

May 2023

Skilled Volunteer EVENT COORDINATOR Role

This is an exciting opportunity over the summer, for suitable persons seeking to make a key and lasting contribution across Ireland with a new faith-focused organisation.

As a new startup organisation in Ireland, we're looking for an organiser to help us deliver a good quality national public launch in Dublin 21Sep23, as our **Event Coordinator**.

Below is an outline **description of this role**, now open to suitable candidates:

1. Working with the CEO and some of the Board of Directors (listed below)
2. Initially a few hours per week Jun-Jul picking up Aug-Sep this year
3. Supporting all aspects of the launch from front-of-house to back-office support
4. Ensuring attendees register in advance and dealing with any queries arising
5. Implementation on the day before; day of and day after the launch
6. Thank yous and all follow ups arising from the launch itself

Skills and experiences for this role incl the following:

- As a event organiser or administrator in a hospitality context preferably
- Strong PC skills with G Suite/MS O365 and social media etc.
- Good people person and strong communicator in person, on calls and in writing
- Experience with Mailchimp and Wordpress ideally but if not a quick learner
- Experience tracking actual spend against budget on a spreadsheet
- A "can-do" attitude and the ability to complete tasks well with minimal supervision required

While the above volunteer role description is indicative only, we're confident that we can fit this role in around an individual's week-to-week personal circumstances or professional full-time role. Might even suit someone who's currently out of the work force or taking time out, but keen to keep their skills up to date.

This is a volunteer role that CAP IRL does not have the budget to fund and so no paid staff to cover the role. We are able to cover expenses and sundry costs agreed in advance, while volunteering for CAP.

Volunteers would need to appreciate the nature of CAP's sensitive work with vulnerable persons, many of whom are in crisis affected by problem debt. Also our <https://www.capireland.ie/statement-of-faith/>

Should you be interested in applying, please contact alan@capireland.ie to set up a call to have a chat, as we are flexible re the above outline details.