



Cooley Community Projects Ltd



#CES-2468202



The Dolmen Centre, Omeath, Co. Louth,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



08/09/2026



20/10/2026

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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Administration

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.

Answering phones, typing and filing. Meeting and greeting visitors and general office duties.

Participants would be working in the Dolmen Centre, Omeath

Computer skills and local area knowledge would be beneficial

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