



ST. JOSEPH'S COMMUNITY EMPLOYMENT



DEVELOPMENT PROGRAMME (C.E.D.P.)

LIMITED



#CES-2457387

Clogher Historica Society, St Macartan's Col,



Mullaghmurphy, Monag, Co. Monaghan, H18

X704



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



09/07/2026



20/08/2026

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](#)



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Administrative 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.

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Job Description

Duties

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

Welcome visitors, answer phone calls, emails, and general enquiries about the society's work and events.

Maintain membership records, process applications, and send out newsletters or updates.

Assist with filing, data entry, photocopying.

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