



**are recruiting**

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## **INFORMATION LINE OFFICER**

### **RESPONSIBILITIES**

The suitable candidate will respond to contacts made by People with MS (PwMS) and their families by phone, email, and social media platforms. The ILO ( Information Line Officer) will also support the development and updating of information resources across a range of media e.g. printed materials, social media, webinar, etc.

### **QUALIFICATION & SKILLS**

- Third level qualification or Diploma in social science.
- Minimum one year experience in a related field;
- Commitment to innovation and creative problem-solving;
- Confidence in working independently and as part of a team;
- Excellent interpersonal skills with a strong focus on open and direct communication.
- Good knowledge of social media and its place in information provision
- Detail-oriented with strong organizational skills.
- Ability to multitask, juggle between multiple projects and prioritize efficiently.
- Ability to work well under pressure and maintain composure under stressful situations.
- Excellent listening skills

**If you are interested in working in a friendly, team-oriented and caring environment  
please email your CV to**

**[Recruitment@ms-society.ie](mailto:Recruitment@ms-society.ie)**

**MS Ireland is an equal opportunities employer**