

### **INTERN ROLE PROFILE**

<b>ROLE TITLE:</b>	Executive Assistant to CEO
<b>ROLE TYPE:</b>	Unpaid volunteer placement
<b>REPORTING TO:</b>	Camara Education CEO
<b>LOCATION:</b>	Chapelizod Industrial Estate, Dublin 20
<b>WHEN:</b>	Mid-January for min. 3-6 months, 20 hours per week

#### **ABOUT CAMARA:**

Camara Education is an international educational organisation dedicated to delivering real impact through technology by inspiring and empowering a young generation to improve their own life opportunities. Our mission is to transform education using technology to empower disadvantaged students. Our vision is a world-class technology-enabled education accessible to all.

#### **PURPOSE OF ROLE:**

We are looking for a dynamic individual to join the Camara team to provide support to our CEO and also to offer finance admin support to our finance department. This will include managing external communications, providing administrative support and event management.

#### **KEY TASKS:**

- Handling sensitive and confidential information
- Assisting in preparing board reports
- Finance admin support - preparing invoices etc
- Preparing PowerPoint presentations
- Screening and dealing with emails and phone calls
- Managing relationships in confidence on behalf of the Directors including clients, staff and external parties
- Complex diary management
- Coordinating travel arrangements
- Other ad hoc duties as required

#### **PERSON SPECIFICATION:**

The ideal candidate will be enthusiastic and confident with strong interpersonal communication skills. Self motivated with a proactive attitude to implementing solutions and problem solving.

**ESSENTIAL SKILLS, KNOWLEDGE, EXPERIENCE:**

- Ability to multitask and to use initiative
- Responsive and flexible approach to work, with a “can-do” attitude
- Friendly, positive and trustworthy individual
- High level of conscientiousness and confidentiality
- A keen eye for detail and accuracy
- Proficiency in MS Word, Excel and PowerPoint is essential
- Fluent English speaker

**HOW TO APPLY:**

Please send a CV and cover letter to [stephanielenolan@camara.org](mailto:stephanielenolan@camara.org) by 08.01.18