

J

 Coshlea Community Employment Ltd

 #CES-2427007

 OUR LADY'S DAY CARE CENTRE,
Ballylanders, Co. Limerick, V35 HE40

 No of positions : 1

 Community Employment Programme

 19.5 hours per week

 [Community Employment Programme Rates](#)

 23/01/2026

 06/03/2026

Community Secretaries

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.

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

Job Description

Duties

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

Duties to include basic computer skills, filing, photocopy, parish newsletter and any other duties required by the community.

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



Open your camera
app & point here
to view this ad
online

