



Position: Microfinance 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 microfinance@monashseed.org:

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

The Microfinance Officers will be the driving force of SEED's Microfinance branch. They will be key players in the organisation of SEED Microfinance initiatives. This includes the Global Microfinance Case Competition (GMCC), Microfinance workshops, Opportunity International's Projec10 Collaboration and other events in conjunction with other clubs at Monash university. Officers will also be assisting the planning and implementation of the Cambodia and Fiji Impact Trips in a non-traveling capacity and have the opportunity to lead or co-manage an initiative of Microfinance.

The applicant must have excellent verbal and written communication skills, as well as effective time management skills. Basic background knowledge about the microfinance industry is preferred but not required, and a passion for social justice is essential. SEED is looking for someone who is truly determined to create social impact. This is a role that requires time and effort, but is incredibly rewarding for those who wish to see a world made better through tools of economic development.

Estimated time commitment: 3 - 4 hours per week for a period of 12 months

Responsibilities and Requirements

- Clear written and verbal communication skills
- Initiative and the ability to work independently and while part of a team
- Leadership and project management skills
- Initiative, thriving on challenges with experience in problem solving
- Assisting and managing Microfinance events
- Liaising with overseas and external partners
- Attending all Microfinance and SEED events including weekly Microfinance Branch Meetings
- Supporting and promoting SEED initiatives at Monash University
- Current Working with Children Check (or willingness to obtain one) and willingness to sign the Opportunity International Volunteer Agreement

Email Nicole Tjahja at microfinance@monashseed.org for further information regarding the role.