



## Position Description

### Seed Project Officer - recruitment and logistics

*We're looking for an Aboriginal and/or Torres Strait Islander young person who is passionate about protecting country and building up young mob to create change in their communities. We are looking for someone with strong communication skills as well as experience in project and event organising to help pull off our climate justice events and activities over the next 6 weeks.*

***This is an identified role suitable for Aboriginal and/or Torres Strait Islander identified applicants under 35 only.***

**Responsible to:** Seed National Director

**Location:** Melbourne or Brisbane (negotiable)

**Employment Basis:** Part time (3 days/week), 6 week contract

**Start date:** As soon as possible

**Salary:** \$46,000 plus super, negotiable depending on experience

#### The Role:

The Seed Project Officer will work with guidance from the Seed National Director and will be responsible for delivering a wide range of tasks and projects to help organise our climate justice events and activities over the next 6 weeks.

#### Key responsibilities

1. Call Seed volunteers to ask them to get involved and come along to our events
2. Consistently meet minimum conversation rates when making calls
3. Use Excel spreadsheets and Nationbuilder to process and maintain Seed's contacts
4. Stay up to date with all of Seed's campaign and grassroots developments
5. Support with venue and transport logistics for participants in the lead up to and during activities and events

#### Experience and Competencies

The ideal candidate will be a passionate volunteer and knows Seed well. We are looking for someone who ideally has experience in recruiting people.

- Strong communication skills
- Experience with recruitment
- Commitment to Seed's mission, values and knowledge of campaigns and programs
- Trustworthy, reliable, able to work independently and a quick learner
- Strong planning and data management skills, nationbuilder experience preferred
- Available to work flexible working hours depending on the best times for recruitment

Note: If you don't have all the skills listed above, but are willing to learn - please apply.

#### Application Process

Candidates should submit via email: A cover letter (1 page) and CV (2 pages max) Applications are open and will be assessed on a rolling basis until the position is filled. Applications should be addressed to Amelia (Millie) Telford, Seed National Director, [amelia@aycc.org.au](mailto:amelia@aycc.org.au), and use the subject line 'Seed Project Officer [full name]'. **Applicants are encouraged to apply as soon as possible, we anticipate to hold interviews in early to mid November.**