



Microfinance Officer

Application Close: 11:59PM on Monday 4th February 2019

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 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), Corporate and Social Responsibility Networking Night, the Impact Review Collaboration and other events in conjunction with other clubs at Monash university. Officers will 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.

Responsibilities and Requirements

- Have the capacity to commit at least 3-4 hours per week for a period of 12 months
- 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 external partners
- Attending weekly SEED Microfinance Branch Meetings
- Supporting and promoting SEED initiatives at Monash University

How to Apply

Please submit the following to Jessica Suen at jessica.suen@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
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Feel free to send any questions through to Jessica at jessica.suen@monashseed.org