Volunteer Opportunity

Outreach, Administration & Communications Coordinator

Organisation: MINDEMN CLG (Mind Emotional Nurturing)
Location: Dublin / Hybrid
Commitment: Approximately 3–5 hours per week (flexible)
Duration: Initially 3–6 months, with potential to extend
Role type: Voluntary / Unpaid — agreed out-of-pocket expenses reimbursed
Reports to: Project Lead

About MINDEMN

MINDEMN CLG is an Irish not-for-profit organisation dedicated to nurturing emotional well-being and resilience among young people through education, coaching and community engagement.

Our mission is to empower educators and youth workers with practical, evidence-informed approaches grounded in Cognitive Behavioural Coaching (CBC) and Social and Emotional Learning (SEL).

Through our **GREAT SCREAM programme**, we help create compassionate, inclusive and emotionally supportive learning environments where young people can thrive.

We believe in compassion, respect, inclusion, collaboration, self-awareness and lifelong growth.

About the Opportunity

We are seeking an enthusiastic, organised and creative volunteer to support MINDEMN's administration, outreach and communications activities.

You will help strengthen relationships with schools and community organisations, coordinate activities and communicate our mission through engaging digital content.

We are particularly interested in someone who **genuinely cares about emotional well-being**, shares our values and would enjoy being an ambassador for MINDEMN.

Key Responsibilities

Administration and Coordination

- Support emails, scheduling, records and general administration.
- Assist with organising educator training, meetings and community events.
- Maintain contact lists, registrations and activity trackers.

Outreach and Engagement

- Support communication with schools, educators, youth organisations and community partners.
- Help coordinate invitations, follow-ups and expressions of interest.
- Assist with occasional supervised school visits and events.

Communications and Digital Media

- Create social media posts, flyers and promotional materials using Canva or similar tools.
- Support MINDEMN's Instagram, Facebook and LinkedIn communications.

- Capture and edit photographs and short videos at approved events.
- Assist with newsletters, website updates and impact stories.

Skills and Qualities

We are looking for someone who brings enthusiasm, reliability and a willingness to contribute.

Essential

- Good written and verbal communication skills.
- Strong organisational skills and attention to detail.
- Confidence using email, digital tools and social media.
- A genuine interest in emotional well-being, education and community development.
- A compassionate, inclusive and professional approach.
- Ability to work independently and collaboratively.

Desirable

- Experience with Canva or similar graphic design applications.
- Basic photography, video editing or digital content creation skills.
- Experience in administration, outreach, marketing or communications.
- Familiarity with non-profit or educational environments.

Formal qualifications are not essential. We welcome applicants with transferable skills and a willingness to learn.

What's in It for You?

- **Make a difference:** Contribute to improving emotional well-being in education and communities.
- **Build experience:** Develop practical skills in non-profit administration, outreach and communications.
- **Grow your portfolio:** Create approved digital content, graphics, videos and awareness campaigns.
- **Expand your network:** Connect with educators, well-being professionals and community organisations.
- **Learn and develop:** Receive guidance, feedback and opportunities to build new skills.
- **Gain recognition:** Receive a reference based on your contribution and satisfactory participation.

Working Arrangements

This is a flexible, primarily remote role with occasional in-person meetings, workshops and events in Dublin.

The role focuses on engagement with adults. Any school visits, photography or event activities will be coordinated and supervised in accordance with MINDEMN's policies.

Agreed out-of-pocket expenses will be reimbursed.

How to Apply

Please email your **CV and a short statement of interest (maximum 200 words)** explaining why you would like to volunteer with MINDEMN and what skills you would bring.

Email: info@mindemotionalnurturing.com
Email subject: Volunteer – Outreach & Engagement Coordinator| **Website:** www.mindemotionalnurturing.com
Social media: @mindemotionalnurturing | Instagram | Facebook | LinkedIn

MINDEMN CLG welcomes applications from individuals of diverse backgrounds who share our commitment to compassion, inclusion and emotional well-being.