



Presenting the Pro-Life Message in Southeastern Michigan Since 1970

Right to Life - LIFESPAN

*Life is like an arch. If you discard one segment as worthless,
the span collapses — the value of all life brought low.*

miLIFESPAN.org

Help Wanted: Wayne Chapter Office Manager

Position Overview: This is the perfect opportunity for an individual interested in part-time employment in a position that truly makes a positive difference for the preborn and other human beings endangered by the Culture of Death. The first duty of the Office Manager is to be the on-site presence who greets visitors to the office and answers phone calls and emails. The Office Manager enters and manages member and supporter data, assists the Wayne Chapter Director in editing and printing regular Chapter publications, and serves as Secretary at Chapter Board meetings. The Office Manager works closely with the Wayne Chapter Director to plan and execute Chapter events, campaigns, communications, and volunteer efforts.

Location: The *LIFESPAN* Wayne Chapter office in Livonia (Schoolcraft between Merriman & Farmington). Consistent office hours and days can be adjusted to the Office Manager's availability on a seasonal basis.

Right to Life-LIFESPAN is the oldest local grassroots pro-life organization in Southeast Michigan, founded in 1970. We are a non-sectarian 501(c)3 non-profit organization dedicated to the protection of all human life from conception to natural death. Our efforts focus on pro-life education and outreach through our two chapters (Wayne Chapter & Oakland-Macomb Chapter), Generation Truth youth outreach, and Wee Care, which provides baby items to mothers in need. The Wayne Chapter serves communities in Wayne County, southwestern Oakland County, and surroundings to the west and south.

Starting Salary: \$14.50/hour with opportunity for regular increases based on demonstrated competence

Supervisor: Wayne Chapter Director

Qualifications:

- Proven support of the Pro-Life cause & willingness to follow & share developments in the life issue
- Must possess ability to communicate professionally with customers, members, volunteers, & colleagues via phone, email, & in-person
- Must be responsible, organized, and exhibit professionalism
- Available to work 2-3 days/week (15-20 hours/week); possibility for additional hours if interested in also serving as *LIFESPAN* Assistant Youth Director
- Willingness to assist at select *LIFESPAN* events outside normal business hours (approx. 6 events/year)
- Basic knowledge of Microsoft Word & Excel required; Knowledge of Microsoft Access preferred

Interested parties are asked to please contact Wayne Chapter Director Tim Pruse via email at tpruse@milifespan.org or via mobile phone at 248-376-7071.