

National Women's Council of Ireland

JOB DESCRIPTION

Job Title: Events & Administrative Assistant (4 days)

Reports to: Head of Finance & Operations

Main purpose of the job: To provide logistical and administrative support for key NWC projects/campaigns/events

Key Areas of Responsibility:

- Support the smooth running of events including managing the logistics of online/ in-person meetings e.g. tech support, book venues, organise AV, arrange catering and ISL
- Take minutes at meetings and prepare papers including gathering background information
- Support event promotion
- Communicate with members, external groups and follow up on invites, meetings etc.
- Provide periodic administrative and secretariat support to working groups, coalitions etc.
- Support the updating of NWC's website and databases

Undertaking such duties as may reasonably be assigned from time to time.

Attend monthly support sessions with the Head of Finance & Operations and produce monthly work reports

Competencies (Skills & qualities)

- Excellent communication skills, verbal and written and ability to build relationships
- Excellent administration skills with a high level of attention to detail
- Proactive and efficient
- Proficient in the use of Microsoft Word, Excel, Outlook, Zoom and other apps
- Ability to work to deadlines and establish priorities

- Experience in updating website and producing social media content
- Experience in managing the logistics of online/in person events
- Flexible ability to deal with last minute tasks and integrate them with the overall workload
- Ability to work on own initiative and as part of a team
- Solution focused with the ability to address difficulties in a positive & calm manner

Personal qualities

- Ability to maintain confidentiality at all times
- Drive & commitment to feminist values
- Share the values and ethos of National Women's Council
- Commitment to participative processes and ways of working
- Self-motivated and driven
- Hard working with a positive can-do attitude
- Responsible and reliable
- Striving to improve performance & self-development