

We are now recruiting for:

Communications & Social Media volunteer

**ROLE TITLE:** Communications & Social Media Volunteer

**REPORTING TO:** Volunteer & Communications Manager

**LOCATION:** Chapelizod Industrial Estate, Dublin 20

**PURPOSE OF ROLE:**

Camara Education is an Irish registered Charity dedicated to improving education through technology. This role will effectively drive Camara's communications and public relations strategy to increase brand awareness and highlight Camara's activities in Africa, Ireland and Haiti.

**KEY TASKS:**

- Assist in the implementation of Camara's communication strategy
- Support the production of the Camara Annual Report
- Draft press releases and news articles for internal and external publication
- Manage and grow Camara's online presence through social media platforms
- Manage Camara's public relations calendar, organising press events, and liaising with key media contacts
- Liaise with internal departments and assist with their communications needs
- Coordinate Camara's Quarterly Newsletter, collecting relevant material, editing and ensuring timely distribution by email.

**DESIRABLE SKILLS, KNOWLEDGE, EXPERIENCE:**

- Marketing and/or public relations qualification.
- Excellent copywriting skills.
- Ability to drive new ideas through to completion
- Experience in marketing or communications
- Excellent written/verbal skills - a confident and proactive communication
- Proficiency in Microsoft Office
- Excellent organisation and administrative skills
- Enthusiasm and commitment
- Ability to work autonomously
- Fluent English
- Enthusiasm and commitment to Camara
- Flexible approach to tasks
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**TIME COMMITMENT:**

20-30 hours per week for 6-9 month - flexible for the right candidate.

**APPLICATION:**

CV and cover letter to [stephanienolan@camara.org](mailto:stephanienolan@camara.org)

**CLOSING DATE:** Friday February 24th

**START DATE:** March 2017