

Positions which regularly come up are:

Administrative Assistant

As Administrative Assistant you will experience how a dynamic and fast-paced NGO operates. You will have responsibility for the administration function of our business, including clerical tasks such as word processing, data entry, collating, emailing and filing; answering telephone, taking messages and dealing with routine queries and correspondence as well as managing the invoicing process and liaising with volunteers on specific projects.

Technology

As a technology volunteer at Camara, you will serve as a technical resource in troubleshooting problems for staff, and computer-related issues. Interns also provide comprehensive system support, configuration and maintenance to Camara's IT infrastructure. We provide a unique opportunity to gain advanced hands-on experience in the fields of systems, security and network administration. You will have the opportunity to get involved in various IT projects and explore and learn systems administration best practices.

Communications

This role involved assisting the Volunteer & Communications Manager with the following - the production of the Camara Annual Report; drafting press releases and news articles for internal and external publication; managing and growing Camara's global online presence through social media platforms - liaise with Africa Sales & Marketing Manager regarding social media channels in Africa

Media and Design

Activities include designing media campaigns for print and online advertising, developing web content, designing and assembling press packs, writing and designing fundraising materials for Camara.

Marketing and Fundraising

Increase Camara's presence in Ireland and the international community through innovative outreach activities. Help build relationships with potential key partner organisations both in Ireland and internationally. Assist in the planning and coordination of Camara fundraising events out activities.

Research

Research Irish and UK Trusts and Foundations/Corporates with interests in education, overseas development, disadvantaged communities etc. in line with Camara's objectives. Over the course of the volunteer placement you will have the opportunity to learn how a medium sized NGO operates and the inherent challenges that it faces when working in a developing country.

Business Development

Assist in developing new channels and managing existing channels for sourcing computers. Contact IT departments to generate interest in using Camara as their IT disposal service and send marketing material to the decision makers as a follow up. Provide customer service to existing clients in terms of establishing disposal needs, agreeing a quote, arranging collections and sending data erasure and recycling certification. This certification is sent to organisations and private individuals who donate equipment.

For more information, email Stephanie at stephanienolan@camara.org or call +353 1 652 2668