

# EVENT PLANNER

Protect Life Michigan's Event Planner will organize facilities and details such as decor, catering, entertainment, transportation, location, invitee list, special guests, sponsors, equipment, promotional materials, and more. Event Planners must be reliable, detail-oriented, and self-starters. This person should excel when working independently and must also be able to work well with other people, conduct himself/herself in a professional manner, and be proficient with the most common computer programs. This part-time job requires a flexible schedule, including periodic nights and weekends.

**Location:** Working remotely in Michigan

## **Duties & Responsibilities:**

- Coordinate and execute all tasks before/during/after the following events:
  - March for Life Trip
  - Summer Internship
  - Fundraising Dinner (assisting the Director of Community Engagement)
  - Life Advocate Intensive
  - Student Celebration
  - Young Professionals for Life Mixer
  - Any other regional or statewide PLM events such as speaking tours, large student events, or events for PLM supporters.
  - Internal Protect Life Michigan staff events:
    - Any biannual Strategic Plan Retreats
    - Staff Summer & Christmas Gatherings
    - Staff Retreat
- Some of the requirements to coordinate these events include, but are not limited to:
  - Negotiating contracts
  - Gathering feedback from participants and providing reports to supporters
  - Proposing ideas to improve each event
  - Organizing all event details such as decor, catering, entertainment, transportation, location, invite list, special guests, equipment, promotional materials, etc.
  - Ensuring compliance with insurance, legal, health, and safety obligations
  - Specifying staff and volunteer requirements and coordinating their efforts
  - Working with the creative team to create and execute marketing plans for these events, including emails, mailers, social media content, online ads, etc.
  - Assisting Community Engagement Department to secure and communicate with event sponsors
  - Creating and/or updating planning guides for these events
  - Proactively handling any arising issues and troubleshooting any emerging problems related to the events
  - Updating website with current event information and notices
- During slow periods, assist in other projects and tasks as needed
- Periodically attend events throughout the state as a representative of Protect Life Michigan

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## Qualifications:

- Commitment to the pro-life movement and the mission of Protect Life Michigan.
- **Organized, independent worker, proven skills in interpersonal relations, exceptional oral and written communication.**
- **Google Suite experience required. Administrative experience preferred.**
- Proven experience and impressive results in event planning or organizing
- Excellent time management and communication skills
- Ability to build productive relationships with supporters, students, and the community
- Ability to manage multiple projects independently

## Salary/Benefits:

- Salary and benefits determined by the needs of the individual, commensurate with education and experience.
- Protect Michigan is a support-raising organization. **The salary and all expenses associated with this position will be fundraised by the candidate.** Protect Life Michigan will provide training and coaching in order to help the candidate reach full support. We have an excellent track record of helping job candidates reach full support. All applicants must be supportive of this approach and open to engaging in it.
- 40 hours/week, semi-flexible schedule to be set with the employee and Director of Operations.
- This position includes the following benefits:
  - Ample paid vacation time, holidays and sick days.
  - Opportunity for enrollment in a Simple IRA with a 3% match
  - Health Reimbursement Arrangement
  - Professional Development budget
  - Ability to work from home and occasionally from Protect Life Michigan's Lansing office

**To apply, please complete the Quick Survey and send along with your resume and cover letter to Melinda Movius, Director of Operations, at [melinda@protectlifemi.org](mailto:melinda@protectlifemi.org).**