

ADMINISTRATIVE ASSOCIATE MULTICULTURAL OUTREACH - Metro Detroit Area - (ENTRY LEVEL - FULL TIME)

Right to Life of Michigan (RLM) is looking for a prolife individual for the position of Administrative Associate to assist the Director of Multicultural Outreach and promote RLM in the community. The qualified candidate would work from a home-based office in the metro Detroit area.

Responsibilities:

- Have thorough understanding of all facets/activities of Right to Life of Michigan
- Provide administrative support to Director of Multicultural Outreach
- On-site resource assistance at related events
- Assist Director with details of Pregnancy Resource Grant Program and fundraising events
- Assist in planning of annual programming activities
- Oversee, recruit and manage special project volunteers

Qualifications:

- Professional demeanor: dependable, trustworthy, motivated, detail-oriented
- Excellent verbal and written communication skills
- Demonstrated organizational and time management skills
- Experience with Microsoft Office Suite
- Ability to work in a home environment
- Travel involved – valid driver's license and dependable vehicle

PLEASE NOTE:

Candidates **must send cover letter with resume** (PDF documents) to be eligible for hire. Please send to Office Manager at careers@rtl.org or mail to: Office Manager, Right to Life of Michigan, PO Box 901, Grand Rapids, MI 49519 – 0901.

Deadline to apply is Wednesday, December 6, 2017.

