

### **Events and Marketing Assistant**

<b>Job Description</b>	<p>Exciting opportunity for an Events and Marketing Assistant to join the Rediscovery Centre’s Dynamic Team. Reporting to the Centre Director, the Events and Marketing assistant will help support the smooth running of the all events within the newly developed Rediscovery Centre. Duties will include but not be limited to;</p> <ul style="list-style-type: none"> <li>• Creating and supporting campaigns for the centre</li> <li>• Supporting ongoing and new projects</li> <li>• Assisting with the management of events</li> <li>• Meeting and greeting visitors</li> <li>• Online and phone sales</li> <li>• Developing quarterly newsletters</li> <li>• Social media &amp; Website</li> <li>• Promoting company ethos</li> <li>• General administration &amp; preparing presentations</li> <li>• Commitment to the ethical and environmental ethos</li> <li>• Other Marketing and PR activities relating to the centre</li> </ul>
<b>Person Specification</b>	<p>The successful applicant will be a strong communicator with a keen interest in Marketing &amp; Event Management. Other required skills and attributes will include;</p> <ul style="list-style-type: none"> <li>• Ability to work independently, learn new skills and apply them within a workplace</li> <li>• Previous experience of marketing, sales or event management</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>• Experience of working in a customer facing environment</li> <li>• Excellent level of customer service.</li> <li>• Keen eye for detail &amp; Positive attitude</li> <li>• Knowledge of digital marketing and social media</li> <li>• Familiarity with IT systems/software (desirable)</li> <li>• FETAC level 5 in relevant subjects or equivalent experience</li> <li>• Willingness to learn and progress within the role</li> </ul>
<b>Reporting to</b>	Centre Director, CEO & Board of Management
<b>Place of Work</b>	Rediscovery Centre, Boiler House, Main St, Ballymun, Dublin 9
<b>Hours of work</b>	40 hours per week over 7 days (to be agreed with the successful candidate) Initially Monday – Saturday.
<b>Salary</b>	€24,000. Commensurate with experience
<b>Other</b>	The Rediscovery Centre is committed to the personal and professional development of all staff. Training and education will be supported. Garda vetting & medical required.
<b>Eligibility</b>	Person in receipt of Jobseeker’s Benefit (JB), Jobseeker’s Assistance (JA), One Parent Family payment (OPF) or the Jobseeker Transitional Payment