COMMUNICATIONS ASSISTANT
FIXED TERM CONTRACT x 1 year

Purpose of Role
The Communications Assistant plays a crucial role in the Communications Team by executing the communication strategy to promote all aspects of SPMS work across all media channels as well as through our publications and events.

All duties within this role will be carried out in agreement with SPMS vision, mission, and values.

Key Duties will include the following:

General

- Work with the Editor on St Patrick’s Missionary Society publications.
- Assisting with production of all SPMS publications (includes Africa Magazine and the following Occasion Cards, Society Calendar, international, promotional printed material, society memoirs, letterheads, funeral booklets)
- Prepare and write content for SPMS social media channels and the Society website.
- Be able to utilise graphic design tools for a range of publications and communications materials in line with the visual identity guidelines, to include establishing requirements, managing the graphic design and print process and proofreading.
- Implementing a range of digital communication campaigns and assisting with reporting on same.
- Working knowledge of website building and content publishing platforms for example Wix, WordPress, hootsuite/buzzsprout.
- Be able to use content creation tools including video recording, event photography, nonlinear video and audio editing software and strong production skills.
- Provide administration support to the Editor in the Communications Office.
- Undertake allocated research that will support the communication ethos of the Society.
- Input into certain editorial articles for Africa magazine in conjunction with the Editor.
- Involvement in producing artwork for periodic articles and promotional material for the Society.
- Distribute Society communications via the social media and SPS contact list.
- Maintain the SPMS contact list database (emails and mobile numbers).
- An awareness of GDPR and the regulations regarding confidentiality and consent.
- Work with the Editor on responding as appropriate to social media messages.
- Ensure that all video and streaming services are set up when requested by the Society.

Qualifications & Experience

Essential

- A graduate with Level 7/8 qualification in Communications/Graphic design/Digital Marketing or an equivalent course.
- Proficient in Creative Cloud (InDesign, Photoshop etc) and MS Office Packages
- Experience in web-based content management systems, email marketing systems and various social media platforms and other related tools.
- Demonstrates ability on using content creative tools.
- Demonstrates excellent communication skills (verbal and written).
- Experience of managing websites and social media channels.
Desirable:

• At least one years’ experience in a graphic design/communications role.

Closing Date for Application: 3rd November 2023

Interested candidates should submit a CV and covering letter addressed to Dearbhail McKee, HR Manager at 059 6484434 or email hrmanager@spms.ie

St Patrick’s Missionary Society is an inclusive employer.