



Position: Social Enterprise Development 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 zoe.kerwin@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.

Social Enterprise Development Officers are responsible for the formulation and fruition of events that will inspire Monash students' entrepreneurial streak. This primarily involves organising Monash SEED's 'Incubator' program. Duties for this include sourcing and communicating with Incubator workshop facilitators, selecting and communicating with the program's participants, and organising the Incubator's "Pitch Night".

Applicants must be self-motivated, have good problem solving ability in practical situations, and be determined to inspire others to create social change. Applicants must be able to work both independently and as part of a team, and need to be able to present themselves well and communicate in a professional manner.

Estimated time commitment: 3-5 hours per week

Responsibilities and Requirements

- **Must be able to attend weekly Social Enterprise branch meetings**
- 12-month commitment (preferable)
- Creative, passionate, and good team member
- Professional communication skills
- Creation, organisation and execution of events that promote student-driven Social Enterprise
- Organisation and execution of Monash SEED Incubator
- Attendance at weekly meetings
- Attend SEED events and assist as necessary
- Communication with Director of Social Enterprise about progress and ideas

Email Zoe Kerwin at zoe.kerwin@monashseed.org for further information regarding the role.