



AMRI Office:
c/o Missionaries of Africa,
Cypress Grove Road, Templeogue,
Dublin 6W, D6W YV12,
Ireland.
Tel: +353 1 531 0055
Email: info@amri.ie
Web: www.amri.ie

Communications Coordinator

Fulltime: 3 Year Contract

We are looking for a Communications Coordinator to lead our internal communications with the membership of AMRI and our external communication with wider society.

The Communications Coordinator will be located in the AMRI office in Templeogue, Dublin, with some flexibility to work from home for part of the week. S/he will report to the Secretary General and work collaboratively with other members of the team, including Justice and Ecology Coordinator, Director of Vocations Ireland, Finance and Administration staff. S/he will be supported by a communications committee.

About You: We are looking for a candidate with a qualification in and passion for communication who has a strong proven record of developing and managing communications strategy, capable of producing excellent copy and delivery of core messages online and in person. The successful candidate will have excellent interpersonal skills, be educated to degree level, be organised, creative and a good team player. Three to five years' experience would be an advantage as would an appreciation and understanding of religious and missionary life in the Catholic Church.

About Us: The Association of Leaders of Missionaries and Religious of Ireland (AMRI) is the leadership and representative body for missionaries and religious women and men in the Catholic Church in Ireland, with 155 member congregations and organisations. Inspired by Christian values, our work is wide and varied. It includes supports to leaders of congregations; promoting awareness of religious and missionary life; policy and campaigns on social and climate justice, such as anti-human trafficking and Covid vaccine justice; promoting vocations; ministry formation and training programme; participation in the Catholic Church's synodal processes; events and webinars, safeguarding, finance, administration, facilitating collaboration, research and governance.

Main tasks:

For AMRI, as a membership organisation, communication with our members is really important to ensure their on-going involvement and engagement, by listening to their needs and providing appropriate information, responses and leadership. We also seek to communicate the value of religious and missionary life and our vision for a more just and compassionate society to the wider public.

- Maintain and develop effective communications channels to AMRI's membership and associates, currently through email and Mailchimp
- Coordinate and create content for updating of the AMRI website
- Provide occasional support for hosting of events on Zoom
- Design online promotional material for key events and webinars
- Assist with AMRI social and climate justice campaigns,
- Assist with key public events, meetings and conferences, in person and online

- With Secretary General coordinate the commissioning, design, printing and promotion of AMRI publications
- Provide assistance with online surveys
- Develop an appropriate social media strategy
- Provide communications support to committees, working groups and other staff
- Develop relationships with other communications officers within the AMRI membership, with a view to online content sharing
- Assist in drafting of media releases
- Participate in team meetings
- Undertake other duties as may be reasonably required from time to time

Experience:

- Degree in relevant discipline
- Minimum 3 to 5 years' experience working in communications, public relations or journalism role
- Proven success designing communications strategies and campaigns
- Digital communications and use of social media

Skills, Abilities and Knowledge

- Strategic and creative thinker
- Good interpersonal and teamwork skills
- Highly motivated and flexible
- Competence in Microsoft Outlook, WordPress, Zoom, Mailchimp, Doodle and other online tools.
- Excellent written and verbal communications and presentation skills
- Ability to work under pressure and to manage competing deadlines and demands within a small team
- Respect and support for AMRI's ethos and values, and understanding of religious and missionary organisations
- Understanding of GDPR as it applies to communications and digital media

This job description is intended as a summary of the primary responsibilities and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or that may be required to do either now or in the future.

Additional Information: The role is based in Templeogue, Dublin, with some flexible remote working and some travel required on occasion.

Terms & Salary: The role is offered as a 3-year fixed term contract on a full-time basis, with possibility of renewal. The salary range is €37,000 to €42,000 depending on experience, with the option to join a pension scheme.

Application: To apply for this position please send a letter of application outlining your suitability and motivation along with a CV including two referees to: sec.gen@amri.ie

Closing date: for receipt of application is 31st May 2022.

AMRI is an Equal Opportunities Employer