



Position: Multimedia 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
- Portfolio showcasing 5-10 examples of your work in a PDF format

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.

Multimedia 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 the marketing team and other branches of SEED to provide assistance with creating graphic and video content. This includes creating content for on-campus events and campaigns and social media channels. SEED is looking for someone who is willing to actively contribute, work cooperatively to build a strong sense of teamwork, and be open-minded, creative and flexible with working on tight deadlines.

The most important quality we look for in our applicants is **commitment and teamwork** to ensure 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 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 graphic and video content for SEED
- Complete assignments in a timely manner and to a high standard
- Assist other team members when needed
- 6-12 month commitment (12 months preferable)
- Penultimate year or younger student (ie. graduating November 2018 or later)
- Creative, reliable, committed and passionate.
- Knowledge of Adobe Creative Suite, video editing software, and photography is a plus.

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