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Carmichael is a leading specialist training and support body for nonprofits in Ireland. Our training, support and resources enable our members and partners to be:

* Better informed and equipped to carry out their own remits more effectively
* Aware of and able to employ best practice for good governance
* Better networked with and supported by peer organisations
* More efficient and effectively run so that they are trusted by their funders and supporters.

**Our Mission**

To work with nonprofit organisations to enhance their governance and effectiveness in delivering their objectives, by using Carmichael’s sector knowledge, experience, resources and physical space to help them achieve real and positive change for their beneficiaries.

**Our Vision**

A society where nonprofit organisations are valued and supported to achieve their goals and positively impact their beneficiaries and communities.

**Our Values**

Good Governance: We uphold and promote the principles of good governance: integrity, transparency, accountability effectiveness and leadership.

Communities of Practice: We operate as a leader across the sector to build communities of practice spreading knowledge and embedding insights into organisational performance.

Quality: We strive for the highest possible standards of professionalism and expertise in everything we do.

Responsiveness: When organisations contact us, we work with them to meet their needs. We work to understand the needs of nonprofits that contact us and respond with solutions that are practical and tailored to their specific requirements.

**JOB DESCRIPTION**

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| **Job Title:** | Administrative Assistant  |
| **Company:** | Carmichael  |
| **Location:** | Carmichael Centre, North Brunswick Street, Dublin 7. |
| **Department:** | CEO Office |
| **Place of work:** | **4 North Brunswick Street, Dublin 7** |
| **Reports to:** | Ed Murphy  |
| **Hours of work:** | 19.5 hours per week |
| **Job Purpose:** | Administration  |
| **Key Responsibilities:** | Main duties* Asist in the preparation of packs of documents for the Board.
* Support the running the Mentor Programme and Board Chairs’ Network.
* Provide administrative support on training programmes (send reminders, mark attendance, send materials and evaluation forms afterwards).
* Copy edit policies, procedures and other documents.
* Take minutes of Board and committee meetings when required Contribute to articles, blogs and resources for Carmichael website and social media.
* Maintain salesforce records.
* Contribute to an annual competitors’ analysis to identify trends, threats and opportunities .
* Coordinate the production of the Quarterly Key Performance Indicators Dashboard.
* Maintenance and upkeep of files – Governance and HR.
* Maintenance of staff timesheets and leave trackers.
* Support the organisation of marketing events and social events with resident members and staff.
* Support the CEO and Executive Assistant to CEO on special projects/initiatives (e.g. grant applications, training programmes.
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| **Requirements:** | Essential* **21 years or over and in receipt of a qualifying social welfare payment for 1 year or more or 18 years and over for certain disadvantaged groups**
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|  | Desirable* Competent in use of word, excel and powerpoint
* Strong communicator
* Organised
* Experience in administration, copy editing and/or salesforce
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| **Education/Qualifications:** | No previous training or qualifications required – QQI training will be provided on the CE scheme. |
| **Salary and Benefits:** | CE Rates |
| **Review:** | Performance and Job Description Reviewed Regularly. |
| **How to apply:**  | Through your Local Intreo Office (Social Welfare). Quote Job Reference 2248092. |
| **Closing Date for Applications:** | November 23rd 2022. |