

Specialisterne Ireland: Voluntary Worker **(<https://www.activelink.ie/node/110437>)**



Job Advertisement: Voluntary Worker / Volunteer

Are you passionate about making a difference? Do you have skills in administration, WordPress, social media content creation, and CV writing? At Specialisterne Ireland, we are dedicated to making a difference in the lives of our neurodivergent candidates by helping them stand out in the digital world and on paper. We are looking for a motivated and experienced **Volunteer** to support our growing organization. This is a fantastic opportunity to contribute to meaningful work while enhancing your own professional experience.

Position: Voluntary Worker

Location: Remote/Hybrid

Commitment: Flexible/10 hours per week, initially

Start Date: Immediate

Key Responsibilities:

- **Administration:** Provide general administrative support, including data entry, email correspondence, scheduling, and document management
- **WordPress Management:** Update and maintain our WordPress website, ensuring content is up-to-date, engaging, and accessible
- **Social Media Content Creation:** Develop and schedule compelling content for our social media platforms (Facebook, Instagram, LinkedIn, etc.), focusing on engagement and increasing our online presence
- **CV Writing & Career Support:** Assist individuals by providing feedback on their CVs, helping them present their skills and experience effectively

Requirements:

- Proven experience in **Administrative tasks**
- **WordPress proficiency:** Experience in website updates, basic design, and content management
- Strong knowledge of **social media** platforms and content creation tools
- Excellent writing skills, particularly in **CV/resume writing** and editing
- Ability to work independently, with good time management and organizational skills
- A passion for helping others and a commitment to making a positive social impact

What We Offer:

- A chance to work with a dynamic and supportive team
- Opportunities to enhance your skills in digital media, administration and career advice
- Flexible hours to accommodate your schedule
- A reference upon completion and recognition for your contributions

How to Apply:

If you're ready to contribute your skills and grow your experience while making a real difference, we'd love to hear from you. Please send your CV, along with a brief cover letter outlining your experience and why you're interested in this role, to hilary.martin@specialisterne.com (<mailto:hilary.martin@specialisterne.com>)

Region

Remote / Hybrid

Date Entered/Updated

23rd Aug, 2024

Expiry Date

23rd Oct, 2024

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