



# Marketing 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

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 for our events. This includes organizing on-campus events and campaigns, managing various social media channels, writing copy and connecting with other organisations during collaborations. Officers may also be involved in creating content to engage our members on a regular basis. This includes writing weekly newsletters, blogs, and social media posts.

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.

## Responsibilities and Requirements

- Have the capacity to commit at least **3-4 hours per week** for a period of **12 months**
- Be able to attend **weekly meetings**
- Clear written and verbal communication skills
- Initiative and the ability to work independently and while part of a team
- 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
- Be reliable, committed, and passionate
- Knowledge or experience in using Facebook, Instagram, Mailchimp, and Wordpress.org will be highly regarded but not necessary.

## How to Apply

Please submit the following to Shannon at [shannon.loh@monashseed.org](mailto:shannon.loh@monashseed.org):

- Resume (two-page maximum), including contact details.
- Cover letter (one-page maximum) clearly detailing:
  - Motivation for applying & skills you would bring to the team

Feel free to send any questions through to Shannon at [shannon.loh@monashseed.org](mailto:shannon.loh@monashseed.org)