



Volunteer Election Administration Assistant – 3 Months Unpaid

Do you want to join the Green Party election campaign team? Our admin team is looking for a volunteer to help during the busy election period! The Green Party is on a mission to substantially increase the number of green councillors elected to councils across Ireland. Since the party was founded, the Green Party have fought for sustainability, equality and progressive, science-led policies.

The Volunteer Election Admin Assistant will be closely involved with the busy admin side of the campaign. A large part of the volunteer admin role will involve communicating with our team of green candidates across the country and reporting back on challenges and opportunities. You will also play a key part in research, knowledge sharing and resource preparation. If this sounds like you, we would like to hear from you!

We are an equal opportunity employer and welcome volunteer applications from all sections of the community. Applications from disadvantaged and / or minority backgrounds are encouraged.

Where: Green Party, 16-17 Suffolk Street, Dublin D02 AT85.

When: 25 March – 31 May 2019, Monday – Friday, 09:30 – 17:30.

While the role is voluntary a weekly allowance will be provided for travel and lunch.

Responsibilities:

The range of tasks in the role will be varied given the nature of an election campaign. The focus will be on administration and include but not be limited to the following: -

- Providing support to the Green Party admin team
- Contacting candidates / campaign teams weekly to discuss and record progress
- Assisting with candidate queries and feeding back to admin team
- Conducting research and drafting memos
- Liaising with State authorities to assist with internal election preparedness

Key Requirements:

Important

- Experience using Microsoft and Google software for word processing, spreadsheets, emails
- Excellent communication skills, especially telephone
- Experience of time and project management

- Excellent attention to detail
- Willingness to work in a small team during a very busy period
- Flexible approach to range of tasks undertaken during the election

Beneficial

- Previous campaign experience – not necessarily political
- Knowledge and awareness of the Green Party and environmental movement
- Knowledge and awareness of the electoral process and Irish politics

Candidate profile

We're looking for someone who cares passionately about the environment, about social justice and equality and who would be a great fit for our small, dedicated team.

We want to hear from you even if you think you don't match 100% of the requirements.

How to apply

Please send a CV and covering letter to jobs@greenparty.ie.

Deadline

Applications are due by the 20th of March.