



MILFORD & DISTRICT RESOURCE CENTRE

Originally founded as IRD Milford in the 1990s, MDRC is a community resource which is governed by a Board of Directors. We aim to support all existing community groups and sports clubs in the Milford area, as well as to help and guide the setting up of any new projects or initiatives in the district. We are now inviting applications for the position of Communications Administrator as part of a Shared Services Model.

The successful candidate will report to the manager of MDRC. The post holder has the prime responsibility for the coordination of the communications and marketing activity across **three social enterprises**. The communications administrator will be required to develop and publish content across social media platforms, update website information and assist in public relations content.

This role is subject to funding and forms part of a Shared Services Model initiative where the postholder will provide Communications administration services to **three social enterprises: MDRC, Lifford Old Courthouse and Ionad Cois Locha / Dunlewey Centre**. The post holder's primary employer will be MDRC. This is a fixed term contract for 12 months and the working hours are 37.5 per week.

Please note that Donegal Local Development CLG (DLDC) is assisting with the recruitment and selection procedures for this role. DLDC is not the employer but are providing support with the recruitment process.

Application Process

To apply for the position, please submit by email a Letter of Application together with a current Curriculum Vitae and clearly outline how you meet the criteria to: HR Department at vacancies@dldc.org

The closing date for receipt of applications is 5pm, Wednesday 10th April 2024. Please note that an invite to attend interview will be at short notice. It is intended to hold interviews for the position on the week of 15th of April 2024.

MDRC is an equal opportunity employer.

We reserve the right to expand the shortlisting criteria.

A panel may be created from which future vacancies may be filled.



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Comhairle Contae
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“The Social Inclusion and Community Activation Programme (SICAP) is co-funded by the Government of Ireland, through the Department of Rural and Community Development, and the European Union”