

Washington Ireland Program Role Description

Position Title: Recruitment and Events Officer
No. of Positions: One
Position Location: Northern Ireland and Ireland (September 2023– February 2024)

Role, Purpose and Scope

This is an interesting and varied role for someone interested in gaining experience in recruitment, communications and events management. The officer will work closely with WIP's staff to deliver the recruitment campaign and interviews for the WIP Class of 2024.

Their initial commitment and focus will be on representing WIP at universities and colleges across Northern Ireland and Ireland, both in person and virtually. The successful candidate will also manage communications with potential applicants and interview candidates, including email and social media. They will also provide administrative support for the recruitment and interview process. The candidate will also undertake other administrative duties to support the broader work of the Washington Ireland Program as required.

The Officer will report to WIP's Director of Programs.

Time Commitment

The role is for 40 hours per week, primarily based out of the Belfast Office with remote options available. Travel across the island to attend careers fairs and give talks to prospective applicants is expected.

Compensation

Pro-rata salary of €27,000/£23,500 (depending on location) + related travel expenses.

Responsibilities

- Supporting the recruitment of the WIP Class of 2024
Including but not limited to:
 - Representing WIP at universities across the island of Ireland both in person and virtually, e.g. maintaining existing relationships with careers departments, giving talks to prospective applicants and attending careers fairs etc.
 - Executing outreach strategy to previously identified underrepresented groups of prospective applicants
 - Managing communications (including email and social media) with prospective applicants
 - Providing administrative support for the recruitment process
 - Preparation of marketing materials for the WIP website
 - Alumni coordination of WIP recruitment events at local universities and colleges
 - Coordinating the logistics for the WIP interviews
 - Preparation of interview materials for reviewers
- Other Duties as Assigned

Profile

This role is designed to fit a recent graduate with a strong commitment to the goals and values of the Washington Ireland Program.

Beneficial Experience

- Public speaking
- Influencing and communicating with a wide range of audiences
- Managing relationships within a professional context
- Event management

Essential Values and Beliefs

- A commitment to the purpose and mission of WIP
- Demonstrated integrity
- Humility
- A commitment to high standards

Key Skills Needed

- Highly developed interpersonal communication skills
- Effective problem solving and collaboration skills
- Strong attention to detail
- Administrative skills
- Adaptability and flexibility
- Experience with social media (Facebook, Twitter, Instagram etc.)
- Ability to respond in a timely and appropriate fashion
- Professionalism
- Dedication to personal and professional excellence

Selection Process

If you would like to apply, please submit your CV and a cover letter to cnimhaolagain@wiprogram.org by **Friday, August 18th 2023 at 5pm GMT** The interview process will begin promptly after the application deadline.