Content Contributor & Event Coordinator

Supervisor: Director of Education

Objective: To coordinate Right to Life of Michigan's special events, outreach, and educational projects.

Responsibilities:

1. Thorough understanding of all facets of Right to Life of Michigan (RLM).
2. Assist in providing educational information to RLM directors, affiliates, churches, staff, resource center visitors, and the 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 the private affiliate president web page.
6. Assist in creating content for digital platforms.
7. Coordinate planning of RLM's special events, including the Annual Conference, and assist with Legislative Day.
8. Coordinate the planning and production of the RLM News, including writing articles, contacting RLM affiliates regarding orders, compiling bulk mailing orders, and coordinating with other departments to ensure mailing.
9. Research participation at state and national conferences/events, i.e., state fairs; coordinate material, staff booths, arrange shipment of materials, etc.
10. Manage speaker's bureau:
    - Identify/compile a list of approved pro-life 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 a 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.
11. Coordinate any pregnancy help and related outreaches, including:
    - Maintaining a complete list of pro-life Pregnancy Resource Centers 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 Resource Center leaders in Michigan, including our monthly Pregnancy LifeLines e-mail.
    - Be available to answer pregnancy-related calls for referrals.
12. Provide back-up for the 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 the 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.

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 will be conducted once a year by the Director of Education.

Please note: This is a full-time position with a benefits package. Candidates must send a cover letter with a resume (PDF document) to be eligible for consideration. Please send to the HR Manager at careers@rtl.org or mail to: HR Manager, Right to Life of Michigan, P.O. Box 901, Grand Rapids, MI 49519-0901.