



## Business Administration Internship

### Company profile:

The Rediscovery Centre is a national centre for waste education, research, innovation and enterprise development which aims to demonstrate excellence in waste prevention, reduction, reuse, recycling and recovery. Sustainability is at the core of the Rediscovery Centre, which aims to break away from the traditional views of waste and waste management systems and instead demonstrate the potential of waste resource. For more information please see [www.rediscoverycentre.ie](http://www.rediscoverycentre.ie)

Our new centre in Ballymun, the WISER LIFE project, is transforming the iconic Ballymun Boiler House into a 3D textbook; a novel interactive experience and learning environment designed to stimulate curiosity in the natural, physical and cultural environment and promote sustainable living for the circular economy. The Rediscovery Centre is very active in the field of waste and environmental education. The Rediscovery Centre offers a range of education workshops for primary and secondary school students, which focus on interactive, practical learning about environmental issues. The school workshops are linked to the national curricula and are based on hands-on enquiry and experiential learning tailored to class requirements. Workshops are offered in the Rediscovery Centre's Boiler House in Ballymun or onsite outreach workshops in schools covering topics related to science, technology, engineering and maths (STEM).

### Business Administrator Intern role:

Reporting directly to the CEO and Operations Manager, the **Business Administration Internship** role involves supporting office function by assisting with administrative tasks so that the business can operate more effectively.

### Duties may include but will not be limited to

- Verbal written and email communications on behalf of the Rediscovery Centre
- Assistance with the preparation of
  - Strategy documents
  - Funding applications
  - Presentations
  - Other communications as appropriate
- Coordination & scheduling of internal and external meetings
- Attendance at meetings & minute taking
- Support and/or management of
  - Events
  - Workshops
  - Tours
- PR and communications support inc. social media as required
- Assisting with website updates
- Finance & accounts administration
- Travel & social event management

- File management/ data control
- General admin support

**Necessary skills & Personal attributes**

- High level of attention to detail
- Strong IT skills (word, powerpoint, outlook, excel essential)
- Marketing experience
- Good oral and written communication skills
- Ability to multitask
- Flexible and enthusiastic approach to work
- Excellent numeracy skills

**Desirable qualifications/experience**

- Business qualification
- Experience in similar role or organisation

Please note discretion and confidentiality will be of utmost importance in this role

The intern would also have the opportunity to assist and participate in our other Rediscovery Centre projects.

The intern will gain practical skills in all aspects of the administration of a very varied and busy educational programme. An induction to the Rediscovery Centre, on the job training and supervision will be provided.