

# Content Contributor and Events Coordinator

**Supervisor:** Director of Education

**Objective:** To coordinate RLM's special events, outreach, and educational projects.

## Responsibilities:

1. Thorough understanding of all facets of Right to Life of Michigan.
2. Assist in providing educational information to RLM directors, affiliates, churches, staff, and public.
3. Write content for new and updated educational materials, web content and press releases as needed.
4. Manage the sale and inventory of merchandise in the Educational Department store.
5. Manage and fulfill info@rtl.org requests and private affiliate president web page.
6. Greet and assist state office resource center visitors.
7. Assist in creating content for digital platforms.
8. Coordinate planning of RLM's special events, including the Annual Conference and assisting with Legislative Day.
9. Coordinate the planning and production of the RLM News, including writing of articles, contacting RLM affiliates regarding orders, compiling bulk mailing orders, and coordinating with other departments to ensure mailing.
10. Research participation at state and national conferences/events, i.e., state fairs; coordinate material, staff booths, arrange shipment of materials, etc.
11. Manage speaker's bureau:
  - Identify/compile list of approved prolife speakers available to represent the organization at affiliate or RLM events.
  - Work closely with field representatives and affiliates to select and schedule approved special event speakers.
  - Maintain centralized schedule of affiliate and special events and ensure timely correspondence to statewide VIP's informing them of affiliate events.
  - Maintain a comprehensive library (print/video) of speakers and their costs, issues, availability, biographies, backgrounds, etc.
12. Coordinate any pregnancy help and related outreaches, including:
  - Maintaining a complete list of prolife pregnancy help agencies in Michigan and other pregnancy-related help agencies in Metro Detroit through RLM's HelpintheD.org website.
  - Communicating important or timely items of interest to pregnancy help agency leaders in Michigan, including our monthly Pregnancy LifeLines e-mail.
  - Be available to answer pregnancy-related calls for referrals.
13. Provide back-up for Receptionist as needed.

This job description is not intended to be all inclusive. Employee may be asked to perform other reasonably related business duties as assigned by immediate supervisor and/or other management.

## Qualifications:

1. Outgoing and engaging public presence.
2. Excellent writing, communication, and organization skills.
3. Computer aptitude in: InDesign, and Microsoft Office.
4. Experience with event planning.
5. Bachelor's Degree and/or educational work experience.

**Commitment:** This individual must be committed to the prolife philosophy of RLM with a willingness to maintain current education on prolife issues/matters. Some evening and/or weekend work may be required.

**Training & Preparation:** This individual will receive adequate training upon hire with direction from appropriate advisers and training in basic organization skills and RLM projects.

**Evaluation:** With newly hired individuals, an evaluation will be conducted after the first three months are completed; thereafter, an evaluation once a year by the Director of Communication/Education.

**Please note:** This is a full-time position with benefits package. Candidates must send cover letter with resume (PDF documents) to be eligible for consideration. Please e-mail to Office Manager at [careers@rtl.org](mailto:careers@rtl.org) or mail to: Office Manager, Right to Life of Michigan, PO Box 901, Grand Rapids, MI 49519 – 0901.