



RedRover Job Announcement

Position Title: Administrative Assistant

Job Type: Full-time, Non-Exempt (35 hours per week)

Pay Range: \$47,000 - \$54,000 annually

Location: Sacramento, California; in-office position [Midtown]

Are you passionate about helping animals and people?

Benefits: RedRover offers a robust benefits package. You'll enjoy medical, dental, vision, and life insurance on the first day of the month following 60 days of full-time employment. Vacation, holiday, and sick time begin accruing on the first day of employment. Effective after one year of active employment, RedRover offers a 7% employer-paid Simplified Employee Pension (SEP) retirement plan with immediate vesting, and an annual Companion Animal Allowance that helps pay for family veterinary emergencies and work-related pet sitting (if you have a pet).

RedRover staff members work hard but enjoy balanced lives and flexibility. We promote from within and are committed to career development. We are a strengths-based organization and align your strengths with your work responsibilities whenever possible to add to your sense of accomplishment and engagement in your role. We are looking for equity-minded applicants who will work with us to establish a caring and supportive work community 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 temporarily 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 helps children explore the bond between people and animals through stories and discussion in a unique community-based literacy program. This includes *Kind News* magazine, a publication that helps children understand and respect animals and think about why treating animals and people with kindness matters.

Summary of position: Under the guidance of the Director of Finance and Administration (DFA), as the Administrative Assistant, you will provide assistance and support for daily accounting tasks and general administrative tasks. You will also provide general office support for the Membership department and the three main programs.



Administrative Assistant duties:

- Perform general reception duties that include monitoring main email account, answering main phone line, responding to inquiries, and receiving package deliveries
- Collect mail from the off-site PO Box (Broadway station) 3x per week
- Sort and distribute mail to the appropriate parties
- Prepare donation deposits; requires one visit to the bank per month
- Assist with Accounts Payable (AP) and Credit Card (CC) transactions
- Weekly filing and shredding
- Process outgoing mail and small to large packages
- Handle returned mail and follow-up actions
- Prepare refund requests from USPS for stamped Business Reply Envelopes (BREs)
- Assist the DFA with ongoing and seasonal projects
- Assist the Membership department with ongoing and seasonal projects including donor communication, data management, filing, and other membership-related tasks
- Other accounting and administrative duties to support office operations, Membership, and programs as assigned

Qualifications:

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

- a passion for helping animals and people
- an Associates Degree in Business or other relevant area or two years of Office 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
- adaptability and the ability to prioritize conflicting needs; handle matters expeditiously, proactively, and follow-through on projects to successful completion, often with deadline pressures
- the ability to think interdependently, be a conscientious team-player, balance and prioritize multiple tasks while maintaining a positive and professional attitude
- an eagerness to be a compelling ambassador representing the organization's brand
- knowledge and experience with QuickBooks Desktop, Microsoft Suite, Google Suite, and Adobe Acrobat are required
- knowledge of Salesforce and Asana are 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 members, 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 and resume to employment@redrover.org with "Administrative 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.
