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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:** | **Carmichael** |
| **Place of work:** | Carmichael Centre. Hybrid working and working from home options may be available after induction and probationary period.  |
| **Reports to:** | Martha Boyle, Corporate Services Officer for work related matters and Ed Murphy/Lindsey Melia for CE matters  |
| **Hours of work:** | 19.5 |
| **Job Purpose:** | **Administrative Assistant**  |
| **Key Responsibilities:** | * Using Salesforce to keep a log of general queries and event attendance.
* Scheduling and setting up meetings using Zoom and MS Teams.
* Sending email reminders prior to meetings and events.
* Drafting and editing monthly newsletters for internal circulation.
* Drafting and editing emails.
* Assisting in the preparation of documents for Board review.
* Supporting the coordination and running of the Mentor Programme, Board Chairs’ Network, and Good Governance Awards.
* Using excel to keep track of deadlines, timelines and tasks.
* Proofreading external and internal communications, policies, and other documents.
* Updating and maintaining files.
* Supporting the organisation and planning of various internal and external events.
* Supporting the CEO and Corporate Services Officer on special projects/initiatives (e.g. grant applications, webinars, events)
* Supporting the Communications Officer on content creation and gathering information as required.
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| **Requirements:** | Essential* The candidate must be 21 Years or over and in receipt of qualifying social welfare payment for 1 year or more OR be18 years and over for certain disadvantage groups to be eligible for the Community Employment Scheme.
* Have some familiarity with Microsoft Word and Excel or be willing to engage in training for both.
* Be highly organised with an eye for detail.
* Conscientious and eager to learn.
* This is a trainee position and all training will be provided
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|  | Desirable* To be an enthusiastic individual who is willing to work as part of a team
* Have some familiarity with Zoom, Salesforce, MS Teams, Outlook, Canva and WordPress
* Have prior experience working in an administrative/office-based role.
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| **Education/Qualifications:** | Essential* NA

Desirable* NA
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| **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:** | **SEE JOBSIRELAND.IE** |