

SUPPORT SERVICES MANAGER/SALES ASSISTANT/ VOLUNTEER COORDINATOR

Right to Life of Michigan (RLM) is looking for a prolife individual skilled in management of mailroom operations, equipment, mailings, and coordination of volunteers.

Responsibilities:

1. Manage the ongoing process of postal automation to ensure cost-effective mailing/mode.
2. Manage shipping and receiving area, office/stationary inventory control, organization of storage areas.
3. Manage mailroom, working with entire RLM staff to schedule and prioritize the workload to ensure accurate and timely mailings.
4. Coordinate volunteer program, chairing Volunteer Appreciation Party and other volunteer events.
5. Develop and implement programs for volunteer recruitment and training.
6. Ensure that the pool of volunteers is maintained to adequately serve the office needs.
7. Schedule/assist/set up/oversee volunteers to work on various projects.
8. Keep up-to-date with postal regulations by attending seminars, forums, etc.
9. Maintain mail room equipment to ensure proper working conditions.
10. Back-up to morning mail pick-up.
11. Sales:
 - Process orders from the following sources: email (shopping cart), mail, phone.
 - Fulfill/mail orders.
 - Keep both Art & Marketing Director and Director of Education informed on sales inventory.

This job description is not intended to be all inclusive, and the employee will also perform other reasonable business-related duties as assigned.

Qualifications:

1. Work effectively with others
2. Organizational and scheduling skills; detail oriented
3. Computer skills
4. Proficiency in automated mailing process and operation of mail room equipment
5. Ability to keep current on changing postal regulations
6. Proficient in office equipment

PLEASE NOTE:

This is a full-time position with benefits package. Please send PDF documents with your cover letter and resume 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.

