

Irish Environmental Network: Membership & Network Assistant **(<https://www.activelink.ie/node/115010>)**



Membership & Network Assistant

Location: The Macro Building, 1 Green St, Dublin 7 (Office-based/Hybrid options) **Organisation:** Irish Environmental Network (IEN)

Contract: Full-time 2-year Contract (35 hours)

Salary Band: €29,115-€36,576

Reporting to: Communications Officer

About the IEN

The IEN is a network of 38 national environmental non-governmental organisations (eNGOs) that work to protect and enhance the environment and to place environmental issues centre stage in Ireland and internationally. The secretariat works to support members and our advocacy coalition - the Environmental Pillar.

Overview of the Role

The Membership & Network Assistant will work as part of a small, energetic team to support our network engagement, communications, learning and relationship development activities. You will play a key role in delivering on the IEN's mission to facilitate, support and build capacity among eNGOs. This role requires collaboration across all teams within the IEN.

Qualifications and Skills:

Education: A degree or diploma in communications, marketing, event management, business administration or relevant field, or equivalent work experience.

Skills required:

- Excellent organisational and multitasking abilities.
- Strong communication skills, both written and verbal
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)

Desirable skills and experience:

- Experience with social media platforms and online event and communications tools (e.g., Zoom, Eventbrite, Canva, WordPress, Mailchimp/Constant Contact) is a plus
- Some experience in working within a network, event planning or administrative support is beneficial but not required

What We Offer

This role offers the opportunity to join a dynamic organisation and to work with a diverse coalition of leading Irish eNGOs. The role may be office-based in Dublin or hybrid. Attending in-person events and meetings will be expected.

Other benefits include:

- A 5% employers' matched contribution to a company contributory pension scheme
- Generous annual leave of 25 days
- Further Education / Training opportunities
- Time off in Lieu (TOIL) policy
- Travel (bike-to-work schemes/tax saver commuter tickets)
- The IEN offices are located centrally in Dublin 7, close to lively Capel Street and only 5 minutes from the Luas.

See full job description **HERE** (<https://ien.ie/category/job-vacancies/>). The IEN is an equal opportunities employer. We celebrate diversity and are committed to building an inclusive and supportive environment for all employees.

To Apply:

Please send your CV and covering letter by email to: jobs@ien.ie (<mailto:jobs@ien.ie>)

Deadline for applications: **5 PM Wednesday, 30 April 2025**

Region

Dublin 7 / Hybrid

Date Entered/Updated

10th Apr, 2025

Expiry Date

30th Apr, 2025

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