

Events & Volunteer Associate

The Pro Life Campaign is seeking a highly organised, energetic and people-focused Events & Volunteer Associate to help coordinate our programme of events and strengthen our grassroots network across Ireland.

CONTRACT	SALARY	LOCATION
6 months	Negotiable	Hybrid

The Role

The role will involve organising conferences, public meetings, fundraising events, training sessions and other Campaign activities, from planning and logistics through to promotion and follow-up.

The successful candidate will also build strong relationships with supporters and volunteers, helping them to engage with the Campaign and develop grassroots activity in their communities.

Duties Include

- Plan and coordinate Pro Life Campaign events and activities.
- Liaise with venues, speakers, suppliers, volunteers and local organisers.
- Support the promotion of events through email, social media and other channels.
- Develop and maintain relationships with supporters and grassroots groups.
- Encourage and support local volunteer activity and community engagement.
- Assist with fundraising events and supporter mobilisation.
- Maintain accurate event, volunteer and supporter records.
- Work as part of a team to organise events, and to advise on and implement volunteer development strategy.
- Maintain and grow the volunteer database.
- Contribute to the wider work and objectives of the Pro Life Campaign.
- Provide some administrative assistance to the CEO, as required.

Skills and Qualifications

The successful applicant should be someone who is organised, personable, enthusiastic and proactive, with excellent communication and interpersonal skills. Experience in event organisation, community development, campaigning or volunteer coordination would be an advantage.

The role would suit someone who enjoys working with people, building relationships and turning ideas into well-run, successful events.

The successful applicant should be positive, enthusiastic and goal-oriented. A genuine commitment to the pro-life ethos and objectives of the Pro Life Campaign is essential.

How to Apply

If you are interested in applying for this position, email a letter of interest together with your CV to:

jobs@prolifecampaign.ie

Pro Life Campaign, prolifecampaign.ie