



Position: Social Enterprise Officer (General Team)

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 Officers will be the driving force of Monash SEED's Social Enterprise branch on campus, spreading awareness of Social Enterprises around campus and inspiring students to create real social impact. This includes organising on-campus events, writing articles, filming video interviews and creating social media engagement with Social Enterprises around Melbourne. In-depth knowledge of Social Enterprise is not necessary (SEED is here to help you learn), but a passion for social justice is a must.

We are looking for team members who are willing to actively contribute, commit to weekly meetings and work cooperatively. Applicants must also have excellent verbal and written communication skills, and experience in event organisation is preferred.

Estimated time commitment: 4 hours per week

Responsibilities and Requirements

- **Must attend weekly Social Enterprise meetings**
- Must complete assignments in a timely manner and to a high standard
- Contact Social Enterprises in Melbourne for information and to establish working relationships
- Assist with the organisation of events aimed at equipping students to make a positive impact
- Promote SEED's activities and attend SEED events
- 6-12 month commitment (12 month preferable)
- Reliable, committed and passionate

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