



Job Title	Membership & Marketing Admin Executive – ReCreate
Job Objective	
To ensure ReCreate members have a positive experience, feel valued and renew memberships To ensure ReCreate is engaging with social media in a meaningful manner, highlighting our impact and engaging with our target audience	
Reporting Relationships	
Reporting To	
Head of Business Development & Marketing	

Apply via email with CV & Cover Letter to:

Clodagh O'Reilly – coreilly@recreate.ie

Closing date 10th March 2020



Key Responsibilities/Duties

Operational Role:

Members

- Ensure all membership forms are recorded on salesforce
- Update membership accounts to reflect changes
- Collaborate with membership liaison officer to deliver high level service to members
- Recording of membership income on tracker

Shop

- Ensure ReCreate shop is stocked and sales are recorded accurately

Marketing

- Assisting with creating of membership marketing campaigns
- Managing posting of social media channels
- Designing posters to promote ReCreate

General Admin

- Answering of phone
- Provide cover for members & social inclusion officer
- Processing of garda vetting

To undertake any other duties that may reasonably be required to fulfil the duties of the post
 A flexible approach to working hours including evenings and weekend working as required

Key Accountabilities	Skills & Competences Required
Marketing	Excellent interpersonal skills with the ability to communicate effectively
Admin	Demonstrated organisational skills with acute attention to detail
	Flexible and adaptable with the ability to hit the ground running and take ownership of the role
	Excellent computer skills including Word, Excel, digital media Knowledge of salesforce an advantage