JOB ANNOUNCEMENT
Data & Reporting Assistant – Full time
Seva Foundation
Berkeley, CA
www.seva.org

Seva Foundation develops solutions to end avoidable blindness. Since 1978, Seva Foundation has been a leading innovator in building programs that deliver cost-effective, culturally informed eye care services for many of the world's most vulnerable people – including women, children, and indigenous peoples. With country offices in Nepal and Cambodia, and ongoing support to eye health institutions around the world, including the United States, Seva has restored sight to nearly 4 million people and provides services to approximately 1 million patients a year. Seva's work is made possible by the generosity of donors and volunteers, who play an important role in realizing our vision of ending avoidable blindness around the world.

Position Description:

The Data and Reporting Assistant will play an integral role in supporting the data collection, entry and report writing of the Innovation and Sight program and partners. This person is responsible for data support to the Seva Innovation & Sight Team. This person will also support the writing and preparation of reports. Responsibilities include maintenance of a data tracking system, requesting reports and entering data, preparing reports, as well as some summarizing of data collected, and administrative support.

Main Responsibilities:

Report Submission Coordination

- Work with the Innovation and Sight point people to collect needed reports
- Track report submission and coordinate follow-up requests and calls

Data Entry and Tracking

- Enter program data into the system
- Prepare reports on progress of work against deliverables
- Summarize collected data for inclusion in reports

Report Writing and Preparation

- Draft reports as requested by Program Grants Coordinator

- Format reports for submission

Other

- Support Sight Program team with projects and tasks as requested

Key Qualifications:

- Excellent interpersonal and written communication skills
- Highly organized, detail-oriented, flexible, good sense of humor
- Previous data entry and Microsoft Office experience
- An interest in international health and development is desired
- Bachelor's degree desired from an accredited college or university

To Apply:

Applications should be submitted via email to jobs@seva.org with "Data & Reporting Assistant" in the Subject line. Please include 1) cover letter explaining your strengths, interest in the position, and fit for the role along with 2) your resume and 3) a brief writing sample of original work no more than 1000 words.

Salary is competitive and commensurate with applicant's experience. Excellent benefits.

The application deadline is **10 September 2016**.

Only short-listed candidates will be contacted by email for an interview.

Seva is an Equal Opportunity Employer.