



THE UMBRELLA PROJECT CLG



#CES-2476197



THE UMBRELLA PROJECT, 78 O'Connell
Street, Limerick, Co. Limerick, V94 8X68



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



21/10/2026



02/12/2026

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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Communications 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.

The Umbrella Project is seeking a Communications Assistant to assist community-based arts programmes in Limerick. The Umbrella Project supports arts organisations and individual artists across Limerick City by providing support staff and access to facilities.

This role forms part of a production team and it is essential that is familiar with Instagram, Facebook and LinkedIn and have strong written communication skills. Familiarity with Squarespace and Canva or equivalent image-editing software experience tracking analytics data is desirable

Day-to-day schedule, duties include writing on social media posts about The GAFF's projects and activities. Plan and schedule communication campaigns. Keep website up-to-date, write and distribute press releases. Record analytics data from social media and website.

Occasional duties include: distributing flyers and posters to local homes and businesses, photography of events and activities. Any other duties as required.

Good interpersonal skills, the ability to take direction, open to learn and the ability to work well as part of a team are essential. A good working knowledge of English is required. An interest in the arts is encouraged. For more information or to apply, please contact The Umbrella Project. Tel: 061-317220 or email umbrellaprojectvacancies@gmail.com for more information

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