



South Dakota Farm Bureau Federation
Job Announcement

Open Position: Executive Assistant & Event Coordinator
This position reports to: Chief Executive Officer

Job Description:

South Dakota Farm Bureau's Administrative Assistant & Event Coordinator is not a traditional administrative role – it is high trust position supporting CEO leadership, board governance, fellow team members and coordinating the organization's most important moments.

This role offers a unique opportunity to work at the intersection of leadership and member engagement, becoming part of a collaborative, mission-driven team working on behalf of farmers, ranchers and rural communities across the state.

Executive Support

- Serve as a trusted liaison to the CEO, providing important information and helping manage priorities, schedules, and communication with a high degree of discretion and sound judgement.
- Anticipate needs and ensure the CEO is well-prepared for meetings and events.
- Handle confidential information with absolute professionalism and integrity.
- Serve as a key point of continuity for the CEO, maintaining awareness of internal and external developments, and elevating timely communication, updates and follow-up in their absence.

Board Engagement & Governance

- Coordinate logistics for board and committee meetings.
- Manage electronic board meeting platform; prepare and distribute board materials, agendas, and follow-up documentation.
- Attend board meetings and accurately capture official board minutes.
- Maintain official governance records and track action items with attention to detail and timeliness.

Event & Meeting Coordination

- Coordinate planning and execution of internal and external meetings, events and organizational gatherings.
- Provide on-site coordination at events, ensuring all details are covered.

Overall Responsibilities:

- Serve as the professional main contact for the office, answer and route calls, and respond to internal and external requests for information.
- Create professional business correspondence and presentations.
- Execute mailings, packets, booklets or other materials for CEO, staff, board members and meetings.
- Maintenance of databases, records, files, mailing lists, meeting agendas and minutes.
- Coordinate and monitor projects moving through organization to support timelines and goals.
- Participate in activities at events, booths and trade shows.
- Help organize board and staff activities and provide support at meetings and events.

Qualifications:

- A minimum of two-year post-secondary education; Bachelor's degree preferred
- Agriculture knowledge helpful
- Two-plus years administrative support experience desired
- Event coordination experience preferred
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Ability to operate a variety of modern office equipment
- Accurate grammar, spelling and punctuation required
- Demonstrated ability to record official minutes of board meetings and other proceedings

The Ideal Candidate Will Have:

- Strong customer service focus; ability to maintain composure and positive attitude
- Excellent organization and time management skills
- Ability to discreetly handle confidential and politically sensitive matters
- Excellent communication and interpersonal skills on phone and in-person
- Be a team player, flexible and willing to jump in to help where needed
- Ability to anticipate needs, exercise discretion, initiative and mature judgment in making sound decisions
- Self-motivation and able to work both independently and with a team
- Professional presence and skills suitable for executive and board-level interaction
- Experience supporting executives, boards, or high-level stakeholders strongly preferred

When & Where will you work?

This position works in-office Monday through Friday, 8 a.m. to 5 p.m., with occasional attendance at meetings and events.

Benefits: Competitive annual salary based on qualifications with an outstanding benefits package including 401(k), health, dental and vision.

Application Procedures: Send a resume and cover letter to the email below. Please include references and desired salary.

Krystil Smit, Chief Executive Officer
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