



Position Description: Seed Project Officer (Recruitment and Logistics)

At a time when the campaign to ban fracking in the Northern Territory is really heating up & our volunteer network continues to grow, the next 3 months are full of powerful events, actions and activities led by Seed mob all across the country.

That's why we're hiring a short-term Seed Project Officer (3 months) to be a part of our deadly team of Seed staff and volunteer leaders to help pull off these exciting plans. 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!

If you're looking for a short-term role that will challenge you, inspire you, fill you up with hope and a job where you get to leave work each day feeling like you're a part of a network of young mob making a difference together - then apply for this position today!

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, Brisbane or Sydney (negotiable)

Employment Basis: Full time (5 days/week), 12 week contract

Start date: As soon as possible

Salary: \$45,000-55,000 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 logistics and recruit volunteers for our climate justice events and activities over the next 12 weeks. Some of these events and activities include "Step Up for Climate Justice" which is a fundraising and events-based campaign; "Power of Country" town hall events to supercharge the campaign to Stop Origin Energy from fracking the NT; and Seed Regional Summits which are all about building up our volunteers across the country.

We are looking for someone with strong communication skills as well as experience in project and event organising.

Key responsibilities

1. Call Seed volunteers to ask them to get involved and come along to our events
2. Use Excel spreadsheets and Nationbuilder to process and maintain Seed's contacts
3. Support with venue and transport logistics in the lead up to and during activities and events
4. Stay up to date with all of Seed's campaign and grassroots network

Experience and Competencies

The ideal candidate will be a passionate young person who knows Seed well, and/or someone who is a quick learner and ready to dive in and get started straight away. We are looking for someone who ideally has experience in recruiting people to get involved, take action and come to events.

- Strong communication skills
- Experience with event/volunteer recruitment
- Commitment to Seed's mission, values and knowledge of our 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 still 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, 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 mid August 2019.**