



**Position:** Assistant Sponsorship Officer

## Key Dates and Application Process

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**Applications Close:** **11:59pm Friday 2nd March 2018**

**Interviews:** **Monday 5th March 2018 to Friday 9th March 2018**

Please **email** the following to [ayushi.panjwani@monashseed.org](mailto:ayushi.panjwani@monashseed.org):

- Resume (2 pages maximum)
- Cover letter (1 page maximum) clearly detailing:
  - Motivation for applying & skills you bring to the team

## Position Summary

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**Monash SEED (Socio-Economic Engagement and Development)** is a socially minded student-run organisation that seeks to provide students with the opportunity to engage in social impact through **Microfinance** and **Social Enterprise**. We hope to provide students with the opportunity to gain exposure to careers in social impact and contribute to domestic and international projects.

The Assistant Sponsorship officer will be assisting the Director of Sponsorship with creating meaningful relationships with external organisations to ensure sponsorship for SEED's major events throughout the year.

We are looking for:

- Excellent communication skills and the confidence to liaise with a wide range of internal and external partners
- Initiative and the ability to work independently and while part of a team
- Organisation skills and strong attention to detail
- Initiative, thriving on challenges with experience in problem solving
- Ability to effectively manage multiple tasks, projects and deadlines
- Supporting and promoting SEED initiatives at Monash University

**Estimated time commitment: 5 - 10 hours per week for a period of 12 months.**

## Responsibilities and Requirements

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- Assisting with the implementation of a sponsorship budget
- Liaising and negotiating with sponsors and key stakeholders; providing follow-up and support
- Managing issues and problems that may arise during the fulfilment of sponsor benefits or due to unforeseen occurrences
- Assisting with the development of prospectus and reports as required for each project

Email Ayushi Panjwani at [ayushi.panjwani@monashseed.org](mailto:ayushi.panjwani@monashseed.org) for further information regarding the role.