



COMPANY: Rosebud Development Corporation (REDCO)

POSITION: Executive Assistant

REPORT: Chief Executive Officer, Chief Operations Officer, & Chief Financial Officer

CLASSIFICATION: Non-Exempt

LOCATION: REDCO Headquarters Mission, SD; may work virtually up to 40%

JOB SUMMARY:

The Executive Assistant will provide logistical, administrative, and clerical support to the CEO, COO and CFO of REDCO and will be based out of REDCO Headquarters Mission. They will also support the Board of Directors under the direction of the CEO.

This is a newly created role that will play a critical role in the operational success and expansion of REDCO's efforts to drive economic development for the Sicangu Lakota Oyate. The successful candidate will be organized, detail-oriented, self-motivated, and have a demonstrated ability to effectively manage multiple workstreams with dynamic priorities with sound judgement. They will communicate clearly and professionally orally and in writing. The person in this position will be trusted to handle confidential information, scheduling, and critical task and correspondence management for three busy executives with diplomacy and discretion.

RESPONSIBILITIES:

- Managing complex calendars, scheduling and travel for CEO, COO and CFO
- Supporting task management and correspondence as needed for executive team
- Preparing documents, meeting logistics and correspondence for the Board of Directors
- Planning and staffing events and conferences
- Performing general clerical duties, including filing, office management and responding to emails
- Preparing documents and presentations to a professional standard with business English, graphics, graphs, and consistent formatting
- Identifying, aggregating, summarizing, and communicating complex internal information from multiple platforms and sources
- Taking meeting notes and following up on action items
- Supporting conference agenda and content development
- Assisting with internal communications among departments and subsidiaries across multiple platforms
- Working with outside vendors as needed
- Running work-related errands as needed

- Managing their personal workplan and time effectively to maintain a high level of support for the entire executive office
- Compiling and tracking team goals to help drive completion
- Coordinating closely with Workforce Management, Recruiting, Maintenance, Human Resources, and other teams within REDCO
- Representing the executive department for team-building activities and peer recognition as necessary
- Other duties as assigned

CANDIDATE PROFILE:

The following describes the ideal candidate for this position. While a successful candidate will have most of these qualities, we understand that everyone has different strengths and experiences. Most importantly we are looking for a smart, motivated professional who has high potential to make a strong impact as an essential member of our team.

- Strong analytical skills
- Extremely detail-oriented and focused on high-quality output
- Excellent written and verbal communication skills
- Thrives working in a high functioning, fast-paced work environment.
- Ability to learn organizational structure and the objectives of a complex team
- Skilled at building and maintaining systems and processes to keep themselves and others organized
- A problem-solving orientation
- Comfortable taking initiative and offering new ideas
- Driven to continuous learning and improvement; Willing to ask questions and find answers
- Ability to prioritize and execute multiple assignments, pivoting and responding to changing situations when necessary, while maintaining a commitment to deadlines, transparency and quality standards
- Ability to communicate with a variety of constituent groups, including senior management, peers, and external vendors and stakeholders
- Fluency in Microsoft Office Suite (Excel, Word, Outlook, PowerPoint)
- Knowledge of fundamental business (operations, finance, communications) terminology and standard practice
- Experience supporting administration, scheduling and logistics for executives and/or within a complex organization

Baseline Qualifications:

- High School Diploma/GED
- 2+ years administrative experience
- Discretion and judgement necessary to support executive-level professionals
- Demonstrated interest in economic development in the Sicangu Lakota Oyate

COMPENSATION:

Salary range is \$15 - \$18/hour based on education, qualifications and experience of the successful candidate; 40 hours/week; Full benefits package including healthcare coverage, 3% retirement match, and generous paid time off for vacation, sick, spiritual and personal leave.

The position is classified as an *Administrative Assistant* position according to the Bureau of Labor Statistics wage scale.

TO APPLY:

Please send the following as two separate documents in PDF format with files named “Full_Name-Cover Letter” and “Full_Name-Resume” to sarah.hart@sicangucorp.com no later than 5:00 pm Central time on August 10, 2021.

- Resume
- Cover letter that describes:
 - Why you are interested in this role and working at REDCO
 - One unique quality, knowledge base or skill that will help you succeed in this position
 - A time you took action to solve a problem in your work or your community

Incomplete applications will not be considered. No phone calls, please.

REDCO’s hiring practice includes preference for hiring enrolled members of the Rosebud Sioux Tribe, with secondary preference given to enrolled members of Federally recognized Tribes. As part of our commitment to diversity, equity and inclusion we encourage women, veterans, minorities, members of the two-spirit and LGBTQ communities, people living with disabilities and non-traditional applicants to apply.