

RedRover
Job Announcement

Position Title: Education Coordinator
Job Type: Full-Time, Non-Exempt (35 Hours per week)
Starting Annual Salary Range: \$30,000 - \$38,000

RedRover is looking for an Education 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 explore the bond between people and animals, understand animal behavior and practice empathy skills through stories and discussion.

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 Director of Education and Outreach, the Education Coordinator shall: assist with the day-to-day program operations in the RedRover Readers program, co-facilitate training workshops, assist with the development of new RedRover resources, conduct outreach and build and maintain positive relationships with volunteers, interns, teachers, school administrators, other educators and parents.

PART II: List of Functions

- Co-teach RedRover Readers workshops, both online and in person
- Coordinate and conduct outreach to schools, teacher-training programs and other potential partners to increase attendance at workshops and achieve program goals
- Assist in the creation of new curriculum, activities and program resources, review children's literature to consider posting to RedRover's "Recommended Books with Humane Themes" book list, add new books to the book list and update other website resources as needed
- Write and submit articles for RedRover's *Companion* and other print and online publications
- Present at conferences and teacher in-services where Director of Education and Outreach is unavailable
- Provide ongoing support to trained volunteers and teachers
- Coordinate school visit locations and training locations

- Coordinate training logistics and ensure trainings are successfully prepared for, executed and debriefed (Perform pre-and post-workshop tasks, process paperwork received from the workshop, import and update information in database, process and create certificates, thank you letters, welcome emails)
- Assist with the collection and monitoring of program evaluation and survey data
- Enter program data and organize program testimonials
- Identify and share stories that communicate the impact of the program, create graphics to help visually promote the RedRover Readers program
- Visit schools to implement the RedRover Readers program, take photographs and collect impact stories
- Maintain accurate metrics for the RedRover Readers program and assist with board report preparation and statistics
- Provide additional editorial support to Director of Education and Outreach as needed
- Respond to calls or emails from volunteers and teachers
- Conduct monthly auditing of participating teachers and send program evaluation surveys
- Maintain Readers program supply inventory

Supervisory Responsibilities: None.

PART III: Reporting Structure

The Education Coordinator reports to the Director of Education and Outreach.

PART IV: Position Qualifications

Bachelor's degree in education or related field with at least one year of education or training experience. Must have truly exceptional speaking and interpersonal communication skills and the ability to inspire others and build and maintain excellent relationships. The successful candidate must be empathetic, a dynamic and enthusiastic speaker/presenter, a conscientious team-player, and be able to think interdependently, balance and prioritize multiple tasks in a fast-paced work environment while maintaining a positive, professional attitude. The ideal candidate will have excellent writing skills, be highly organized, strive for accuracy and precision, be able to follow and implement directives; and, at the same time, be independent, self-motivated, intelligent, able to work with minimal direction or supervision and take responsible risks; and lastly, be vigilant and inspired to seek and create opportunities. The ideal candidate will also have a demonstrated passion for helping animals, children and people and the personal charisma and eagerness to be a compelling ambassador to key education audiences.

Finally, the Education Coordinator has knowledge of adult learning strategies and experience using the Microsoft Office suite and database management or constituent relationship management (CRM) tools. Experience with Google Apps, social media and marketing is a plus. Bilingual (Spanish/ English) preferred.

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, writing sample and resume employment@RedRover.org. Position will remain open until filled. Please follow these application instructions carefully as only complete submissions will be reviewed and considered.