

PUBLIC AFFAIRS ASSOCIATE – LANSING, MI

(PART TIME)

Right to Life of Michigan (RLM) is seeking a prolife individual to serve as aid to the Legislative Director in meeting RLM's public policy/legislative goals; to assist in RLM's public relations and public education activities.

Responsibilities:

- Aid in legislation, lobbying and preparation of legislative educational materials.
- Aid in training local leaders to expand their expertise in lobbying and grassroots organizing.
- Assist in integrating public relation efforts with all facets of RLM legislative activity.
- Assist with education efforts, community outreach and special projects as needed.
- Employee will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required.

Qualifications:

- College degree preferred.
- Computer literate; proficient in Word, Excel and basic office equipment.
- Effective speaking, writing skills, phone and interpersonal skills.
- Good public presence.
- Ability to research, apply ethical thinking and identify important details.
- Valid driver's license.
- This a part-time position: 20-22 hours a week; evening and weekends are occasionally required.

Training & Preparation:

This individual will receive adequate training upon hire from appropriate advisors. Training in basic organizational activities and RLM projects. This is a part-time position with vacation and some paid holidays.

PLEASE NOTE:

Candidates must send cover letter with resume (PDF/Word documents) to be eligible for consideration. 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 Friday, March 1, 2019.

