



# Assistant Sponsorship Officer

**Application Close:** When position is filled

**Interviews:** Successful applicants will be contacted for an interview

## About Monash SEED

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.

## Position Summary

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.

## What we want from you

- High expectation for an organised, motivated and reliable student
- Excellent communication skills and the confidence to liaise with a wide range of internal and external partners
- Have initiative and the ability to work independently and while part of a team

## Your responsibilities

- Tasks that assist the Director of Sponsorship
- 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

## How to Apply

Please submit the following to Krystal at [krystal.la@monashseed.org](mailto:krystal.la@monashseed.org):

- Resume (two-page maximum), including contact details.
- Cover letter (one-page maximum) clearly detailing:
  - Motivation for applying & the skills you could bring to the team
  - How do you think that you stand out from other candidates

Feel free to send any questions through to Krystal at [krystal.la@monashseed.org](mailto:krystal.la@monashseed.org)