
Job Announcement: Operations Coordinator

Standing Rock Telecommunications, Inc.

Standing Rock Telecommunications, Inc. (SRT) is seeking a highly organized and motivated **Operations Coordinator** to join our team. In this pivotal role, you'll be instrumental in ensuring the smooth and efficient operation of our telecommunications services, contributing directly to our mission of connecting communities. This position is half funded through a federal grant program TBCP (Tribal Broadband Connectivity Program) within the NTIA (National Telecommunications Information Administration). This position may or may not carry on after 12/31/2027 upon completion of the grant.

About Standing Rock Telecommunications, Inc.

SRT is a leading telecommunications provider dedicated to delivering reliable and advanced communication solutions to the Standing Rock community and surrounding areas. We are committed to fostering a collaborative work environment where innovation and dedication are highly valued.

Rate of Pay: \$20.00-\$24.00 - D.O.E.

Key Responsibilities

As an Operations Coordinator, you will:

- Coordinate daily operational activities, including scheduling, resource allocation, and project tracking.
- Serve as a central point of contact for internal departments and external vendors, ensuring effective communication and information flow.

- Maintain accurate records and documentation related to operational processes, equipment, and projects.
- Assist in the development and implementation of operational policies and procedures to enhance efficiency and productivity.
- Monitor operational performance metrics, identify areas for improvement, and contribute to problem-solving initiatives.
- Support field technicians and other operational staff with administrative and logistical needs.
- Manage inventory of supplies and equipment, ensuring availability for ongoing operations.
- Prepare reports and presentations on operational status and project progress for management.
- Perform other administrative and operational duties as assigned.

Qualifications

- **Education:** Associate's or Bachelor's degree in Business Administration, Project Management, or a related field preferred.
- **Experience:** 2+ years of experience in an operations coordination, administrative, or project support role, preferably within the telecommunications or a related technical industry.
- **Skills:**
 - Excellent organizational and time management skills with the ability to prioritize tasks effectively.
 - Strong interpersonal and communication skills, both written and verbal.
 - Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Google Workplace).
 - Ability to work independently and as part of a team in a fast-paced environment.
 - Detail-oriented with a commitment to accuracy.
 - Problem-solving aptitude and a proactive approach to challenges.

Benefits

SRT offers a competitive salary and a comprehensive benefits package, including health insurance, paid time off, and opportunities for professional development.

To Apply

Interested candidates are invited to submit their resume and a cover letter outlining their qualifications and experience to fred@standingrocktelecom.com and complete this PDF application at [SRTi Employment Application](#) by December 14, 2025.

Standing Rock Telecommunications, Inc. is an Equal Opportunity Employer. We encourage applications from all qualified individuals.
