

**GROW South Dakota
104 Ash Street East, Sisseton, SD 57262**

JOB DESCRIPTION

Job Title: Program Director	
Reports to (Immediate Supervisor):	
Revision Date:	Location: Sisseton – Main Office

Position Overview: Responsible to provide support to the total Agency, with emphasis on reporting, financial education, and educating individuals to navigate through technology systems and various platforms.

Job Requirements

- **Skills** – Must have the ability to apply skills in relationship development, analytical, critical thinking, decision making, and problem-solving.
- **Education/Experience** – Associate degree preferred, however, no minimum requirements. GROW SD will train for this position.
- **Responsibility** – Assist with Reporting Requirements, Agency Database Management. Provide technical support regarding various software, e-technology, telecommunication systems, and other digital systems to customers through a Digital Navigator program.
- **Complexity of Duties** – Must demonstrate judgment and initiative to make decisions. Must have the ability to analyze data and find viable solutions. Must be able to coordinate and multi-task with several applicable programs and partnerships to achieve a successful result. Must be able to correctly analyze reports and data. Must be able to educate on financial capability and provide technology choices and education to customers.
- **Communication** – Make formal and informal presentations, both verbal and written, to inform and educate. Must have the ability to compose and edit communication for others; employ communication techniques appropriate to the person or audience. Responsibility for correctness of grammar, spelling, punctuation, and format with timely preparation and distribution.
- **Processes** – Required to analyze and accurately process policies as well as the reporting components formulated from the various agency database systems.
- **Confidential Information** – Must demonstrate a high degree of confidentiality and discretion along with maintaining all staff/client/partner information in the strictest of confidence.
- **Effort** – Part-time or a full-time 40-hour work week will be considered.
- **Working Conditions** – This is an office position that requires organizational skills, the ability to collaborate with staff/customers/partners and assist with reaching agency goals. Must have well-developed computer and technology skills utilizing various program software and devices. May require travel. Must be flexible with working hours beyond the normal business day. Traveling to various sites to provide education and/or presentations may be necessary.

Essential Job Functions

- Designated Digital Navigator for GROW South Dakota.
- Ensure compliance with funding source requirements, reporting, data tracking, etc
- Prepare and submit reporting requirements
- Meet with applicants to enroll into programs, provide financial capability education, increase technology education and opportunities for customers.
- Conduct classroom-style learning sessions for clients to educate them on digital skills and available resources.

- Assist in the preparation of monthly, quarterly, semiannual, annual and/or in house reports as requested by funding source.
- Compile and enter information on various agency database programs. Review to ensure all programs and clients are being reported correctly, on time, in the appropriate database.
- Work with Microsoft Office products including Word, PowerPoint, Excel, Access, and Publisher.
- Must be able to research and provide guidance on technology, internet, online banking, and other support that customers may need to advance technology education.

Other Job Functions

- Attend seminars, workshops, conferences, job-related training sessions, and mandatory meetings as required by funding sources or the agency.
- Time management practices are necessary in all aspects of work.
- Responsible for providing additional support when the Agency is working on special projects as required in order to meet deadline dates.
- Provide assistance with mail, supplies, deliveries, general cleaning and vacuuming of property and vehicles, emptying and taking out the trash, check and replenish bathroom supplies, water plants, general building and property maintenance, filling vehicles with gas.
- Strive to meet agency strategic plan goals.
- Administrative tasks include assisting with but not limited to:
 - prioritize workload
 - copy documents
 - agency filing and routine office tasks
 - maintain individual client folders and determine if proper documentation is in the file

“The Employer may in its discretion, modify or adjust the position to meet the company’s changing needs.”

Acknowledgment: This job description describes the general nature and level of work. It does not state or imply that these are the only duties and responsibilities assigned to the job.

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.

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

Signature of 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:
---------------------------------	-------

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 _____



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