

Administrative Assistant (Part-Time) Job Description

Polio Survivors Ireland is a membership organisation that provides services, supports and representation to people affected by polio. Polio Survivors Ireland now has a vacancy for a part-time Administrative Assistant, to support the communications and fundraising activities of the organisation. These activities you would assist with include ongoing communications, such as magazine, ezine, social media, plus support of member and corporate fundraising.

We are seeking an organised, motivated individual, with the ability to multi-task. The candidate should have excellent writing skills, be comfortable on the phone, and communicating by emails.

This position might suit an individual interested in a career in the charity sector, or someone coming back to the workplace after a break. Training will be provided in all aspects of the role.

Key Responsibilities:

- thank you letters
- collating articles for publications
- ordering materials
- support ongoing fundraising activities
- assist on organisational mail-outs
- support activities aimed at raising awareness of Polio Survivors Ireland and its members
- support training initiatives
- assist in maintaining in-house database
- assist with posting social media notices
- other administrative support within a small but busy office, with a variety of tasks – we are a small team and often an ‘all hands on deck’ aspect is required

Person Specification:

- experience in a similar role in another organisation
- strong writing skills
- ability to manage own time and multi-task
- competent in use of MS Office suite e.g. Word, Excel, Outlook, PowerPoint

Advantageous: to have previous experience of working with people with a disability, experience in another charity or experience of volunteering.

NB. The above list of responsibilities is not exhaustive. The post holder will be expected to be flexible in their duties and undertake all other tasks assigned to them by the CDO or CEO.

This is a part-time, 12-month fixed term contract, which may be renewed, subject to funding. The role will commence as soon as possible. This role will be part based at our office in Capel Street, with some remote working required due to Covid-19 mitigation measures.

Polio Survivors Ireland is an equal opportunities employer