

Communications & Fundraising 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 Communications & Fundraising Assistant (CFA).

This person will assist the Communications & Development Officer (CDO) in day-to-day delivery of a range of communications and fundraising activities.

We are seeking an individual either with experience in communications, PR, marketing or fundraising or a candidate interested in pursuing a career in these fields. We welcome applications from creative individuals with strong writing skills. The ability to multi-task is also important.

This position might suit an individual recently qualified or an individual with an interest in this area, coming back to the workplace after a break. Training will be provided in all aspects of the role.

Key Responsibilities:

- thank you letters to donors
- collating articles for our e-zine and printed magazine
- developing literature and ordering materials for fundraising, promotion and other events
- support ongoing fundraising activities
- assist on organisational mail-outs
- support promotional and other activities aimed at raising awareness of Polio Survivors Ireland and its members
- support efforts to increase membership & volunteers
- assist with training and development for volunteers and active members
- support the work of the CDO in attracting new donors to the organisation
- assist in maintaining and developing in-house database
- assist with social media: Twitter, Facebook, LinkedIn and website upkeep
- 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 OR relevant qualification in PR/Marketing/Fundraising
- 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: experience with Salesforce, Canva, Mailchimp and Wordpress.

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