

Role Description

Communications Intern

Purpose of Role:

The ALONE Communications intern will assist the Communications and Campaigns Coordinator with all aspects of communications, advertising and marketing. The ideal candidate is energetic, hard-working, social media and web-savvy, and brimming with ideas about creative ways to engage audiences in ALONE's mission. The successful intern will gain hands-on experience in many aspects of communications while helping with a wide range of projects, while also gaining a good understanding of an independent non-profit organisation.

Key responsibilities:

- Collate relevant case studies from older people and volunteers.
- Support with the writing and distribution of quarterly newsletter as well as monthly updates to volunteers
- Update of web and social media as relevant
- Google AdWords
- Media monitoring
- Recording and filing of research documents, news items and ALONE coverage
- Recording of relevant Communications Statistics
- Ensure staff are familiar with and adhere to ALONE brand guidelines
- Carry out surveys/research projects with volunteers and older people
- Assist with planning and promotion of communications events
- Research and develop position papers around the key issues facing older people.
- Assist with communications admin as appropriate

Qualification/Skills Required:

- Qualification in communications, multimedia, public relations or journalism an advantage
- Highly motivated person with a keen interest in older people's issues.
- Proficient with on-line communications.
- Flexible, open and dependable
- Strong interpersonal, written and verbal communication skills

- Ability to work on own initiative
- High level of attention to detail
- Knowledge of video editing tools while not a requirement, would be desirable.

Other information:

- Attend team away day – brainstorm across three functions
- Team meetings – every 2 weeks
- PR meetings – every 3 weeks
- Ensure accurate and up-to-date records are maintained and handover of duties/projects is completed at the end of placement

Places of work:

You will be based at our head offices at Pleasant Street except when duties assigned are of an Outreach Nature (please note expenses incurred for travel and other sundries will be reimbursed with all relevant receipts received)

Hours of work: (3 Days) – 6 Month contract

9am-5pm Monday – Friday (negotiable)

Support and Supervision:

You will receive a full Induction into the Organisation and each specific department prior to undertaking any duties. Your input will be valued and welcomed as a “fresh pair of eyes” and where possible we encourage you to make suggestions and provide feedback to staff. An assigned Mentor will be available to provide support and supervision during your placement and to review with you on a regular basis any concerns or issues arising.

Applications by email to include CV and covering letter to: Maoiliosa.k@alone.ie

Please note the above duties are not exhaustive and a level of flexibility is required in this role.