



Listowel Area CE Project



#CES-2454497



The Square, Listowel, Co. Kerry,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



22/06/2026



03/08/2026

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



Office Administration Assistant - Listowel Writers Week

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.

Start date: Immediate

Duties to include: Public relations, general database administration and ongoing updating, assist with marketing initiatives to promote Listowel area, schedule meetings and minute taking, financial record keeping, Digital marketing and social media management (training will be provided). Report to and work directly with the executive of Listowel Writers Week.

Location: Listowel Writers Week

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