



Event and Supporter Engagement Internship

Are you passionate about seeing Jesus-followers contributing to meaningful societal change? Do you love community, organising and events? If you've got a day a week to spend interning at Seed, we'd love to hear from you.

On September 1-3rd, Seed is hosting our first annual Summit. It's an opportunity for our community to gather, to hear from each other, and to engage in design processes to help address real-world problems through the lens of Redemptive Design. It's a chance to connect with like-minded Jesus followers seeking to demonstrate the goodness of God to those in their context, in tangible ways.

Later in the year we'll be hosting some smaller community-building and support-raising events, and will be looking to strengthen some of our internal processes.

About the role:

The first half of your Event and Supporter Engagement Internship will give you the chance to follow an event management process through to execution. Work with our Operations and Supporter Engagement Manager to bring a complex and creative 2-day event to life—from those menial but essential tasks which make things fly, to the bigger discussions of how the event will fulfill its overarching purpose and contribute to Seed's Mission and Vision.

Build your knowledge of front-of-house programming as well as logistical arrangements. Take part in Summit and the behind-the-scenes work that brings it all together. Contribute to a review process, which will meaningfully impact the future Summit and the Seed community.

Assist with the coordination of smaller fundraising events and improvements to our supporter engagement processes in the second part of your internship. Learn about strategies for building engagement with supporters, stewarding that support well, and reciprocating that support through the provision of resources and opportunities for community engagement. This is likely to include the design and launch of an online community portal.

About you:

You're a tertiary student **or** someone with experience in a low-level management role or higher.

You care about the impact that your faith has on the way you and others engage with existing challenges and possibilities faced by society.

You're familiar with Microsoft Office suite—Word, Excel, Outlook, etc.

You've got good interpersonal and communication skills.

You're available 9am-4pm on either Monday or Wednesday (one consistent day each week) from 26 July 2021 through til 2 November 2021, as well as for a 3-day, 2-night block from 1-3 September.

Non-essential experience and qualities which will be considered favourably:

- Experience volunteering at or organising events
- Communications and marketing experience
- Basic graphic design skills
- Ministry experience
- Experience working in an office environment
- Basic accounting skills or experience



How to apply:

Email Jessica at info@seed.org.au. Applications should include a cover letter and CV addressing the criteria outlined above, and at least two referees.