

## **STUDENT COORDINATOR GRAND RAPIDS RIGHT TO LIFE**

**SUPERVISOR:** GRRTL Director of Operations

**OBJECTIVE:** Effectively maintain all student programs and develop and implement new student activities to enhance youth outreach and education.

### **RESPONSIBILITIES:**

1. Hold monthly Grand Rapids Students for Life educational meetings.
2. Schedule speaking engagements with area youth groups and schools.
3. Effectively maintain and grow all student programs:
  - Grand Rapids Students for Life
  - Prolife Essay Contest
  - Prolife Oratory Contest
  - Prolife Youth Award
  - DJ Zarnowsky Scholarship
  - Youth Rally
4. Develop and implement new student activities.
5. Organize and assist Students for Life groups in local high schools.
6. Maintain contact with college Students for Life groups.
7. Contact local schools, colleges, and youth organizations regarding prolife education and involvement opportunities; fairs, exhibits.
8. Maintain database of student contacts and student volunteers.
9. Coordinate student volunteers for all GRRTL events.
10. Design all Grand Rapids Students for Life communications as needed; flyers, posters, postcards.
11. Serve as the Youth Speaker on the GRRTL Speakers Bureau.
12. Participate in weekly office meeting with Director of Operations.
13. Secure volunteers for GRRTL events:
  - Memorial Service
  - Bike & Hike Festival for Life
  - Focus on Life Benefit Dinner
14. Travel to and from select events held off-site.
15. Work within budgets while focusing on the reduction of expenses and an increase of profit.
16. Perform efficiently and effectively all other duties as assigned.

**QUALIFICATIONS:** Strong communication and organizational skills, youth work experience, computer software proficiency (Microsoft Office), social media knowledge, public speaking experience, and flexibility in schedule due to many night and weekend requirements.

**TRAINING:** This individual will receive adequate training upon hire; written materials, verbal presentations, and direction from appropriate advisors. The organization will make additional training available within budget constraints when needed or requested.

**EVALUATION:** An evaluation will be conducted after the first three (3) months of performance and again after six (6) months. Thereafter, an evaluation will be conducted a minimum of once a year by the GRRTL President or designated supervisor.

**COMMITMENT:** This individual must be committed to the prolife philosophy of Right to Life of Michigan and is expected to work 16 hours per week.

**POSITION:** This is a part-time hourly position. Flex time is given for events and meetings.