



Youghal Community Services Ltd



#CES-2467146

YOUGHAL CHAMBER OF COMMERCE,



Market House, Market Sq, Youghal, Co. Cork,
P36 KX68



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



02/09/2026



14/10/2026

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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Youghal Chamber of Tourism & Development. Tourism Assistant/Office Administrator

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.

Duties to include supporting visitor services and day-to-day office operations. The role involves welcoming visitors, providing information on local attractions and events, handling enquiries in person, by phone and email, and carrying out general administrative duties such as record keeping, correspondence, and maintaining information displays. Please submit CV to Youghal Community Services Ltd, Enterprise Centre, Emmett Place, Youghal, Co Cork. Contact Linda 0874426649 or email csyoughal@gmail.com

- **Sector:** information and communication