



Position: IT Officer

Key Dates and Application Process

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

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

Please **email** the following to marketing@monashseed.org

- Resume (2 pages maximum)
- Cover letter (1 page maximum) clearly detailing:
 - Interest in SEED and motivation for applying
 - Interest in the role and the skills you will bring to the team

Position Summary

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.

IT Officers will play an important role within Monash SEED in providing value to our members, particularly during the times of our various events. Officers will mainly be responsible for managing our website, emails, and troubleshooting any technical communication problems, so that our members can always be up to date with the latest information. SEED is looking for someone who is willing to actively contribute, and work cooperatively to build a strong sense of teamwork. The applicant must have excellent verbal and written communication skills, be open-minded and flexible with working on tight deadlines.

The most important quality we look for in our applicants is **commitment and teamwork** to make sure that events run smoothly and that social media channels get maximum exposure to our network. This may require weekly meetings (depending on the workload), making sure that the work given is completed at a high standard within the set deadline, and clear communication is provided with fellow officers and the Director.

If this sounds like you, we would love to hear from you. SEED is looking for someone who is keen to get involved and create positive social impact!

Estimated time commitment: 2-3 hours per week

Responsibilities and Requirements

- **Must be able to attend weekly Marketing meetings**
- Work in a team with other officers to improve website appearance and functionality
- Complete assignments in a timely manner and to a high standard.
- Assist other team members when needed
- 6-12 month commitment (12 month preferable)
- Penultimate year or younger student (ie. graduating November 2018 or later)
- Reliable, committed and passionate.
- Knowledge of WordPress, HTML and CSS, and Mailchimp is a plus.

Email Rachel Smith at marketing@monashseed.org for further information regarding the role.