



West Wicklow Community Employment



#CES-2402801



Kiltegan, Co. Wicklow, W91 Y38W



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



12/08/2025



23/09/2025

How to register your interest

To register your interest, take note of the scheme reference number and contact an Employment Personal Advisor (EPA) in your [local Intreo Office](#)



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Desktop Publishing Research Admin Assistant (Kiltegan)

Application Details

Eligibility to participate on CE is generally linked to those who are 21 years or over and in receipt of a qualifying social welfare payment for 1 year or more or 18 years and over for certain disadvantaged groups. Your eligibility will have to be verified by the Department.

To register your interest you can contact an Employment Personal Advisor (EPA) in your local Intreo Centre.

Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

The Desktop Publishing/Research Administrative Assistant will facilitate a wide variety of administration functions for WWCE. Duties will include:

- 1) Desktop Publishing: Production of Community Newsletter including graphics edits and production of print materials.
- 2) Assist in the day to day office activities: filing and archiving, letter writing and general administration tasks assigned.
- 3) Working with groups to archive historical material and produce outputs.
- 4) Updating and maintenance of social media pages.

The successful candidate must be an enthusiastic team player and have a strong work ethic. Must also have strong Microsoft Word, Excel, Outlook experience and be able to use the internet confidently. Must be reliable, honest and trustworthy.

Excellent training opportunities and mentoring will be provided for the right candidate.

- **Sector:** administrative and support service activities