

SUPPORT STAFF MULTICULTURAL OUTREACH

Right to Life of Michigan (RLM) is looking for a prolife individual for the position of Support Staff in within the African American community through the Department of Multicultural Outreach. The qualified candidate would work from a home-based office.

RESPONSIBILITIES:

1. Have a thorough understanding of all facets/activities of Right to Life of Michigan.
2. Consult and work with the Director of Multicultural Outreach to ensure day-to-day fulfillment of responsibilities and activities.
3. Provide Director of Multicultural Outreach with a written weekly report of activities.
4. Provide assistance to the Director of Multicultural Outreach and the Administrative Associate of Multicultural Outreach especially as it applies to outreach to the African American community.
5. Cooperate as part of the RLM Multicultural Outreach staff team.
6. Search for opportunities to bring RLM educational tables, presentations and programs to the African American community and oversee the tables, presentations, and programs.
7. Assist in the day-to-day activities pertaining to planning and hosting the annual People of Life Benefit Dinner.
8. Recruit, train and oversee special project volunteers.
9. Build relationships and create awareness for RLM within the African American community by connecting with individuals, groups and organizations that can learn and then help share our message - including those of different denominations and beliefs.
10. Provide the Director of Multicultural Outreach and the Multicultural Outreach staff team and volunteer committees with assistance in the planning and execution of RLM's annual programming, activities, and events.
11. Attend meetings with volunteer committees.
12. Attend the RLM Annual State Conference, Legislative Day and other RLM special events.
13. Help to develop new programs, events and strategies for prolife education within the African American community.
14. Be available for public presentations and media interviews.

This job description is not intended to be all inclusive. The employee will also be asked to perform other reasonably related business duties as assigned by immediate supervisor or other management personnel as required.

QUALIFICATIONS

1. Computer skills and good interpersonal and communication skills.
2. Ability to plan, organize, prioritize work in a timely manner, meet deadlines.
3. Professional demeanor: dependable, trustworthy, motivated, detail oriented.
4. Ability to work in a home environment.
5. In state travel involved – must have a valid driver's license and a vehicle.

COMMITMENT: This individual must be committed to the prolife philosophy of RLM, with a willingness to remain current on prolife education, prolife issues and prolife matters. Evening and/or weekend work may be required.

PLEASE NOTE:

This is a full-time position with medical, dental, vision, 401-K, and paid vacation/holidays.

Candidates must send cover letter with resume (PDF documents) to be eligible for hire.

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.