



## RedRover Job Announcement

**Position Title:** Community Outreach Coordinator (in-person or remote)

**Job Type:** Full-time, Non-Exempt (35 Hours per Week)

**Salary range:** \$45-\$55k

**Are you a connector passionate about helping animals as well as people? RedRover, a national nonprofit organization, seeks a dynamic Community Outreach Coordinator.**

**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 provides resources to help domestic violence survivors and their pets escape abuse;
- RedRover Readers is a curriculum-based program that uses stories and discussion to help children develop empathy towards people and animals.

**Summary of position:** Under the guidance of the Director of Collaboration and Outreach, as the Community Outreach Coordinator you will support the organization's domestic violence programming by conducting outreach, data collection, and assisting with the Don't Forget the Pets (DFTP) collaborative project. The Community Outreach Coordinator will also provide support for outreach activities and communication across all of RedRover's programs.

**Day-to-day you will:**

- Coordinate the tracking of outreach specific data for all programs
- Assist with coordination of DFTP events and related activities including supporting the Communications team with creation of messaging/content
- Conduct outreach for our Safe Housing and Safe Escape programs
- Develop and maintain positive relationships with key partners, key advocates, influencers and community members; network through social media and in-person
- Assist with identifying key tabling and speaking opportunities to showcase RedRover at events and conferences, coordinate with vendors and staff, and present when needed



- Provide outreach support for all programs, including responding to emails regarding outreach opportunities and assisting the Communications team with creation of messaging/content
- Provide support in tracking/follow-up with organizational partners
- Collaborate with teams to promote all of RedRover's programs and services and help collect impact stories across programs
- Support efforts to engage the veterinary community in the DFTP program and in our general awareness building tactics
- Accomplish other duties and responsibilities as assigned

### **Qualifications:**

Are you our new Community Outreach Coordinator? This job is for you if you have:

- a passion for helping animals as well as people.
- an Associate degree or higher, or two years of experience in social services, animal services, outreach, or other relevant area.
- truly exceptional interpersonal skills and the ability to build and maintain relationships with staff as well as outside vendors and other constituents.
- the ability to think interdependently, be a conscientious team-player, balance and prioritize multiple tasks while maintaining a positive, professional attitude.
- high analytical skills, attention to detail, and the ability to strive for accuracy and precision and be able to follow and implement directives; and at the same time be flexible, creative, independent, and self-motivated.
- an eagerness to be a compelling ambassador representing the organization's brand.
- knowledge of Microsoft suite and Google apps is required. Knowledge of Google Analytics, Salesforce, experience with online forums is a plus.
- experience working with human services is 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 becoming an anti-racist organization. Ability to occasionally work on weekend days and travel across the United States and Canada is preferred. Must maintain constituent (donors/volunteers/directors/employees) confidentiality.

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.

**Supervisory Responsibilities:** None.

**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 and resume to [employment@RedRover.org](mailto:employment@RedRover.org) with Community Outreach Coordinator in the subject line. Position will remain open until filled. Please follow these application instructions. Only complete submissions will be reviewed and considered.