

WE PROUDLY  
GIVE A DAMN.



Social Enterprise Collective



deakinseco



[www.seco.org.au](http://www.seco.org.au)

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## Position: Events Officer

**Applications Close:** 5:00 PM, 15 August 2017

### About SeCo

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**Who are we:** SeCo is the destination for young leaders and change makers in Australia who want to use business as a tool for change. We seek to leave the world in a better place than how we found it.

**Our Vision:** Our vision is a world where all youth-led enterprises and businesses are underpinned by purpose and social impact

**Conference:** Our Young Social Entrepreneurs Conference held at Deakin University provides the platform for the next generation of leaders to connect with ambitious, like minded university students and social entrepreneurs who proudly give a damn. The conference regularly sees over 100 passionate young people come together from across the country to share ideas and innovation.

### The Job

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*The Events Officer will be part of the Events Team and will assist in the organisation and execution of each SeCo event. The Events Officer will also be a part of the Conference Committee; responsible for organising and coordinating our Social Entrepreneurship Conferences in the second half of the year. It is aimed at introducing students to Social Entrepreneurship, educating & inspiring them – we want everyone to know what a social enterprise is!*

*This role is vital in executing SeCo's most important event, therefore it requires a passionate, committed and enthusiastic person who is excited by social enterprise (Melbourne based examples include [Thankyou, Who Gives a Crap](#) and [YGAP](#)). The time commitment for this position will average **2-5 hours per week with an increase in hours around the time of our annual conference**. You must commit to the position for a **minimum 1 trimester**.*

*The applicant will be driven, passionate and well aware of Social Enterprise & SeCo's values/mission. Basically, we're after someone who is ambitious, hard working and driven, certainly no CV stackers! If this sounds like you, apply today.*

### Responsibilities

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- Coordinate with the Events Directors in relation to the content, location, theme and speakers for each event.
- Work as part of a team and communicate with others effectively in a timely manner.
- Assist the marketing team with the coordination of promoting and marketing the conferences through direct and indirect marketing.
- Assist the treasury team in event budgeting including sponsorship proposals, grant applications.
- Networking with potential partners, sponsors and speakers, including attending relevant external events.
- Work within strict time frames to organise the event.



- Communicating and reporting to SeCo executives regarding the progress of events.
- Any other event related duties as directed.
- You will need to attend meetings with the Events Team **as required** in preparation for the conference.
- You will be required to attend **fortnightly** SeCo Team Meetings held at Deakin University Burwood Campus.

## Requirements

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- Passion for Social Enterprise & Entrepreneurship.
- A strong interest in Events Management.
- Ability to work with internal and external stakeholders in a professional manner.
- Excellent communication and organisational skills.
- Ability to work independently and collaboratively.
- Marketing knowledge would be advantageous.
- You must be proficient with Social Media and utilising it as tool for gaining support.
- Flexibility to work extra hours during the conference period.

## Further Info

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You can read about Social Enterprises/Entrepreneurship on the following websites:

- [www.seco.org.au](http://www.seco.org.au)
- <http://tdi.org.au>
- [You can also watch past conferences on our youtube channel](#)

## How to apply

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All applications must be sent to [enquiries@seco.org.au](mailto:enquiries@seco.org.au) with a CV (or link to your LinkedIn) and cover letter which addresses why you're interested in SeCo and why you are the right candidate for this position.