

## **Records Management Volunteer-Animal Advocacy**

### **About The Underground Rainbow**

The Underground Rainbow is a large community contingent advocating for the animals in Spokane County and surrounding areas.

At the present time, we are deeply concerned with many disturbing happenings at SCRAPS (Spokane County Regional Animal Protection Service).

We will continue to bring the wrongdoings of SCRAPS into the limelight by providing facts, backed by proof, until the laws, ordinances, and contractual obligations are upheld including the killing of animals, the unethical and dishonest practices by SCRAPS Leadership, the retaliation and discrimination by SCRAPS Leadership, and the false narrative being dispersed throughout the community.

Our mission is to advocate for the welfare, protection, and rights of domestic animals by being a vigilant and compassionate voice, raising awareness, providing education, and advocating through factual dedication.

**WE ARE AN ALL VOLUNTEER ORGANIZATION AND THEREFORE USE A VOLUNTEER INTEREST FORM AS PART OF THE VETTING PROCESS DUE TO SPAM APPLICATIONS**

**TO APPLY PLEASE USE OUR VOLUNTEER APPLICATION FORM AT:**

**[undergroundrainbow.org](http://undergroundrainbow.org)**

*Due to volunteer time limitations if you do not use the form above, you won't receive replies from us.*

To learn more about our organization, please visit our website: [undergroundrainbow.org](http://undergroundrainbow.org)

### **Volunteer Role Summary:**

We are looking to add an experienced and motivated **Records Management** Volunteer to our team. As **Records Management** Volunteer, you are responsible for organization of public records that have been reviewed, ensuring organizational structure of titles, and following up on requests including deadline tracking. You can make your own hours but they must be sufficient to handle the workload. You will work closely with the Public Records Review Expert Team Lead.

### **Key Responsibilities:**

- Study and understand the history, structure, objectives, programs and financial needs of the organization.
- Study and understand the organizing of public records.
- Create and manage a spreadsheet of deadlines, requests, followup dates, etc for all records requests.
- Maintain records and submit updates to the Public Record Review Expert Team Lead.
- Collaborate with and obtain reviewed public records from the Public Record Review Expert Team Lead
- Ensure Confidentiality

### **Qualifications/Skills**

- Certification, course completion or experience in grant writing
- Excellent knowledge of organizing and housing of records
- Ability to study and understand records needed for the organization
- Strong research skills and knowledge of information sources
- Multitasking, organizational and time management skills
- Ability to handle confidential matters with utmost integrity
- Working knowledge of computers
- Attention to Detail is a must
- Ability to work independently and asynchronously in a remote environment
- Ability to keep confidentiality

Job Type: Part Time or Full Time

Pay: Volunteer-No Pay

Work Location: Remote