

PUBLIC AFFAIRS ASSOCIATE – LANSING, MI

(FULL TIME—ENTRY LEVEL)

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 lobbying efforts, public policy activities, and educational activities.

Responsibilities:

- Keep up to date on prolife issues through reading and research.
- Research issues surrounding prolife laws and policies to aid in educational material development.
- Prepare memos for legislators, committee testimony, and thank you letters.
- Attend legislative session and committee meetings, testifying if necessary.
- Aid in lobbying legislators on prolife bills.
- General office management such as answering phones, ordering materials, and maintaining records.
- Event planning for annual legislative day and smaller office events.
- Other reasonably related business duties as assigned by supervisor.

Qualifications:

- College degree preferred.
- Previous office work preferred.
- Previous legislative, legal, or campaign experience preferred.
- Computer literate: Proficient in Word, Outlook, Powerpoint, Web based research, and basic office equipment.
- Excellent speaking, writing, and phone skills.
- Professional appearance.
- Ability to research, apply ethical thinking and identify important details.
- Personality Traits essential for this position include: the ability to work independently, interest in policy and legislation, good interpersonal skills and relationship building, an astute and unflappable demeanor.

This is an entry level, benefits eligible, full-time position. Hours are 8:30-5 M-F with occasional evening and weekends.

Training & Preparation:

This individual will receive adequate training upon hire from appropriate advisors. Training in basic organizational activities and RLM projects.

PLEASE NOTE:

Candidates must send cover letter with resume (PDF 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 for application is Friday, December 3, 2021.**

