



## **Sonas Communications Intern Role Description**

Sonas Housing Association is a charity that provides housing, support and refuge to women and children out of home because of domestic violence. Our mission is to help people who have experienced domestic violence overcome their experience, get the help they require and move on to independent living.

Sonas manages and delivers several services which meet the diverse needs those who have suffered or are currently experiencing domestic violence. We also develop and manage housing projects.

We are currently seeking to recruit a Communications Intern to help us out with our work.

### **The role**

This is a full time six-month intern placement. This position will be based in our head office in Dublin 1 and will report to the Policy and Communications Officer. The purpose of this role will be to assist with communications activities and help raise awareness and funds which will go on to benefit the victims of domestic violence.

Over this 6-month period the successful candidate will be expected to:

- Help to raise awareness and funds for Sonas Housing
- Assist with communications and fundraising activities that take place within the six-month period
- Assist with media and fundraising events as arise
- Update contacts and mailing lists
- Website development and maintenance.
- Social networking updating
- Other administrative tasks in addition to or in lieu of the above or as required

### **Essential requirements**

The successful candidate will possess:

- Qualification in communications, journalism, public relations or related field or equivalent
- Good presentation and communication skills
- Strong project management skills, ideally with experience in running a project from start to finish
- Excellent working knowledge of Microsoft Office (excel and PowerPoint are essential)
- An ability to work independently using own initiative
- The ability to multi-task and meet deadlines
- Some experience in communications, fundraising and/or event management is desirable

<b>Hours of work:</b>	35 hours per week
<b>Duration:</b>	6 months (extendable to 12 months on mutual agreement)
<b>Reports to:</b>	Policy and Communications Officer
<b>Remuneration:</b>	Local public transport reimbursement and daily lunch allowance

### **How to apply**

To apply, please email your CV and a covering letter explaining why you are interested in this role, how you meet the criteria and when you would be available to start to [hr@sonashousing.ie](mailto:hr@sonashousing.ie) by 5pm Friday, 2<sup>nd</sup> March 2012.