



Graiguecullen / Killeslin Parish Co. Ltd



#CES-2472489



Carlow Tourist Info Off, College Street, Carlow,
Co. Carlow, R93 H738



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



29/09/2026



10/11/2026

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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Carlow Tourism Digital Marketing and 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.

Role Overview

The Digital Marketing and Administration Assistant will support the Chief Executive Officer and staff of Carlow Tourism in delivering a broad range of promotional and administrative activities. The role combines digital marketing including social media, website and digital campaigns along with general office administration and marketing support. The role will assist in the smooth operation of Carlow Tourism's programmes and services.

Principle Duties

Digital Marketing

- Assisting with the development and updating of the Carlow Tourism website, including AI functionality.
- Preparation of reports on the performance of social media platforms and website activity.

Administration Support

Assistance to the CEO and staff of Carlow Tourism for administration duties including but not limited to:

- Developing and maintaining databases (members, partners, media, etc.).
- Sending bulk and targeted emails using Microsoft Office 365.
- Carrying out photocopying, filing and other day-to-day office tasks.
- Reception and information desk duties: handling phone and email enquiries, greeting visitors and providing accurate tourism information.

- Providing administrative and marketing support to the CEO for Carlow Tourism events and festivals.
- Assisting with event planning, logistics and coordination of suppliers, venues and stakeholders.
- Supporting on-site delivery of events and festivals when required.

Knowledge, Skills & Abilities Preferred

Proficiency in the use of the following:

- Word processing
- Databases
- Spreadsheets
- E-mail
- Internet
- Microsoft Office 365

Knowledge of the website programme, Wordpress, and graphic programme Canva would be a distinct advantage. Excellent attention to detail and accuracy required.

Character & Personal Qualities

- Honest, trustworthy and able to maintain confidentiality.
- Well organised with good time management skills.
- Professional and courteous in dealing with colleagues, suppliers and visitors.
- Ability to work as part of a team and on own initiative.
- Willingness to learn new skills and undertake training.
- Reliable, punctual and flexible.
- Be open to making suggestions that improve efficiencies in Carlow Tourism

Working Hours

- 19.5 hours per week including a Saturday from 10 a.m. – 4.30 p.m. every three weeks and intermittently on a Sunday between the hours of 2 and 4 p.m. during the months of June, July and August.

- **Sector:** arts, entertainment and recreation