

EXECUTIVE ASSISTANT TO THE RLM PRESIDENT

Right to Life of Michigan is seeking a prolife individual to aid the President in completing the RLM goals and objectives by providing efficient, thorough administrative support.

Responsibilities:

1. Assist RLM President in daily activities to ensure smooth operation of RLM offices.
2. Ensure timely submission of materials from staff.
3. Review letters and new materials for grammatical and technical edits.
4. Manage the overall RLM schedule to ensure strategic timing of events and no overlap.
5. Prepare materials for monthly board meetings.
6. RLM Board/Education Fund: monthly mailing, board packets, minutes, attendance, Board Manual.
7. Maintain files for RLM boards and President's mailings, etc.
8. Manage the President of RLM's schedule and any briefing materials needed for meetings and events.

This job description is not intended to be all inclusive and the employee will also be asked to perform other reasonably related business duties as assigned by the President.

Qualifications:

1. Record of strong organizational skills.
2. Ability to manage many tasks at any given time.
3. Clear written and verbal communications skills.
4. Strong interpersonal skills.
5. Good judgment and a commitment to confidentiality in the workplace.

PLEASE NOTE:

This is a full-time entry level position with medical, dental, vision, 401-K, and other benefits. Candidates must send cover letter with resume (PDF documents) to be eligible for interview. 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.