



INTERNSHIP OPPORTUNITY

Online Communications Coordinator

Job Title:	Online Communications Coordinator
Reporting to:	Chief Executive Officer
Position type:	9-month Internship under National Internship Programme (JobBridge)
Location:	Based in Dublin

NB - Applicants must qualify for the National Internship Programme – JobBridge
www.jobbridge.ie

JOB PURPOSE

This internship is to help Paralympics Ireland develop its online communications channels in the build-up to the London 2012 Paralympic Games.

The successful applicant will be responsible for Paralympics Ireland's website, Facebook, Twitter and YouTube channels.

Subject to performance, he/she may be offered the opportunity to work as part of Paralympics Ireland's Media Team at the London 2012 Paralympic Games.

KEY TASKS

- Coordinating/developing Paralympics Ireland's online channels in the lead-up to the London 2012 Paralympic Games
- Proactively publicising all activities to the online support base and maximising engagement
- Liaising with Paralympics Ireland's communication staff as required
- Preparing monthly online communication data reports
- Subject to performance, coordinating all Paralympics Ireland online communications at the London 2012 Paralympic Games (29 August to 9 September 2012)

ESSENTIAL REQUIREMENTS

- 3rd level qualification or equivalent in I.T. / Communications
- Proven project management skills.
- Excellent written, verbal and presentation skills.
- Proficiency in WordPress, Facebook, Twitter, Youtube, Microsoft Office and IT analytics.
- Proven time-management skills, including the ability to set deadlines and prioritise work.
- An addiction to social networking sites and all things web-related
- Ability to work alone as well as part of a team
- Satisfactory Garda Vetting

DESIRABLE REQUIREMENTS

- An understanding and passion for sport (particularly Paralympic sports)
- Good people and communication skills
- Experience of working in an elite sports environment.

Internship Details

Employer:	Paralympics Ireland
Contract Type:	Fixed term internship contract for 9 months from the date of commencement.
Probationary Period:	6 weeks from the date of commencement
Payment:	By the Dept. of Social Protection under the terms and conditions of the JobBridge Programme.
Hols:	16 days plus Public Holidays
References:	Two references appropriate to the position
Closing date for Applications:	6 February 2012

Are you eligible to participate in the JobBridge scheme?

- 1) You should be in receipt of a live claim (Jobseekers Allowance/Jobseekers Benefit/Signing for Credits) on the Live Register, or;
- 2) You should have been in receipt of Jobseekers Benefit, Jobseekers Allowance or signing for Social Insurance Contribution Credits for a total of 3 months (78 days) or more in the last 6 months (NB - the 3 months (78 days) do not have to be consecutive).

(See www.jobbridge.ie for more information)