

Down Syndrome Ireland: Office Intern ^[1]

We are looking for an intern that can work in our small friendly fundraising team for a few days per week, we will work around hours that suit you. This is our busiest time with running a number of fundraising events.

The role will include some packing, imputing information on our internal systems, using the phone, attending some of the events and general office duties.

- People Person
- Outgoing
- Good English
- Efficient
- Good Computer skills – word/excel/power point

Please e mail kathleen@downsyndrome.ie ^[2] or phone 01 5632456

Region: Dublin 12

Expiry date: 24/11/2017

Date 27/10/17

Entered/Updated:

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Links

[1] <https://www.activelink.ie/content/community-exchange/volunteering/33601>

[2] <mailto:kathleen@downsyndrome.ie>