



INTERNSHIP OPPORTUNITY

Online Communications Coordinator

Job Title:	Online Communications Coordinator
Reporting to:	Chief Executive Officer
Position type:	9-month Internship under National Internship Programme (JobBridge)
Location:	Based in Dublin

NB - Applicants must qualify for the National Internship Programme – JobBridge

(www.jobsbridge.ie)

JOB PURPOSE

This internship is to help Badminton Ireland develop its online communications channels and to integrate these to the new website.

The successful applicant will be responsible for Badminton Ireland's website, Facebook, Twitter and YouTube channels.

KEY TASKS

Coordinating/developing Badminton Ireland's online channels integrating with the new website in development.

Proactively publicising all activities to the online support base and maximising engagement

Liaising with Badminton Ireland's communication staff as required

Preparing monthly online communication data reports

ESSENTIAL REQUIREMENTS

3rd level qualification or equivalent in I.T. / Communications
Proven project management skills.
Excellent written, verbal and presentation skills.
Proficiency in WordPress, Facebook, Twitter, Youtube, Microsoft Office and IT analytics.
Proven time-management skills, including the ability to set deadlines and prioritise work.
An addiction to social networking sites and all things web-related
Ability to work alone as well as part of a team
Satisfactory Garda Vetting

DESIRABLE REQUIREMENTS

An understanding and passion for sport
Good people and communication skills
Experience of working in an elite sports environment.

Internship Details

Employer:	Badminton Ireland
Contract Type:	Fixed term internship contract for 6 months from the date of commencement.
Probationary Period:	6 weeks from the date of commencement
Payment:	By the Dept. of Social Protection under the terms and conditions of the JobBridge Programme
Hols:	16 days plus Public Holidays
References:	Two references appropriate to the position
Closing date for Applications:	12 th March 2012

Are you eligible to participate in the JobBridge scheme?

- 1) You should be in receipt of a live claim (Jobseekers Allowance/Jobseekers Benefit/Signing for Credits) on the Live Register, or;
- 2) You should have been in receipt of Jobseekers Benefit, Jobseekers Allowance or signing for Social Insurance Contribution Credits for a total of 3 months (78 days) or more in the last 6 months (NB - the 3 months (78 days) do not have to be consecutive).

(See www.jobsbridge.ie for more information)