



27565 RESEARCH PARK DRIVE  
POST OFFICE BOX 236  
MISSION, SOUTH DAKOTA 57555  
PHONE: 605.856.8400

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## **JOB DESCRIPTION**

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**COMPANY:** REDCO

**POSITION:** Community Engagement Coordinator

**REPORT:** Marketing Director

**CLASSIFICATION:** Non-Exempt

### **JOB SUMMARY:**

The Community Engagement Manager supports the work of the Marketing Director on building and maintaining relationships and support in the Sicangu community through intentional engagement.

### **SCOPE OF RESPONSIBILITY:**

Assists with corporate communications and branding, print and broadcast advertising, multimedia content creation, with a focus on engaging and including the local community

### **ESSENTIAL FUNCTIONS:**

- Creates media and marketing assets through a variety of media.
- Develops and implements a content calendar for social media, blog, and email marketing.
- Maintains a positive community perception with effective communication.
- Analyzes surveys and questionnaires.
- Writes reports, company brochures and similar documents.
- Organizes and hosts presentations and customer visits.
- Assists with promotional activities.
- Organizes market research.
- Creates and uploads marketing materials to online libraries, internet groups and social media sites.
- Maintains and updates the Marketing department's documentation databases.
- Other duties as assigned.



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### **QUALIFICATIONS:**

Associates or Bachelors' Degree required. Demonstrated knowledge working with social media and website design/maintenance. Excellent verbal and written communication skills. Team-oriented leadership ability. Able to meet deadlines while performing under pressure. Must possess critical thinking for insight and business acumen. Possess a commitment to excellence, integrity, and ethical conduct. Ability to communicate with various business professionals, Rosebud Sioux Tribe members, and others.

### **COMPENSATION:**

Wage based on education, qualifications, and experience.

### **CERTIFICATIONS**

I have read and understand this job description.

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Employee Signature

### **Job Description Approved:**

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Executive Director, REDCO

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Chairman, Board of Directors