

# Job opportunity with Latin Link: Office Assistant – Belfast, Northern Ireland

**Latin Link** is looking for a gifted part-time Office Assistant to support the Latin Link Ireland Coordinator with ongoing administrative tasks in the Latin Link Belfast office, and to ensure the smooth running of Latin Link's programmes and promotion in Ireland.

The person appointed will be self-motivated and excited about promoting and communicating the work of Latin Link as effectively as possible. He/she will love being methodical and well organised, be computer literate with excellent interpersonal skills, and be willing to serve as part of a team.

There is a genuine occupational requirement for a Christian in this role.

This is a part-time position of 7 hours per week.

**Application deadline:** Midnight on Sunday 24 September 2017

**Interviews:** Wednesday 27 September 2017

**Full details**, including application form and job description, at

**<https://www.latinlink.org/ireland-office-assistant>**

**Any questions:** contact Anneliese Kongehl (HR Administrator) – **hr@latinlink.org.uk** – or call **028 90 4575670** and ask for Heather.

Latin Link works in partnership with churches to send and receive individuals, families and teams, to or from Latin American communities, to share the love of God.

Latin Link, 87 London Street, Reading RG1 4QA. Registered charity no 1020826

