



The Liberties Community Project (SICCCA)



#CES-2446024



90 Meath Street, Dublin 8, D08 TPH9



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



05/05/2026



16/06/2026

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](#)



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



IT & Social Media Assistant

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:

- Post The Liberties Community Project's social media content on a variety of platforms including- Facebook, Instagram and Twitter.
- Work with The Liberties Community Project's team to plan and develop an updated social media plan.
- Respond to queries and comments submitted through social media platforms in a timely and professional manner.
- Design posters and content for social media.
- Maintain the Liberties Community Project's website (www.thelibertiescommunityproject.ie) and content.
- Provide assistance to staff with their general IT needs.
- Liaise with external IT company regarding new users, IT issues and general IT matters.
- General office and administrative tasks.
- Using Microsoft and online software packages.
- Otherwise assist as directed.

For further information contact us on 01 4536098 or email:

Mmoynes@thelibertiescommunityproject.ie

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