



## **National Women's Council of Ireland (NWCI)**

Job Description - Communications Assistant (temporary contract – 6 months)

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**Job Title:** Communications Assistant

**Responsible to:** Head of Communications

**Main Purpose of the Job:**

The Communications Assistant will support NWCI's communications team in raising public awareness about key thematic priorities for the organisation and raising the public profile of NWCI in line with our Strategic Plan – Driving Women's Equality 2016 -2020. In particular, the Communications Assistant will be responsible for updating NWCI's website, support the organisation of events and the development of promotion materials, including videos, support income generation activities and support our e-mail and social media marketing.

**Principal Duties:**

1. Updating the NWCI website
2. Support the organisation of public events
3. Support the production of videos
4. Support in E-mail marketing and social media
5. Updating and developing databases
6. Support income generation activities
7. Participate in regular performance management meetings with the Head of Communications and produce a monthly report for the Director.
8. Undertaking such duties as may reasonably be assigned from time to time by the Director and Head of Communications.

**Skills and experience – Essential:**

- a) A Third Level Qualification or equivalent
- b) At least one year work experience in a similar role
- c) Excellent oral and written communication skills
- d) Experience in working with social media
- e) Eye for detail
- f) Good organisational skills
- g) Good IT skills

**Skills and experience – Desirable:**

- a) Good understanding and knowledge of women's equality issues in Ireland

- b) Knowledge of website content management
- c) Knowledge of e-mail marketing (Mailchimp or similar)
- d) Experience in advocacy work
- e) Experience in event organisation
- f) Experience in video production

This will be a 3 day/week temporary position for six months based in Dublin. The salary will be 28,000 (pro rata/3 days). The contract might be extended, subject to funding.

Closing date for receipt of signed application form is Monday, 31<sup>st</sup> July, 5 pm. Please forward three hard copies of the application form, signed, for the attention of Anne Gibney, Head of Finance and Operations, NWCI, 100 North King Street, Smithfield, Dublin 7.

Late applications will not be reviewed. Interviews are scheduled to take place 16<sup>th</sup>/17<sup>th</sup> August.

NWCI is an equal opportunities employer and offers a number of flexible working arrangements. We welcome applications from all sections of the community.