

St. Andrew's Community Centre: Events & Communications Officer (Part Time) (<https://www.activelink.ie/node/115660>)

Applications are invited for the part-time post of Events & Communications Officer in St. Andrew's Community Centre.

Role:

Developing, planning and promoting awareness of St. Andrew's Community Centre through events and effective communication.

The successful applicant will have:

- Experience in event planning, communications, or marketing.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite and use of social media platforms.
- Experience with design tools (Canva, Adobe Suite) and email marketing platforms is a plus.
- Experience with event management software (e.g., Eventbrite) is a plus.
- Ability to multitask, manage deadlines, and work independently and as part of a team.
- A flexible approach to the work environment of a community centre and passionate about community-building, inclusion and social impact.
- A relevant qualification in Communications/Public Relations/Marketing and/or Event Management or the Arts is desirable.

This post is 18 hours per week within the office. This is an equal opportunities post. For further details and a Job Description including salary information, please ring: 01 453 0744 (tel:014530744) or email centremanager@standrewsrialto.ie (<mailto:centremanager@standrewsrialto.ie>).

To Apply:

Please send a cover letter together with a CV to: **The Centre Manager, St. Andrew's Community Centre, 468 South Circular Road, Rialto, Dublin 8.**

Envelopes/emails should be marked: Application for Events & Communications Officer to arrive no later than **5pm on Friday 30th May 2025**. Interviews will be arranged as soon as possible thereafter. Applications without a cover letter will not be considered.

Region

Dublin 8

Date Entered/Updated

15th May, 2025

Expiry Date

30th May, 2025

Attachment

Size

[Job Description for Events & Communications Officer.pdf](#) 172.81 KB