efficient management support to the agency. This role includes a wide range of responsibilities involving organization, communication, reporting assistance, technology support, accounting support, data entry, and overall agency operations.

**Detailed Job Functions: (Job duties may be tailored to applicant’s qualifications)**

- Prepare and edit documents, reports, and presentations with a high degree of accuracy.
- Assist in preparing reports for funding sources and ensure timely, accurate reporting.
- Ensure accurate data entry in agency databases
- Manage and coordinate schedules for internal and external meetings.
- Assist with incoming and outgoing correspondence
- File and organize records, invoices, and other important documentation.
- Provide technology and IT support, including basic troubleshooting, assisting staff with software and systems, and coordinating with IT providers as needed.
- Support emergency assistance programs by helping coordinate communication and documentation.
- Support the accounting department, assisting with miscellaneous fiscal duties.
- Support various projects and tasks as assigned by management, ensuring deadlines are met.
- Provide overall agency support, assisting multiple departments to ensure efficient operations and alignment with organizational goals.
- 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 requirements.
- Must maintain the integrity and confidentiality of employment and business information.
- Must be able to respond effectively and appropriately during high-priority situations.

**Knowledge, Skills, and Abilities:**

- Must have a valid driver’s license.
- Must be a United States citizen or permanent resident alien.
- Strong time management skills are required in all aspects of work.
- Excellent verbal and written communication skills.
- Strong attention to detail and problem-solving abilities.
- Must be analytical, organized, and people-oriented.
- Proficiency in Microsoft Office products and database systems; strong overall computer and technology skills required.
- Ability to learn and support agency-specific software and reporting systems.

- Ability to handle multiple interruptions and work effectively both independently and as part of a team.
- Ability to plan, prioritize, and organize work; meet deadlines; analyze problems; and propose reasonable solutions.
- Ability to provide basic IT troubleshooting and support to staff.
- Perform general office duties such as product stocking/ordering and completing errands as needed.

**Working Conditions:**

- Work is performed in an office environment.
- Hours of work will typically be during regular business hours.
- Some variation in work hours may occur due to special projects, deadlines, emergencies, or other agency needs.
- Out-of-town and overnight travel may be required.

**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.

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Received by Employee

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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
<b>High School</b>				
<b>College</b>				
<b>Trade, Business or Correspondence School</b>				

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