



ORTLEF Events Assistant Job Description

The ORTLEF Events Assistant works with the community outreach team to assure that pro-life facts, messages and support are provided to as many audiences as possible with the volunteers, and other resources available.

Additional responsibilities

- Pack for ORTLEF booths/events. Pack all items needed for event including but not limited to: all printed items, precious pockets, tables, pedestals, Touch of Life fetal models, fetal models on stands, TV with developmental DVD, box of extension cords, ORTLEF banner sign, sale items, booth paperwork, ORTL cards, pens, and other specific items to the individual show
- Set up and tear down various booths
- Help with mailings for ORTLEF and chapter events
- Send chapter order forms and prepare summer calendar with shipment dates for each fair
- Send order to each fair; check items back in when returned
- Assist with managing the inventory of Education Foundation materials and sales stock items
- Helping with recruitment of volunteers for fairs and events managed by ORTLEF
- Assist with management of state fair booth and volunteers during live event

Desired qualifications

- Good verbal and written communication skills
- Good computer proficiency
- Ability to work under pressure and meet deadlines while maintaining a positive attitude
- Ability to work as part of a team and can carry out assignment to completion as instructed
- Commitment to goals of ORTL
- Ability to work with a variety of people

Physical Requirements

- Ability to safely and successfully perform the essential job functions
- 4 or more hours of standing/sitting
- 4 or more hours using a computer and looking at a computer screen
- Handle repetitive light tasks
- Lifting and carrying of items up to 50 lbs. occasionally
- Has a Driver's License and good driving record
- Must be able to talk, listen and speak clearly on telephone

Opportunity

You may be a great candidate who doesn't cover everything described above. If you are interested in this position, please apply and tell us about why you're the best fit.

ORTL is an equal opportunity employer and does not discriminate on the basis of race, creed, color, sex, national origin, marital status, sexual orientation, religious affiliation, disability or any other classification considered discriminatory under applicable law.

Compensation and Benefits

Job Type: Full time seasonal - summer months

Pay: \$15.00 - \$18.00/hour

To apply, email kara@ortl.org

Applications due No current deadline for application

Rolling interviews

Start date Dates flexible