



Social Enterprise Officer

Application Close: When position is filled

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 Social Enterprise team is responsible for conveying to students the capacity of business to create social and sustainable impact. The manner in which this is delivered, previously has been done through events such as workshops, networking and panel events, and social media engagement. This year we are seeking self-motivated, passionate individuals who are looking for an opportunity to find unique and innovative ways to engage, educate and empower fellow students about social entrepreneurship.

We are also seeking students interested in helping to deliver SEEDs 'Incubator' program. The Incubator program is designed to EDUCATE students on the capacity of social enterprise and EQUIP students with the skills needed to develop their own social enterprise. Tasks may include, organising workshops, sourcing and communicating with workshop facilitators, recruitment and communication with participants and organisation of the final "Pitch Night".

Applicants must be able to work both independently and as part of a team, be self-motivated and have excellent verbal and written communication skills. Experience in event organisation is preferred, however not necessary.

Responsibilities and Requirements

- Demonstrate the capacity and enthusiasm **to commit 3-5 hours per week**.
- Able to attend **weekly meetings** and SEED events to assist where necessary.
- 6-12 month commitment (12 months preferable)
- Assist with the creation, organisation and facilitation of events that equip students to create a positive impact in their future endeavours.
- Regular communication with the Director of Social Enterprise and team members.
- Value flexibility, commitment and a supportive team environment.
- Have strong time management, communication and interpersonal skills.
- Express creativity, innovation and a passion for social justice.

How to Apply

Please submit the following to Tanya at tanya.milnes@monashseed.org:

- Resume (two-page maximum), including contact details.
- Cover letter (one-page maximum) outlining motivation, skills and key criteria.

Feel free to send any questions through to Tanya at tanya.milnes@monashseed.org