



OCEANS 2 EARTH VOLUNTEERS

Sales & Engagement Officer

Details

Application closes: Open

Commences: Immediate

Employment type: Contractor

Remuneration/ Pay rate: Commission Only. \$25 per volunteer application processed.

Location: On site at a University campus

Summary: The Sales and Engagement Officer (SE) is responsible for the promotion of volunteer engagement through Oceans2Earth Volunteers (O2E) and recruitment to projects within a designated University. Usually, these positions are filled by students who are enrolled as current students at the University. You will be in charge of developing the Oceans2Earth brand and through sales will be the first contact between Oceans2Earth Volunteers and potential new volunteers. When representing Oceans2Earth Volunteers you should display a professional attitude whilst remaining open and accessible to all clients with whom we work with. You will be in charge of the day to day running of the marketing presence within the University with which you are a student answering all queries and emails as quickly and efficiently as possible with a 24 hour email response time. You will be expected to keep a lead database which is updated at all times and made available online to all O2E work colleagues.

No of positions: Multiple. 1-2 students per University.

Duties

Responsibilities:

- Using proactive recruitment processes to achieve volunteer engagement and recruitment to O2E projects
- Increasing community awareness through the promotion of O2E's programs
- Organising and conducting effective on campus presentations in order to recruit volunteers to O2E projects including but not limited to marketing displays, information sessions, presentations, open day stalls, etc
- Building and maintaining relationships with key University personnel, student groups and potential volunteers in a professional, accurate and informative fashion



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- Managing and responding to all incoming enquiries in a timely and accurate fashion ensuring excellence in customer service and adhering to the O2E standards at all times
- Developing and maintaining an accurate database including but not limited to contacts, and volunteer attendance information
- Ensuring the accurate and confidential maintenance of individual records and the supply of these records to O2E staff
- Maintaining statistics, recording information and providing reports as required
- Assisting with duties associated with volunteer recruitment
- Work independently or within a small team to meet objectives

Skills/Qualities: The ideal candidate will possess the following:

- A friendly and approachable demeanour
- Sales focused using a customer service approach
- A flair for building relationships
- Demonstrated networking effectiveness
- Demonstrated promotion, presentation and marketing skills
- Ability to communicate via email to potential volunteers and O2E staff
- Excellent organisational, time management and follow up skills
- Self-motivated
- Attention to detail
- Effective written communication
- A self-starter with an ability to take initiative without direction
- Able to take initiative by introducing new and effective programs to recruit volunteers
- Keep O2E staff well-informed with University activities that may be suitable for
- Increase the O2E brand on various social media platforms by working with the O2E Social Media officer
- Answer all sales emails within a 24 hour answer response during the working week
- Promote O2E projects and campaigns on site at the University
- Become an expert on O2E projects and O2E's Ethical Standards and Wildlife Code
- Interest in social and environmental issues
- Ensure the projects have accurate information about bookings
- A flexible and adaptive approach
- Passion for travel, environmental and community development
- Fluent in written and spoken English



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Benefits:

- Opportunity to earn an uncapped income
- Gain valuable work experience with a not for profit organisation
- Satisfaction from giving back to animal welfare
- Learn about conservation and animal welfare issues

Requirements: Australian applicants must hold an Australian ABN number for invoicing purposes

Time Commitment: Work in your own time as much as you want with a minimum of 2 hours per week. The more you work, the more you will earn.

Application procedures: Email your CV to Tracy Leske at volunteer@oceans2earth.org

NOTE: This is a commission only position.

Committed candidates need only apply.