



 Company Details Confidential

 #JOB-2429193

 AARC (MANAGEMENT CONSULTANTS) , 31

Mespil Road, Dublin 4, D04 Y9Y7

 No of positions : 1

 Paid Position

 40 hours per week

 To be Confirmed

 16/01/2026

 13/02/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : hr@aarcconsultancy.com



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



Communication & Events Assistant

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Job Title: Communication & Events Assistant (Junior Profile)

Location: Remote work

Job Type: Part-time

Duration: January- December 2026

Reports To: Team Leader and Communication Manager

About the Role

We are looking for a motivated and detail-oriented Communication & Events Assistant to support our team in delivering impactful internal and external communications, and in organizing engaging online and in-person events. This is a great opportunity for a junior professional or recent graduate to gain hands-on experience in a dynamic, international environment.

Key Responsibilities

Communications Support

Help manage the functional email inbox, routing incoming messages and executing external communications under the guidance of the Team Leader.

- Assist in updating stakeholder database and support preparation of outreach and branded materials.

Support the execution and follow up of communication campaigns.

Events Organisation

Provide logistical support for the planning and execution of online and on-site events.

- Assist with the development of event-related materials and preparations.

Support event promotion and registration management.

Contribute to the smooth delivery of events and assist with post-event follow-up and evaluation.

Requirements

Type of degree: Communication, International Studies, Event Management, Marketing, or a related

field.

General experience

At least 3 years of post-graduate professional experience in: Project communication strategy and implementation.

- Awareness raising campaigns and events.

Previous experience in the context of EU-funded projects would be considered an asset.

Skills:

Strong writing and editing skills

Excellent organizational skills and attention to detail Proficiency in Microsoft Office Suite.

Familiarity with Canva, Envato or other editing programs. Familiarity with Webex.

Team player with a proactive, can-do attitude and willingness to learn Language: good command of the English language

- This vacancy is suitable for Remote/Blended working
- **Sector:** administrative and support service activities

Career Level

- Entry Level