



**Position Title:** Field Services and Outreach Coordinator

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

**Job Location:** Sacramento, California

**Starting Annual Salary Range:** \$35,000 to \$50,000

RedRover is seeking a dynamic Field Services and Outreach 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 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:** Under the guidance of the Program Manager and the Director of Field Services, the Field Services and Outreach Coordinator shall: Act as Team Leader and/or Shelter Manager for the RedRover Responders volunteer team, facilitate RedRover Responders workshops, provide support for RedRover's outreach efforts including our DV programs, and help to build and maintain positive relationships with our volunteers, and other agencies that we work with.

**PART II: List of Functions:** The Field Services and Outreach Coordinator will be assigned projects and tasks by the Program Manager or other designated staff. Essential duties and responsibilities include:

- Lead RedRover volunteer Responders teams in the field during natural disaster and cruelty case responses
- Act as Shelter Manager of the temporary shelter as needed
- Support Responders program staff and program operations as needed
- Facilitate RedRover Responders volunteer workshops
- In partnership with RedRover team members, conduct outreach to domestic violence shelters, educators, advocates and other target audiences to achieve campaign and program objectives
- Develop and maintain positive relationships with key advocates, influencers and



- community members; network through social media and in-person
- Provide support for workshop outreach efforts for the RedRover Responders program
  - Represent RedRover at conferences, community events and meetings, and provide outreach support for all programs as needed
  - Support Outreach Manager to coordinate tabling opportunities to showcase RedRover at events and conferences; complete event registrations and organize tabling materials, supplies and travel logistics
  - Work with the Communications team on creation of outreach messaging and content, and help collect impact stories while on deployment.
  - Perform other duties as assigned

**Supervisory Responsibilities:** None.

**PART III: Reporting Structure:** The Field Services and Outreach Coordinator reports to the Program Manager.

**PART IV: Position Qualifications:** Bachelor's degree in a related field with at least 1-3 years of shelter management/operations experience, either as a shelter manager or other supervisor provision. One to three years experience managing or supervising volunteers. Able and willing to travel throughout the United States and Canada to deploy as RedRover Responders Team Leader at least once a month, for up to 10 days at a time. Preferred experience includes working at a temporary emergency animal shelter, animal disaster response work, experience/expertise in either veterinary medical or animal behavior, and experience conducting outreach. Must have truly exceptional interpersonal communication skills and the ability to inspire others and build and maintain excellent relationships. Must be a team-player and able to balance and prioritize multiple tasks in a fast-paced work environment while maintaining a positive, professional attitude. The ideal candidate will be highly organized, able to follow and implement directives while at the same time act independently, self-motivated, emotionally intelligent, vigilant and inspired to seek and create opportunities. The ideal candidate has a demonstrated passion for helping animals and people and the personal charisma and eagerness to be a compelling ambassador to diverse audiences.

Finally, the Field Services and Outreach 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 or French language abilities speaking, reading and writing a plus.



**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 and resume to [employment@RedRover.org](mailto:employment@RedRover.org) with "Field Services and Outreach 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.