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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 organizations
* More efficient and effectively run so that they are trusted by their funders and supporters.

**Our Mission**

To work with nonprofit organizations 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 organizations 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 organizational performance.

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

Responsiveness: When organizations 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:** | Admin Assistant |
| **Company:** | **Carmichael** |
| **Location:** | Carmichael Centre, North Brunswick Street, Dublin 7. |
| **Department:** | CE Scheme |
| **Place of work:** | Carmichael |
| **Reports to:** | Ed Murphy |
| **Hours of work:** | 19.5 |
| **Job Purpose:** | **Administrative Assistant** |
| **Key Responsibilities:** | * • Database: maintaining mailing lists, updating existing contacts on database, entering & monitoring information. Generating new contacts * . • Training and consultancy courses administration: dealing with enquiries, maintaining booking system, taking and recording bookings, sending confirmation e-mails and course reminder e-mails, making up course packs when needed, creating and collating evaluations, liaising with eLearning partner for creation of eLearning courses’ profiles. * • Liaison with trainers re logistics for scheduled courses. * • Schedule and prepare necessary items for meetings and training courses. * • Relevant general office duties: phone calls, photocopying, scanning, filing, etc. * • Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing orders for supplies * • Supports team by performing tasks related to the department and organisation |
| **Requirements:** | Essential   * **Eligibility to participate on CE is generally linked to those who are 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. Your eligibility will have to be verified by the Department.** |
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|  | Desirable   * To be an enthusiastic individual who is willing to work as part of a team |
| **Education/Qualifications:** | Essential   * NA   Desirable   * NA |
| **Salary and Benefits:** | CE Rates |
| **Review:** | Performance and Job Description Reviewed Regularly. |
| **How to apply:** | Through your local Intreo Office (Social Welfare) |
| **Closing Date for Applications and Reference number:** | **REFERENCE 2349312** |