



RedRover Job Announcement

Position Title: Administrative Executive Assistant

Job Type: Full-time or Part-time, Non-Exempt (up to 35 Hours per week)

Salary range: \$35-\$45K

Location: Sacramento, CA-based office position, flexible, hybrid work arrangement, 2-3 days in office per week

Are you passionate about helping animals as well as people? RedRover is a national nonprofit organization, seeking an exceptional Assistant to join our team!

Full-Time Benefits: We offer a robust benefits package. You'll enjoy:

- Medical, Dental, Vision, and Life insurance for employees on the first day of the month following 60 days of full-time employment;
- Vacation, Holiday, and Sick time accrued, beginning the first day of employment;
- 7% employer-paid Simplified Employee Pension (SEP) with immediate vesting, effective after one year of active employment,
- Annual Companion Animal Allowance to help pay for family veterinary emergencies and work-related pet sitting (if you have a pet), effective after 60 days active employment.

RedRover staff members enjoy balanced lives and flexibility, and we are a strengths-based organization committed to staff career development. We are looking for equity-minded applicants who will work with us to establish a supportive work community with a strong sense of belonging to further our mission.

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.

Based in Sacramento, California, RedRover operates national programs that help animals and people in crisis 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 resources to help domestic violence survivors and their pets escape abuse;
- RedRover Readers helps children explore the bond between people and animals through stories and discussion in a unique community-based literacy program

Summary of position: This position may be divided into two roles to fit the preferred schedule(s) of qualified candidate(s). Under the guidance of the Director of Finance and Administration (DFA) and the President and CEO, as the Administrative Executive Assistant, you will assist the President and CEO of the organization with day-to-day tasks including organizing professional contacts, organizing travel plans, scheduling meetings, taking meeting minutes, responding to phone and email messages. The Administrative Executive Assistant will also assist the DFA with daily finance and accounting tasks and general administrative and reception duties. This position will also serve as administrative liaison to the Board of Directors.

Duties include:

- Performs general reception duties including monitoring email accounts, answering phones, responding to general membership inquiries, and greeting visitors
- Collects mail from offsite Post Office Box a minimum of 3x per week
- Prepares donation deposits
- Assists with Accounts Payable (AP)
- Processes daily outgoing mail and packages, handles return mail and any related follow-up
- Prepares refund requests from USPS for stamped/returned Business Reply Envelopes (BREs)
- Sorts and opens mail in the absence of the Director of Finance and Administration (DFA) and alerts President and CEO (CEO) of any high priority correspondence
- Coordinates the technology equipment sign-out process
- Assists the DFA with both ongoing and seasonal projects
- Other Administrative duties to support office and organization operations as assigned
- Follows up on contacts made by the CEO and supports the cultivation of ongoing relationships: Organizes and updates major donor cultivation tasks; updates activities in Salesforce and adds follow-up tasks for CEO or other staff to Asana project management software
- Works closely with the CEO to keep her informed of upcoming commitments and responsibilities, following up appropriately
- Checks CEO voicemail and email daily and informs her of high priority messages
- Schedules meetings for the CEO, takes minutes in key meetings and adds meeting Action Items into Asana project management software
- Organizes CEO travel and compiles expense reports

Board Support and Liaison duties will include:

- Serves as the administrative liaison to RedRover's Board of Directors
- Updates and distributes Board Manual and Welcome Kit to new Board Directors
- Maintains discretion and confidentiality in relationships with all Board Directors
- Prepares materials and coordinates logistics for quarterly Board meetings

Qualifications:

Are you our new Administrative Executive Assistant? This job is for you if you have:

- a passion for helping animals and people
- an Associate's Degree in Business or other relevant area or two years of Executive Assistant and Accounting experience
- truly exceptional organizational and interpersonal skills and the ability to build and maintain relationships with staff, as well as outside vendors and other constituents
- a strong work tenure
- experience supporting C-Level Executives, preferably in a non-profit organization
- adaptability and the ability to prioritize conflicting needs; handle matters expeditiously, proactively, and follow-through on projects to successful completion, within deadlines
- the ability to think interdependently, be a conscientious team-player, balance and prioritize multiple tasks while maintaining a positive, professional attitude
- an eagerness to be an ambassador representing the organization's brand
- knowledge of Microsoft Excel, Google Suite, QuickBooks, Adobe Acrobat required
- knowledge of Salesforce and Asana a plus

Additionally, affection for animals, concern for their welfare, and a willingness to accommodate animals in the workplace is required. Candidates must be willing to embrace the organization's commitment to being an anti-racist organization. Must maintain constituent (donors/volunteers/directors/employees) confidentiality and have reliable transportation to and from work.



This position requires:

- strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail, very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners, and donors
- expert level written and verbal communication skills
- demonstrated proactive approaches to problem-solving with strong decision-making capability
- emotional maturity
- highly resourceful team-player, with the ability to also be extremely effective independently
- proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- demonstrated ability to achieve high performance goals and meet deadlines
- forward looking thinker, who actively seeks opportunities and proposes solutions.

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 should attempt to elicit a favorable reaction from the membership, volunteers, and the public and align with our mission and brand.

Equal Opportunity Employer: RedRover is an equal opportunity employer committed to diversity and welcomes all interested parties to apply. We will ensure that individuals with disabilities are provided a reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. If you require a specific accommodation due to a disability or a medical need, please include that in your resume materials. This ensures that the appropriate accommodations are in place during the hiring process.

Application Instructions:

Please email your cover letter, resume and preferred work schedule to employment@RedRover.org with "Administrative Executive Assistant" in the subject line. Position will remain open until filled. Please follow these application instructions as only complete submissions will be reviewed and considered.
