



Position Title: Education Coordinator
Job Type: Full-Time, Exempt (35 Hours per week)
Job Location: Sacramento, California
Starting Annual Salary Range: \$35,000 - \$50,000

RedRover is looking for an Education Coordinator 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 explore the bond between people and animals, understand animal behavior and practice empathy skills through stories and discussion.

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

Under the guidance of the Director of Education and Outreach, the Education Coordinator shall: assist with the day-to-day program operations in the RedRover Readers program, facilitate workshops online and in person, coordinate program outreach and build and maintain positive relationships with volunteers, interns, teachers, school administrators, other educators and parents.

PART II: List of Functions

The Education Coordinator will be assigned projects and tasks by the Director of Education and Outreach or other designated staff. Examples of projects and tasks that may be assigned include:

- Facilitating and co-facilitating workshops online and in-person
- Implementing the RedRover Readers program, visiting elementary schools, coordinating readings and gathering impact testimonials
- Coordinating workshop locations, materials and logistics including pre- and post- workshop functions
- Providing ongoing support to teachers and volunteers who have taken the RedRover Readers workshop
- Working with team to implement *Kind News* magazine promotion strategies, operations, serve as backup customer care
- Contributing content and ideas for curriculum development, social media channels and RedRover publications
- Working with team to implement the Education Departments initiatives through outreach and participating in local tabling outreach
- Writing, editing and ensuring program communications are consistent with brand and target audience
- Reviewing children's literature
- Other projects and tasks as directed

Supervisory Responsibilities: None.

PART III: Reporting Structure

The Education Coordinator reports to the Director of Education and Outreach.

PART IV: Position Qualifications

Bachelor's degree in education or related field with at least one year of education or training experience. Must be a **truly exceptional presenter** able to engage and inspire others. Must have excellent speaking and interpersonal communication skills and the ability to build and maintain quality relationships. The Education Coordinator is empathetic, a dynamic speaker/presenter, detail-oriented, conscientious team-player, and be able to think interdependently, balance and prioritize multiple tasks in a fast-paced work environment while maintaining a positive, professional attitude. The Education Coordinator is highly organized, strives for accuracy and precision, able to follow and implement directives; and, at the same time, be independent, self-motivated, take responsible risks, intelligent, able to work with minimal direction or supervision; vigilant and inspired to seek and create opportunities. The Education Coordinator also must have a demonstrated passion for helping animals, children and people and the personal charisma and eagerness to be a compelling ambassador to key education audiences.

Finally, the Education Coordinator has experience using the Microsoft Office suite and database management or constituent relationship management (CRM) tools. Experience in Salesforce and Marketing Cloud a plus. Experience with Google Apps, social media management tools, and online/social marketing knowledge is a plus. Spanish language abilities speaking, reading and writing preferred.

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.

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: Application Instructions

Please email cover letter, writing sample and resume employment@RedRover.org with "Education Coordinator" 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.