

Mercy International Association: Programme and Events Coordinator (<https://www.activelink.ie/node/116336>)



Programme and Events Coordinator

Full-time | Hybrid | Competitive Salary

Mercy International Association (MIA) is seeking a highly organised and welcoming **Programme and Events Coordinator** to join our team in Dublin city centre. This role is central to the smooth planning, delivery, and evaluation of our in-person and online programmes, which engage Mercy communities, schools, and individuals from around the world in heritage, spirituality, and justice-focused experiences.

Working closely with the Head of Heritage and Spirituality, you'll coordinate programme logistics, manage bookings and communications, support facilitators and speakers, and help provide an exceptional participant experience — whether online or within our historic Mercy International Centre.

We're looking for someone who:

- Has experience in programme coordination, event planning, or administration — ideally in hospitality, education, retreat, or heritage settings.
- Is a confident communicator, comfortable managing logistics, speaking with visitors, and supporting speakers.
- Brings strong organisation skills and attention to detail, with the ability to juggle multiple tasks calmly and efficiently.
- Has strong digital skills, including using Zoom, Microsoft Office or Google Workspace, and possibly simple design tools like Canva.
- Is warm, welcoming, and committed to providing a hospitable environment aligned with Mercy values.
- Can work flexibly and collaboratively with a small, committed team.

An understanding of or openness to the mission and heritage of the Sisters of Mercy and the life of Catherine McAuley is desirable.

If you're looking for a meaningful role where logistics meet mission, and where your hospitality and coordination skills make a difference to people from across the globe, we'd love to hear from you. The role comes with a competitive salary (35-40k) and hybrid working model.

Mercy International Association was established in 1992 with the following aims:

- To foster unity among the Mercy communities worldwide and to increase awareness and experience of the interdependence of these groups;
- To facilitate collaboration among Mercy communities in addressing root causes of needs and injustices experienced locally but with global causation;
- To encourage and nurture Mercy values and to promote the flourishing of the Mercy charism in services operated in the name of Mercy;
- To restore and maintain the founding House of Mercy, now known as Mercy International Centre (MIC), reopened in 1994 as a place of pilgrimage and research.

To apply:

Please send your CV (confirming you are legally permitted to work in Ireland) to riawhite@mercyinternational.ie (<mailto:riawhite@mercyinternational.ie>)

Closing date: 11th July 2025

Region

Dublin / Hybrid

Date Entered/Updated

23rd Jun, 2025

Expiry Date

11th Jul, 2025

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