



RedRover Job Announcement

Position Title: Program Coordinator

Job Type: Full-time (35 Hours per week)

Salary range: \$52,000- \$58,000

Location: Flexible, hybrid work arrangement, preferably 1-3 days in Sacramento, CA, office per week

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

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 accrual 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 of active employment

Our staff members enjoy balanced lives and flexibility. RedRover is 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.

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 provides temporary shelter and care for animals displaced by crises such as natural disasters and cruelty in the United States and Canada, supports pets of domestic violence survivors by building pet housing spaces at domestic violence and animal shelters, and provides hands-on training and support to communities in need;
- RedRover Relief provides financial assistance, resources, and emotional support for pet guardians struggling with economic hardship when pets need urgent or emergency care, as well as 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: Under the guidance of the Director of Programs, the Program Coordinator shall: dedicate 75% of their time joining a team of existing case managers helping RedRover Relief Urgent Care applicants who are in crisis and seeking financial assistance for veterinary emergencies, and Safe Escape grant applicants looking to help domestic violence survivors with temporary pet boarding while the survivor is in-shelter. The

Program Coordinator will dedicate 25% of their time to support the RedRover Readers program, including *Kind News*™ magazine daily operations.

The Program Coordinator is expected to exhibit exceptional interpersonal skills, strong attention to detail, a demonstrated passion for helping people and animals, an ability to work well on a team and is able to balance and prioritize multiple tasks while maintaining a positive and professional attitude and demeanor.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

75% RedRover Relief

- Under the guidance of Director of Programs, serve as Case Manager for RedRover Relief Urgent Care and Safe Escape grant programs.
- Update and track RedRover Relief data for reporting and program evaluation.
- Identify stories for Communications and Development, including potential fundraising opportunities, and write happy ending stories and other program-related articles as needed.
- Stay vigilant to additional resources that may be of help to RedRover Relief applicants.
- Answer incoming telephone calls promptly, supply information according to organization guidelines, while demonstrating proficiency in RedRover brand attributes and habits of mind.

25% RedRover Readers

- Support RedRover Readers and *Kind News* magazine daily program operations in-office mailing, fulfill supply requests and inventory; support the RedRover Readers online course and in-person workshops assisting with workshop preparation, course materials, and resources.
- Assist with *Kind News* order entry, customer service on phones and through email communications.
- Assist with program data, organizing spreadsheets, and record keeping.
- Build outreach lists for RedRover Readers program and *Kind News* magazine, and support outreach to schools, as well as follow ups.
- Review children's books.
- Assist with other tasks and projects as assigned.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must have excellent telephone etiquette and strong interpersonal communication skills. Must be detail-oriented, efficient, reliable, a team-player and able to juggle many different tasks while maintaining a positive attitude. Previous experience working or volunteering for an animal-related or human services organization preferred. High school degree or its equivalent required, and college degree preferred. Additionally, affection for animals, concern for their welfare and a willingness to accommodate animals in the workplace is required. Must maintain constituent (donors/volunteers/directors/employees) confidentiality and possess valid government issued identification and reliable transportation.

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 be professional and helpful to our members, volunteers, and the public, and should align with our mission and brand. A passion for helping animals and people is also essential.

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