

**Advertisement/Job Posting**

 **- Programme and Events Coordinator**

**Mercy International Association – Dublin
Full-time | Hybrid | Competitive Salary**

Mercy International Association (MIA) is seeking a highly organised and welcoming **Programme and Events Coordinator** to join our team in Dublin city centre. This role is central to the smooth planning, delivery, and evaluation of our in-person and online programmes, which engage Mercy communities, schools, and individuals from around the world in heritage, spirituality, and justice-focused experiences.

Working closely with the Head of Heritage and Spirituality, you’ll coordinate programme logistics, manage bookings and communications, support facilitators and speakers, and help provide an exceptional participant experience — whether online or within our historic Mercy International Centre.

We’re looking for someone who:

* Has experience in programme coordination, event planning, or administration — ideally in hospitality, education, retreat, or heritage settings.
* Is a confident communicator, comfortable managing logistics, speaking with visitors, and supporting speakers.
* Brings strong organisation skills and attention to detail, with the ability to juggle multiple tasks calmly and efficiently.
* Has strong digital skills, including using Zoom, Microsoft Office or Google Workspace, and possibly simple design tools like Canva.
* Is warm, welcoming, and committed to providing a hospitable environment aligned with Mercy values.
* Can work flexibly and collaboratively with a small, committed team.

An understanding of or openness to the mission and heritage of the Sisters of Mercy and the life of Catherine McAuley is desirable.

If you're looking for a meaningful role where logistics meet mission, and where your hospitality and coordination skills make a difference to people from across the globe, we’d love to hear from you. The role comes with a competitive salary (35-40k) and hybrid working model.

**Mercy International Association was established in 1992 with the following aims:**

» To foster unity among the Mercy communities worldwide and to increase awareness and experience of the interdependence of these groups;

» To facilitate collaboration among Mercy communities in addressing root causes of needs and injustices experienced locally but with global causation;

» To encourage and nurture Mercy values and to promote the flourishing of the Mercy charism in services operated in the name of Mercy;

» To restore and maintain the founding House of Mercy, now known as Mercy International Centre (MIC), reopened in 1994 as a place of pilgrimage and research.



**Role Description**

***Programmes Co-ordinator***

Mercy International Association is seeking to recruit a Programmes Co-ordinator to support programming, conferences, events and tours at Mercy International Centre, the First Mercy House at Baggot Street Dublin.

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**Title: Programmes Co-Ordinator**

**Reports to:** Head of Heritage and Programmes

**Location:** Mercy International Centre, Baggot Street, Dublin, Ireland

**Term:** 3-year fixed term, renewable

**Role Components**

* Working with the Head of Heritage and Spirituality, co-ordinate the booking, planning, implementation, and evaluation of MIA in person and online programmes.
* Collaborate with Mercy International Centre staff for room reservations, invoicing and other administrative tasks associated with programme bookings.
* Connect with the global Mercy community, Mercy schools, Mercy associations and communities to promote MIA programmes and retreats at Mercy International Centre.
* Co-ordinate bookings for and support set up of day conference facilities at MIC ensuring excellent service from enquiry to completion of event.
* Work with MIC front of house and facilities staff to manage a booking and calendar system to support all tours, visits and programmes at Mercy International Centre.
* Engage in a spirit of hospitality with all who enter the house.
* Coordinate with speakers and facilitators for MIA programmes to plan a schedule and coordinate their needs as well as providing travel assistance.
* Work with head of communications to advertise programmes, design posters, communicate with potential and booked participants.
* Communicate with all booked participants with programme details, schedules, and materials.
* Prepare packs and folders for participants.
* Coordinate with Facilities to plan meals, room bookings and offsite travel to Heritage sites (Coolock, Glendalough, Knock)
* Plan and co-ordinate Catherine’s Heritage walking tours of Dublin.
* Ensure Heritage Centre resources and displays are well maintained, up to date and accurate.
* When programmes are in person at Mercy International Centre, assist with setting up of retreat spaces, and assist in facilitating groups.
* Support tours and visitors to the House and gardens and provide information and guidance to groups and individuals experiencing Mercy International Centre programming in person and online.
* Support the administration of virtual programmes, creating online links and forms.
* Contact and secure speakers and contributors to programmes, provide technical support to online meetings, manage break-out rooms, registrations, polls, and presentations.

*These duties are a general guide to the responsibilities of the Programmes Co-ordinator They are neither definitive nor restrictive. The Programmes Co-ordinator may be required to undertake other duties commensurate with the post.*

***Person Specification:***

***Experience and Knowledge***

* *Demonstrated experience in programme coordination, event planning, or administrative support in a retreat, educational, heritage, event management or hospitality setting.*
* *Strong organisational and time management skills with the ability to manage multiple tasks and priorities effectively.*
* *Experience working with diverse groups including facilitators, schools, and international participants.*
* *Proficiency in using booking or scheduling systems and supporting virtual event platforms (e.g. Zoom, MS Teams).*
* *Understanding of or interest in heritage, spirituality, or values-led programmes.*

***Skills and Abilities***

* *Excellent interpersonal and communication skills, both verbal and written.*
* *Strong attention to detail and accuracy in administrative tasks.*
* *Competence in standard office software (Microsoft Office Suite, Google Workspace).*
* *Ability to work collaboratively with internal teams and external stakeholders.*
* *Confidence managing bookings, logistics, and communications in a professional and timely manner.*
* *Ability to provide technical support for online events, including managing breakout rooms, registrations, and digital materials.*

***Personal Attributes***

* *Warm, welcoming and hospitable manner in keeping with the values and spirit of Mercy International Association.*
* *Proactive, flexible, and responsive to changing needs.*
* *Ability to work independently while contributing to a team environment.*
* *Commitment to maintaining high standards of customer service and participant experience.*
* *Alignment with the mission and values of Mercy International Association.*

**Application Procedure**

To apply for this position, please email a cover letter outlining your suitability for the role, your Curriculum Vitae and the contact details of two referees, preferably one from your current employer, to maryodonovan@mercyinternational.ie.

**Applications must be received by 5 p.m. Friday, 11th July 2025**.

**About Mercy International Association**

Mercy International Association (MIA) is an organization based in Dublin, Ireland, founded in 1992 to serve the Sisters of Mercy and their ministries worldwide.

Mercy has a long history of serving poor and vulnerable people through founding and running schools and hospitals in towns, cities, and villages throughout Ireland and in forty-six countries around the world. Mercy International Association mobilises this network of expertise and resources to address the root causes of poverty, dislocation, and environmental damage. This work keeps alive the spirit of Catherine McAuley, foundress of the Sisters of Mercy.

We work through advocacy at our desk in the United Nations, through leadership and Formation programmes and through direct action at times of urgent need.

A key part of our work in the Centre – where Catherine McAuley founded the first Mercy House – is to sustain Catherine’s legacy in Justice, Mercy and Charity for the coming generations.

In Dublin, the work of MIA encompasses Heritage and Programmes, Archival and Research work, and promotion of Mercy spirituality. Through its Mercy Global Action office in New York, MIA leads its Mercy global justice ministry.

In both locations MIA has structures and systems that underpin our ‘opening doors’ way of working. Through international gatherings and activities, MIA supports the Mercy World in sustaining global communication, formation in Mercy, developing compassionate leadership in young people, and taking action for justice.

MIA supports the cause for Canonization of Catherine McAuley