

Street Feast & Neighbourhood Network

Role: Community Support Officer - Job Description 2022

Part Time | Temporary 3 month Contract | 20 hrs per week | €15 per hour

We are looking for an experienced Community Support Officer to join the Street Feast team. The Community Support Officer will assist the Street Feast project team by communicating with participants and the street feast community via email, phone and newsletter. This is a varied role within a small team so some additional responsibilities may arise over time based on the needs of the team and each member's strengths.

Role Responsibilities:

- Community support engagement via email, phone and newsletter
- Assist the Street Feast CLG manager and project team with preparations for Street Feast 2022
- Copywriting
- Database management
- Attend regular meetings with the project and operations team
- Support other team members in fulfilling their roles when needed

Role Requirements:

Excellent communication skills	Essential
A natural networker & community builder	Essential
Experience in customer relationship management	Essential
Excellent time management skills	Essential
A proven interest in community development	Essential
Team player	Essential
Excel / Spreadsheet skills	Desirable
A degree/training in communications, campaigns, project management or similar	Desirable
Experience with Intercom or CRM	Desirable
Prior experience running campaigns, projects or events	Desirable

Application Deadline: 17th April 2022

To apply for the position please send your CV and cover letter to

hello@neighbourhoodnetwork.ie

With 'Street Feast Community Support Officer' in the subject line.