**Executive Assistant Job Description**

We are looking for a focused and detail-oriented Executive Assistant to support our research and training team. This is a short-term contract to end January 2023, aligned with current research funding, and may be renewed thereafter .

Lucy Michael Research, Training and Consultancy (LMRTC) is a consultancy research group focused in the areas of equality, integration, human rights and justice, experienced in working with minoritized communities to produce effective policy outcomes. Our work addresses a range of equality and human rights concerns, from the workplace and education to policing, including discrimination and violence, and the roles of statutory institutions and civil society in combating discrimination across multiple and intersecting equality grounds.

We are a diverse team working in Dublin and remotely, with 3 full-time staff as well as 9 project staff, based in Dublin, Belfast, and Galway.

LMRTC is committed to fostering an inclusive and collaborative work environment that values all identities, perspectives and experiences, and provides opportunities for learning and growth. We especially welcome applications from people from all ethnic minority and migrant backgrounds, from women, nonbinary, LGBTQI+ and other traditionally marginalised backgrounds.

**Employment: Contract, Part-Time (20 hours a week, to end January 2023)**

**Pay:** **€26,000 pro rata**

**Location: Office-based, Dublin 2**

**Executive Assistant Responsibilities:**

* Diary management for the team
* Maintenance of records, including workplans, holidays, expenses, client hours.
* Format information for internal and external communication – memos, emails, presentations, reports
* Competent minute taker for meetings
* Screen and direct emails and distribute correspondence
* Coordinate with suppliers of transcriptions, translation and interpreting services
* File management
* Event organisation, including venue bookings, interpreters, access & facilities
* Arrange printing, proofreading, etc as required
* Ensure all files meet GDPR requirements
* Organize and maintain the office filing system
* Format information for internal and external communication – memos, emails, presentations, reports
* Screen and direct emails and distribute correspondence
* Maintain confidentiality of highly sensitive information

**Executive Assistant Requirements:**

* Strong interpersonal skills and the ability to build relationships with key stakeholders
* Excellent administration and time management skills.
* Excellent verbal and written communications skills
* Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Gmail and Google calendar, online communications (Zoom, Teams) and willing to learn new software applications
* Has a demonstrable commitment to the principles of anti racism, social justice and equality, affected community leadership, solidarity and related principles and values.
* Has knowledge of, and affinity with, the issues facing Minority Ethnic communities in Ireland.

Desirable:

* Competent in social media skills (Instagram, Facebook, LinkedIn)
* Experience working in a neurodiverse team

The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

Salary range: Full time equivalent of €26,000 PA. This is a part-time position 20 hours a week (working hours between 9 and 5.30 to be agreed), on an initial fixed-term contract until end January 2023, with a 1 month probation period.

Place of work: Office-based, Dublin 2, with some travel in the wider Dublin area, as appropriate to the role.

This role requires applicants to have the right to work in the Republic of Ireland.

Closing date for receipt of completed application forms is midnight Friday 6 May 2022. Please enclose a cover letter detailing how you meet the above requirements and CV with 2 named referees. Please upload these via the link on our Vacancies page.

Applicants will be shortlisted for interview based only on the information supplied in the CV and cover letter, and on the requirements of the post. Shortlisted applicants will be invited to interview in the week of 9th May. The position will start by end of May at latest.