



KILLORGLIN COMMUNITY COUNCIL



#CES-2459519

CASTLEISLAND CHAMBER ALLIANCE, Aras



Carnegie, Castlevew, Castleis, Co. Kerry, V92
E73C



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



22/07/2026



02/09/2026

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



Coordinator (Castleisland Chamber)

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.

Co Ordinator Chamber Alliance Castleisland

Excellent Communication & Organisational Skills

Good Knowledge of Microsoft Office

Dealing with phone calls, emails etc

Taking Bookings, Marketing Hot Desking Spaces,

Updating Database on Membership to Chamber

Updating Social Media and Castleisland Chamber Website

Ordering supplies for office and building

Keeping Office and Building surrounds tidy

Ability to work on own Initiative

Attending Meetings and Events

Knowledge of Castleisland Area

For further information email CV to: killorglincommunitycouncil@eircom.net or Phone 066 9761595

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