

## EVENTS AND OUTREACH COORDINATOR (entry level)

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 educational 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](mailto:careers@rtl.org). Deadline for application is **Friday, July 1, 2022**.

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 RTL.org