

The Children's Rights Alliance unites over 100 members working together to make Ireland one of the best places in the world to be a child.

We change the lives of all children by making sure that their rights are respected and protected in our laws, policies and services. We identify problems for children. We develop solutions. We educate and provide information on children's rights. We unite our members and put pressure on Government to put children first.

The Alliance is recruiting an Administrative Assistant to support the effective running of a busy organisation.

Job Title: Administrative Assistant

Job Purpose: The Intern will support the Office & Finance Manager with a variety of administrative and events-related tasks in a fast paced environment.

**Key Objectives/
Responsibilities:** The Intern's role will include: help with answering the phone, diary management, issuing payments/receipts, supporting events and assisting in the smooth day-to-day running of a busy office. The Intern will also attain administrative, computer and organisational skills.

Training/Support: The intern will receive formal/informal training in the following: administration, payments and event management.

Skills/attributes: Good written and verbal communication skills. Good organisational and time management skills. Good interpersonal skills and ability to work well within a busy team.