



PROGRAM SPECIALIST

OVERVIEW

The Program Specialist works to engage the community in pro-life outreach, education, advocacy, and prayer through the management and implementation of programs, events, and communications. The role's primary area of focus is on the development and execution of the organization's educational initiatives.

SPECIFIC DUTIES AND RESPONSIBILITIES

PROGRAMS

- Lead the organization's **youth outreach** efforts
 - Direct and grow the organization's **Life Team**, facilitating workshops in classrooms and youth groups across age levels
 - Plan, promote, and execute annual middle school, high school, and college **scholarship opportunities**

- Manage **public education opportunities** and a team of volunteers to assist with implementation
 - Coordinate **public outreach exhibits** at fairs, festivals, and other opportunities
 - Participate in the development and production of **media campaigns** alongside staff, Board members, and community consultants
 - Develop and manage **speaker's bureau** to facilitate community presentations and workshops
 - Coordinate **street outreach** efforts

- Assist in connecting those in need with **practical care**
 - Coordinate aspects of **client advocacy**
 - Support **outreach to post-abortive women and men**

EVENTS

- Serve as the primary event captain for the following:
 - **Life Defenders Boot Camp** (April)
 - **Respect Life Prayer Dinner** (June or July)
 - **Life Chain – St. Joseph and Elkhart Counties** (October)
 - **Volunteer Christmas Luncheon** (December)

COMMUNICATIONS

- Author organization's **bi-weekly e-newsletter**, "Life Update"
- Develop broadcast email messages for other special occasions
- **Social Media**
 - Curate, develop, and share regular content
 - Post content provided by other staff members
 - Monitor platforms and coordinate responses
- Assist with **digital and print graphic design**

SHARED DUTIES AND RESPONSIBILITIES

- Monitor news, pending legislation, and potential threats
- Assist with programs, events, and initiatives under the leadership of other team members
- Participate in group program, event, and project evaluation
- Consult with development staff to build informed perspectives
- Network with other agencies relative to program activity and development
- Collaborate with Executive Director to develop and maintain program manuals
- Serve as an active member of one of the organization's prevention and monitoring task forces (abortion or physician-assisted suicide/euthanasia)
- Other duties as requested

QUALIFICATIONS

The ideal candidate will have the following qualifications:

- Bachelors degree
- Minimum 2 years professional experience
- Excellent project management and organizational skills
- Excellent verbal and written communication skills
- Strong interpersonal skills

- Ability to be flexible, adapt, and multi-task in fast-paced environment
- Exceptional motivation and team-oriented mindset
- Knowledge of social media platforms and various software (Facebook, Instagram, MailChimp, Microsoft Office, Canva, Adobe Photoshop/Illustrator)
- Reliable transportation and active driver's license

Supervisor: Executive Director

Hours: Monday-Friday, 8a-4p, with some nights and weekends; staggered start time may be arranged

Salary: From \$45,000

NOTE: Right to Life Michiana is made up of a 501(c)(3) non-profit organization (Right to Life Michiana Education Fund, Inc.) and a 501(c)(4) non-profit organization (Right to Life Michiana, Inc.).