



Avoca Community Employment



#CES-2471727



ROMAN CATHOLIC CH, St Joseph's, Dublin
Road, Arklow, Co. Wicklow, Y14 VY93



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



24/09/2026



05/11/2026

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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Avoca Parish Admin 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.

General Admin duties including Front of house Reception and phone enquiries in Parish office. Preparing parish newsletter and advertisements for Church noticeboard. Assisting in fundraising events. Ensuring Health & Safety awareness and any other duties required.

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