



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

**Salary Range: \$18-\$20 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.

Applicants must have proven experience in marketing and administration, with strong interpersonal and organizational skills, as well as a knowledge of business protocol and basic recordkeeping. A bachelor's degree with professional experience in office administration or marketing is strongly preferred but not required.

**Qualifications, Skills, Knowledge & Abilities:**

Applicant must have proven experience in marketing and administration, with effective written and verbal skills, as well as a knowledge of business protocol, and a track record for meeting deadlines. Professional experience in business or economic development, marketing, or communications is required. Proficient use of Microsoft Office applications, e-mail marketing software, website content management, social media, and the ability to learn new computer applications is essential. Experience with QuickBooks is a plus but not mandatory.

**General Duties Include but Are Not Limited To:**

**-Administration**

- Provide administrative support to the Executive Director
- Administer office operations, and maintain organizational records, databases, and information
- Interact with contracted bookkeeping firm
- Assist with business attraction and retention planning and implementation

**-Marketing and Communications**

- Coordinate SEDC marketing and communications plans, programs, and activities
- Assist in creating and promoting SEDC branding, including graphic design
- Manage content for website and social media platforms
- Produce monthly e-newsletters and prepare media releases for external distribution
- 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. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

SEDC is An Equal Opportunity Employer.