

## Job Description for Events and Marketing Assistant

<p><b>Job Description</b></p>	<p>The Marketing and Events team work across all programme areas within the Rediscovery Centre to coordinate external communications and to help manage events that take place at the Centre. This vacancy is the perfect opportunity for an enthusiastic individual who wishes to expand upon their knowledge across a wide range of skills and expertise.</p> <p>The Events and Marketing Assistant will be reporting to the Events and Marketing Coordinator. They will help support the development of a new website, the smooth running of events and assist in the marketing activities of the Rediscovery Centre and our clients.</p> <p>Duties will include but not limited to:</p> <p><b>Website and social media:</b></p> <ul style="list-style-type: none"> <li>• Developing content for Wordpress websites</li> <li>• Research and creation of website blogs, posts &amp; news</li> <li>• Optimising websites and driving traffic</li> <li>• Increasing social media presence</li> <li>• Continuous monitoring of website performance and statistics</li> </ul> <p><b>Creation of promotional material:</b></p> <ul style="list-style-type: none"> <li>• Content creation in line with brand standards</li> <li>• Creation of graphics</li> <li>• Creation of information leaflets</li> <li>• Developing newsletters</li> </ul> <p><b>Events:</b></p> <ul style="list-style-type: none"> <li>• Assisting at events, ranging from small meetings to conferences</li> <li>• Setting up and clearing meeting rooms for events</li> <li>• Assisting programme managers with onsite workshops and promotion when required</li> <li>• Preparation of refreshments for events</li> </ul> <p><b>Administrative support:</b></p> <ul style="list-style-type: none"> <li>• General administrative support</li> <li>• Telephone and email queries</li> <li>• Event management administration</li> </ul>
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<b>Person Specification</b>	<p>The successful applicant will have a keen interest in Marketing &amp; Event Management. The applicant will have a good working knowledge of design software. They will be a strong communicator with the ability to articulate messages clearly, listen to others, and engage people in the message being communicated. Other required skills and attributes will include;</p> <ul style="list-style-type: none"> <li>• Experience working with Wordpress websites</li> <li>• Good working knowledge of Adobe Illustrator and Photoshop</li> <li>• Ability to work independently, learn new skills and apply them within a workplace</li> <li>• Previous experience of marketing and promotions</li> <li>• Previous event management experience</li> <li>• Strong oral and written communication skills and interpersonal skills</li> <li>• Organised and ability to plan, multi-task and manage time effectively</li> <li>• Open, friendly and approachable</li> <li>• Excellent level of customer service.</li> <li>• Be able to communicate – written and verbal</li> <li>• Keen eye for detail</li> <li>• Positive attitude</li> <li>• FETAC level 6 in relevant subjects or equivalent experience</li> <li>• Full clean driving licence</li> <li>• Available to work weekends when required</li> </ul>
<b>Reporting to</b>	Rediscovery Centre, Events & Marketing Coordinator
<b>Place of Work</b>	Rediscovery Centre, Boiler House, Main St, Ballymun, Dublin 9. Candidate will also be required to work in Dublin City Centre for short projects.
<b>Hours of work</b>	40 hours per week over 7 days (to be agreed with the successful candidate) Primarily Monday – Saturday
<b>Salary</b>	€25,000 - €30,000
<b>Other</b>	Garda vetting & medical required.