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Social Enterprise Program Coordinator

The Social Enterprise Coordinator will be responsible for assisting in the day-to-day functioning of the Social Enterprise Program. They will assist in research and writing as well as contribute to the support of the enterprises that emerge out of the Social Enterprise Program. The basic functions of the position include: research, writing, some data entry, accounts payable, grant report assistance, assistance in creating and managing budgets, community outreach and education, and other misc. tasks, operations, and business plan drafting. This position has a lot of growth potential within the organization.

Reports to
Social Enterprise Program Manager

Compensation & Benefits

Annual Compensation: \$12.00-\$16.00/hour– depending on experience

Position Type: Full-time, hourly, non-exempt, not to exceed 40 hours per week

Location: TVCDC Porcupine Offices

Benefits:

- Health Insurance- Employee premium paid by TVCDC
- Dental Insurance- Employee premium paid by TVCDC
- Vision & Hearing Insurance- Employee premium paid by TVCDC
- Simple IRA with up to a 3% match from TVCDC
- Accrued Paid Time Off up to 160 hours per year
- 10 annual paid holidays
- Paid Administrative leave during office closures for inclement weather

Essential Duties & Responsibilities

- Support the mission of the Social Enterprise Program to create an inclusive, sustainable economy built on locally rooted and broadly held ownership that improves the economic security of our communities on the Pine Ridge Reservation.
- Performing a variety of research tasks around business ideas and market analysis.
- Assisting in the day-to-day management of the Social Enterprise Program.
- Assisting in the bookkeeping functions of the social enterprises.

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- Assist social enterprises with financial management, planning, systems and controls.
- Management of program budget in coordination with the Program Manager.
- Assisting social enterprises with invoicing.
- Organization of program and social enterprise entity documents.
- Regular meetings with Program Manager related to operations of the Social Enterprise Program.
- Assisting in the creation of reports related to performance of the Social Enterprise Program and the social enterprises.
- Assist in developing community relationships and potential enterprise partners.
- Assist in community outreach and education around enterprise opportunities and business development.
- Aid in research, planning, development, and formal business establishment process for a variety of opportunities.
- Strive to meet the goals and objectives outlined in the Social Enterprise Program Summary.
- Assist with timely completion of program assessments and evaluation measures set forth by TV's Impact Measurement and Evaluation System to reaffirm our efforts and/or make informed strategic changes.
- Assist in the development and execution of market assessments, survey collection, data analysis, and creating data graphics for the feasibility of enterprises.
- Continue to increase knowledge of economic development, social enterprise, and community wealth building through reading, research, professional development training and collaboration.
- Co-present, and on occasion present, the program and enterprises with staff, guests, partners and investors.
- Assist with interview process for SE Program employees and interns.
- Work independently and be able to identify problems and develop solutions.

Qualifications, Knowledge, Skills

- Entrepreneurial skills and mindset is a must.
- 2+ years business administration/management or related education.
- Ability to conceptualize plans and ensure implementation of those plans.
- Excellent computer skills, proficient in Microsoft Excel, Word, Outlook and Google applications.
- Working knowledge of QuickBooks preferred.

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- Excellent communication skills both verbal and written.
- Excellent interpersonal skills, adapt in building and maintaining relationships with a variety of people.
- Excel in a collaborative management work environment, able to take action independently.
- A demonstrated commitment to high professional ethical standards and a diverse workplace.
- Able to operate in a fast pace, community environment.
- Commitment to get the job done.

ADA Specifications

TVCDC is committed to making reasonable accommodations in accordance to the ADA for disabled employees who meet job requirements for education background, employment experience, skills, licenses, essential job duties and function, and any other qualification that are job related. Employees must be able to perform tasks that are essential to the job, with or without reasonable accommodation. Social Enterprise Program Coordinator may be required to use the computer screen for extensive periods of time. Occasional lifting of 15 to 20 lbs. Extended working hours and travel may be necessary.

Mission Driven

Ideal candidate has as a strong belief in the TVCDC mission and wants to be a part of a growing and constantly evolving organization.

Thunder Valley CDC Mission

Empowering Lakota Youth and families to improve the health, culture, and environment of our communities, through the healing and strengthening of cultural identity.

To Apply

Please email a cover letter and resume to jobs@thundervalley.org. Include "Social Enterprise Program Coordinator" in subject line.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In

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addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

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