February 14, 2020

Spearfish Economic Development Corporation
Marketing and Administrative Coordinator
Full-time Position

Salary Range: $16-$18 per Hour; Depending on Experience
Paid employee health insurance, PTO, a rewarding work environment, paid holidays and other benefits.

Do you want to play a key role in helping the Spearfish community continue to prosper? If so, you should consider joining the team at Spearfish Economic Development Corporation (SEDC) as the full-time Marketing and Administrative Coordinator.

Qualifications, Skills, Knowledge & Abilities:

Applicant must have proven experience in marketing and administration with effective written and verbal skills, possess strong attention to detail, and be a quick-leaner/self-starter with a record of meeting deadlines. A minimum of 2+ years of professional experience in business administration, marketing and communications is preferred. A bachelor’s degree is preferred but not required.

Proficient use of Microsoft Office applications, e-mail marketing software, website and social media content management, and the ability to learn new computer applications is essential.

General Duties Include but Are Not Limited To:

Marketing and Communications
- Assist in creating marketing and communication plans, programs and activities
- Assist in creating and promoting SEDC branding, including graphic design
- Manage website and social media content
- Produce monthly e-newsletters and other digital communications
- Participate in SEDC business recruitment and retention activities

Administration
- Provide administrative support to the Executive Director
- Administer office operations, and maintain organizational/financial records, databases and information
- Help plan and coordinate SEDC events
Apply:

Qualified applicants should send resume and cover letter to SEDC at 106 W. Kansas Street, Spearfish, SD 57783 by 5:00 p.m. on February 28, 2020. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

SEDC is An Equal Opportunity Employer.