



## **Job Advertisement: Secretary Position at Muslim Sisters of Eire**

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**Position: Secretary/Admin Worker (Part-Time)**

**Start Date: 1st September 2024**

**Hours: 20 hours per week**

**Rate: €16.50 p/hr**

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### **About Muslim Sisters of Eire:**

Muslim Sisters of Eire is a dynamic and dedicated organization committed to empowering women and fostering community engagement. Our mission is to create a supportive environment for Muslim women, providing resources, support, and opportunities to make a tangible difference in their lives and the broader community. By joining us, you'll be part of a passionate team working towards the betterment of society, making a real impact on the lives of many.

### **Role Description:**

We are seeking an enthusiastic and organized individual to join our team as a Secretary/Admin Worker. This role is pivotal to our operations, providing essential support to ensure our projects and initiatives run smoothly.

### **Responsibilities:**

- Manage all email and electronic correspondence for Muslim Sisters of Eire.
- Handle all written communications, including letters and reports, in both paper and electronic formats.
- Create media text outputs for all platforms and fundraising campaigns.
- Prepare text information for campaigns, projects, and events.
- Document and maintain minutes for all meetings.
- Manage the sending, storing, and submission of all documents, minutes, and reports.
- Apply for grants, funding, and award nominations.
- Write speeches for events and presentations.
- Prepare interviews and print media text.
- Handle daily errands related to mail.
- Draft official letters and emails to dignitaries in Ireland and abroad.
- Answer phone calls, take messages, and handle correspondence.
- Maintain diaries and arrange appointments.
- Type, prepare, and collate reports.

- Organize and service meetings, including producing agendas and taking minutes.
- Manage databases.
- Prioritize workloads and implement new procedures and administrative systems.
- Liaise with relevant organizations and clients.
- Coordinate mail shots and similar publicity tasks.
- Log and process bills or expenses.
- Act as a receptionist and/or meet and greet clients.
- Liaise with different companies and clients concerning bookings and events
- Prepare schedules for events

### **Who We're Looking For:**

We are looking for a committed individual with excellent organizational and communication skills. The ideal candidate will be passionate about our mission, able to multitask efficiently, and possess a keen attention to detail, a strong ability to work on their own accord and as part of a team, and great organizational skills. Candidate must be computer-fluent in databases such as Excel adobe and PayPal. candidate must demonstrate quick learning skills and the ability to decide on their own accord. Previous experience in an administrative or secretarial role is essential.

**Why Join Us?** By becoming a part of Muslim Sisters of Eire, you will:

- Contribute to meaningful projects that positively impact the community.
- Be part of a supportive and inclusive work environment.
- Have opportunities for professional growth and development.
- Work with a team that values collaboration, compassion, and commitment.

### **Employment Contract:**

This position is offered on a part-time basis, starting from 1st September 2024. The employment contract will be officially made as of the start date, with Lorraine O'Connor as the representative of Muslim Sisters of Eire.

### **How to Apply:**

If you are passionate about making a difference and meet the qualifications outlined above, we would love to hear from you. Please send your resume and a cover letter detailing your experience and why you are interested in this role to [@muslimsisterofeire@gmail.com](mailto:@muslimsisterofeire@gmail.com) with the subject description *“secretarial role application”*

**Join us and be a part of a cause that truly matters!**

**Muslim Sisters of Eire** Empowering Women, Enriching Communities