

# **Ballyfermot Community Civic Centre: Marketing & Community Engagement Coordinator (Part Time)** **(<https://www.activelink.ie/node/115510>)**

## **Marketing & Community Engagement Coordinator**

**Location:** Ballyfermot Community Civic Centre, Dublin

**Hours:** 19.5 hours per week

**Contract Type:** Part-Time

**Salary:** Minimum Wage of €13.50 per hour

**Apply by sending your CV to [manager@civiccentre.ie](mailto:manager@civiccentre.ie) (<mailto:manager@civiccentre.ie>)**  
**Closing date for applications is 31st May 2025**

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### **About Us:**

Ballyfermot Community Civic Centre is a hub for community activities, events, and local services. We are seeking a motivated and creative individual to manage and implement our marketing and social media strategy, ensuring our message reaches, engages, and strengthens our community connections.

### **Job Responsibilities:**

#### **Social Media & Content Creation:**

- Develop and implement engaging social media content (Facebook, Instagram, Twitter, LinkedIn) to foster community interaction and participation.
- Create posts, videos, and promotional materials to highlight events, services, and community initiatives.
- Monitor and actively engage with comments, messages, and discussions to build strong community relationships.
- Track engagement metrics and adjust strategies to maximize reach and impact.

#### **Community Engagement & Public Relations:**

- Actively engage with the local community to promote events and initiatives.
- Develop and maintain relationships with community groups, stakeholders, and local influencers.
- Coordinate press releases and media outreach to enhance community awareness.
- Organize and participate in community events to foster stronger connections.

#### **Website & Digital Management:**

- Update and maintain the Ballyfermot Community Civic Centre website with relevant news, events, and community updates.
- Ensure website content is clear, accessible, and engaging.
- Work with designers or developers if technical updates are required.

#### **Marketing & Promotion:**

- Develop and execute marketing campaigns for events and initiatives that encourage community participation.
- Design posters, flyers, and digital marketing materials.
- Utilize social media and digital channels to maximize promotional reach.

## Reporting & Administration:

- Maintain a content calendar for marketing and community engagement activities.
- Provide monthly reports on social media and website performance, focusing on community interaction.
- Support general administrative tasks related to marketing and promotions.

## Candidate Requirements:

- Experience in social media management, marketing, communications, or public relations.
- Strong writing, storytelling, and content creation skills.
- Experience in community engagement, outreach, or public relations.
- Familiarity with website management (e.g., WordPress or similar platforms).
- Graphic design skills (Canva, Photoshop, or similar tools) are a plus.
- Self-motivated, creative, and able to work independently.
- Passion for community engagement and local initiatives.

## Benefits:

- Flexible working hours.
- Opportunity to contribute to a meaningful community-focused role.
- Hands-on experience in digital marketing, event promotion, and community engagement.

### Region

Dublin 10

### Date Entered/Updated

8th May, 2025

### Expiry Date

31st May, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/community/115510-ballyfermot-community-civic-centre-marketing-community-engagement-coordinator-part-time>