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**COMMUNITY EMPLOYMENT POSITIONS**

**These are developmental opportunities, no experience necessary. Accredited training will be provided to support your career.**

**CES-2237735 Office Support Worker - Kerry Volunteer Centre - NEWKD**

**Duties:**

* To respond to requests for advice, support and information
* To proactively engage with and register Volunteers
* To enable community and voluntary groups to access the Garda Vetting Service.
* To deliver presentations in relation to Kerry Volunteer Centre and represent the centre at events
* To work closely with the KVC team to enhance the services of the centre and meet the targets set out in work plans

##### **CES-2238153** **Ware House Worker- Vincent Distribution Centre – NEWKD**

**Duties:**

* Moving boxes & bulky items
* Sorting Donations
* Keeping general area clean and tidy and safety hazard free
* Other duties as required

**CES-2237733 Maintenance Person John Mitchel’s GAA**

**Duties:**

* field work
* cleaning dressing rooms
* spraying
* general maintenance duties as required
* Some evening work involved

**CES-2238155 [Caretaker/ Cleaner Rahoonane Community Centre](https://employer.jobsireland.ie/Job/Index/2161334)**

**Duties:**

* Painting, general external/internal repairs, garden and shrub maintenance, rubbish collection inside and outside the building, cleaning.
* Open up and lock up for groups using the centre during the week
* Cleaning of all offices and rooms when required
* Washing and vacuuming of floors when required
* Setting up rooms for meetings/groups
* Some manual handling eg. Maintaining water supply to the offices

**CES-2238157 Care taker position Arlington Lodge (Novas Initiatives) – NEWKD**

**Duties:**

* Cleaning
* Tidying
* Washing Floors
* General maintenance of premises as required
* Painting

**CES-2238159** **Horizons / Ardfert Christian Media Trust, Diocese of Kerry**

**Production Assistant**

**Duties:**

* General administration
* Updating Diocese of Kerry website
* Editing recorded material for `Horizons’ radio programme
* Preparing voice-overs and interviews
* Recording and editing programme segments
* Researching relevant topic linked to faith and spirituality
* Maintaining records
* Contributing ideas for `Horizons’ and the website
* Other duties as required

**CES-2238160** **Accounting Assistant – NEWKD**

**Duties:**

* All aspects of keeping orderly financial records
* Preparing and updating spreadsheets (Excel)
* Photocopying, Filing & Scanning
* Performing Manual Accounts
* Computerised Accounts
* Linking with full-time administrative worker
* Other duties as required

**CES-2238161 Administrative Assistant – NEWKD**

**Duties:**

* Provide Admin Support to officers as requested
* Assist with filing
* Course Work
* Workshops
* Information events
* Actively assist with the organisation of Community Projects including Play events
* Demonstrate an understanding of the importance of confidentiality in the workplace
* Basic IT Skills and ability to communicate essential

##### **CES-2238165 Receptionist / Secretary NEWKD**

**Duties to include:**

* answering telephone
* taking messages
* logging and transferring calls
* meeting and greeting members of the public
* dealing with client queries
* typing
* photocopying
* general office duties as required
* Knowledge of Microsoft Office.

**Please send CV's to Pam Dillane, CE Supervisor, NEWKD,**

**Aras an Phobail, Deans Lane, Tralee, Co. Kerry.  Email:** **pameladillane@newkd.ie** **Please check your eligibility for Community Employment with the DEASP before applying for a position.**

**Closing date for applications is the 25th of August 2022**

