



**Rape Crisis North East (RCNE) are looking for an Office Administrator in Dundalk as part of the Community Employment Scheme.**

Rape Crisis North East provides a professional, free counselling & support services to female and male survivors of all types of sexual violence. We are committed to delivering our services with care and professionalism and continue to strive to ensure that we provide the best service for all our clients.

**CE Scheme and RCNE offers:**

- 3 years part time employment gaining invaluable office skills
- Quality work experience for a renowned local charity service
- Mentoring and encouragement/in-house training
- Skills training grants to award level
- Be part of a team helping survivors of sexual violence

**Contact: RCNE at [office@rcne.ie](mailto:office@rcne.ie) or Simon's Women's Aid Project SWAP at [swapdundalk@gmail.com](mailto:swapdundalk@gmail.com) or 042 9328823**