

Castlerea Community & Family Resource Centre: Project Administrator (<https://www.activelink.ie/node/116345>)



Castlerea Community & Family Resource Centre

Applications are invited for the post of:

Project Administrator

The ideal candidate should have:

- Relevant qualification at minimum QQI Level 5, for e.g. Advanced Certificate in Administration, Business Administration or similar qualification
- Office management experience, organisational and secretarial skills
- Experience of working in reception and administration
- Information Technology skills and experience with Microsoft Office
- Ability to communicate effectively with people and provide information using a range of communication methods including social media and newsletters.

This position is 21 hours per week.

To request further information, please contact:

Email: castlereacfrc@gmail.com (<mailto:castlereacfrc@gmail.com>)

Applications to be made via CV and Cover Letter.

Closing date and time for receipt of applications is 2nd July 2025 at 5pm

Interviews will take place the week of the 14th July 2025.

This project is an equal opportunities employer.

This position is funded by TUSLA Child and Family Agency.



Region

Co Roscommon

Date Entered/Updated

23rd Jun, 2025

Expiry Date

2nd Jul, 2025

Source URL: <https://www.activelink.ie/vacancies/community/116345-castlerea-community-family-resource-centre-project-administrator>