

EDUCATION AND EVENTS COORDINATOR

(FULL TIME)

Right to Life of Michigan (RLM) is looking for a prolife individual skilled in written and oral communication, research and event planning. This position requires a passion for education and the ability to multitask.

Responsibilities:

- Support Director of Communication/Education with special events
- Evaluate and schedule prolife speakers for events around the state
- Coordinate youth outreach (high school/college) including hosting an oratory contest and other youth programs
- Assist in managing the organization's social networking outreaches
- Produce and process educational response materials
- Evaluate and update education materials

Qualifications:

- Outgoing and engaging public presence
- Excellent research, writing, organizational and communication skills
- Computer aptitude for Microsoft Office and design programs
- Experience with social and new media
- Event planning
- Bachelor's Degree and/or educational work experience

PLEASE NOTE:

This is a full-time position with benefits package. Please send PDF documents with your cover letter, resume and three writing samples to Office Manager via careers@rtl.org. Deadline for application is Wednesday, June 13, 2018.

For your own information, writing samples may include:

Blog post, press release, editorial, e-mail message, social media post, news article, special interest story, content for www.RTL.org.

