



Position Title: Administrative Assistant

Job Type: Full-Time, Non-Exempt (35 Hours per week)

Job Location: Sacramento, California

Annual Salary Range: \$28,000 - \$38,000

RedRover is seeking an exceptional Administrative Assistant to join our team in Sacramento, California. Based in Sacramento, RedRover operates programs for animals in crisis across the nation and is well known for its three main programs: RedRover Responders shelters and cares for animals displaced by natural disasters and other crises, such as criminal seizures and hoarding cases, in the United States and Canada; RedRover Relief provides financial and emotional support to Good Samaritans, animal rescuers and pet owners to help them care for animals in life threatening situations, and provides resources to help victims of domestic violence escape abusive environments with their pets; and RedRover Readers helps children develop the three steps necessary for empathy: recognize, share and regulate emotional states.

The mission of RedRover is to bring animals out of crisis and strengthen the bond between people and animals through emergency sheltering, disaster relief services, financial assistance and education. RedRover accomplishes its mission by engaging volunteers and supporters, collaborating with others and maximizing the use of online technology.

PART I: Overview of Position: Answering phones, greeting office visitors, processing daily check deposits, handling incoming/outgoing mail and packages both internally and at Post Office, assisting the Director of Finance and Administration with vendor check processing (Accounts Payable) and filing, assisting other departments as needed, performing general clerical and other accounting and administrative tasks as assigned.

PART II: List of Functions: The Administrative Assistant will be assigned tasks by the Director of Finance and Administration. Essential duties and responsibilities include:

- Answer phones.
- Greeting office visitors.
- Process daily check deposits; work with membership department to ensure accuracy with accounting and membership codes.
- Process all incoming and outgoing mail and packages, including daily office mail, internal and special member mailings, membership acknowledgements (when help needed).
- Monitor stock levels of general office supplies; assist with miscellaneous accounting, administrative and filing projects.
- Perform other duties as assigned by the Director of Finance and Administration.

Supervisory Responsibilities: None.



PART III: Reporting Structure: The Administrative Assistant reports directly to the Director of Finance and Administration.

PART IV: Position Qualifications: High school degree or its equivalent required, college degree preferred. Must type at least 40 wpm, have recent accounting and/or cash handling experience, extensive computer knowledge, excellent telephone etiquette, exceptional interpersonal communication skills; and the ability to operate office machinery such as postage meter and copy machine. Must be a team-player, detail oriented, and able to balance and prioritize multiple tasks in a fast-paced work environment while maintaining a positive, professional attitude. Previous experience volunteering or working in animal protection field a plus.

Finally, the Administrative Assistant has experience using QuickBooks and Microsoft Office 365.

Part V: Position Requirements: Affection for animals, concern for their welfare and a willingness to accommodate animals in the workplace required. Must maintain constituent (donors/volunteers/directors/employees) confidentiality and possess a valid California driver's license, car insurance and reliable transportation. This position will require you to pass a background check. In addition to technical and professional expertise, this position requires a diligent effort to promote, protect and enhance the reputation and image of RedRover and its brand attributes: Caring, Respected, Unwavering, Inspirational, Vigilant. Attitude and behavior must elicit a favorable reaction from the membership, volunteers and the public and align with our mission and brand.

PART VI: Benefits: RedRover offers medical, dental, vision, retirement and a companion animal emergency veterinary fund.

PART VII: Application Instructions: Please email cover letter and resume to employment@RedRover.org with "Administrative Assistant" in the subject line. Position will remain open until filled. Please follow these application instructions carefully as only complete submissions will be reviewed and considered.