

# OFFICE MANAGER / WAYNE COUNTY RESOURCE CENTER

(FULL TIME - ENTRY LEVEL POSITION)

Right to Life of Michigan (RLM) is looking for a prolife individual to manage the Wayne County Resource Center.

## Responsibilities:

- Have thorough understanding of all facets/activities of Right to Life of Michigan
- Train, supervise and evaluate resource center volunteers
- Manage the following – directly or through delegation
  - \* Administrative office duties
  - \* Prolife communications via email, phone to local schools, churches and organizations
  - \* Assistance with affiliate fundraisers and programs as needed

## Qualifications:

- Enjoys people/Excellent interpersonal skills
- Experience in the prolife movement and working with volunteers
- Excellent verbal and written communication skills
- Microsoft Office Suite experience, preferred
- Self-motivated, detail oriented, flexible, dependable, cooperative
- Demonstrated organizational and time management skills

## 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](mailto: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, October 20, 2017.

