



Position: Marketing 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.

Marketing 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 engage with both Social Enterprise and Microfinance teams of SEED on a frequent basis to discuss potential ways to engage members and assist them in creating greater awareness. This includes organizing on-campus events and campaigns, managing various social media channels, writing copy and connecting with other organisations during collaborations. SEED is looking for someone who is open-minded, creative, flexible, willing to actively contribute, and work cooperatively to build a strong sense of teamwork. The applicant must have excellent verbal and written communication skills, and capable of event organisation.

The most important quality we look for in our applicants is **commitment and teamwork** to make sure that events run smoothly, tight deadlines can be met, and 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: 3-5 hours per week

Responsibilities and Requirements

- **Must be able to attend weekly marketing meetings**
- Work in a team with other officers to create efficient methods of member engagement
- Complete assignments in a timely manner and to a high standard
- Keep in contact with various organisations around Melbourne and maintain a working relationship
- Promote SEED's activities and attend SEED events
- 6-12 month commitment (12 month preferable)
- Penultimate year or younger student (ie. graduating November 2018 or later)
- Reliable, committed and passionate

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