



<b>Job Title:</b>	Manager, Marketing and Communications
<b>Employment Category:</b>	Full-time
<b>Place of Work:</b>	Berkeley, California, United States
<b>Reports to:</b>	Smriti Chadha
<b>Reporting to position:</b>	Director, Marketing and Communications

### **Who We Are:**

Seva is a global nonprofit eye care organization that transforms lives by restoring sight and preventing blindness. Since 1978, Seva has provided sight-saving surgeries, eyeglasses, medicine, and other eye care services to more than 40 million people in underserved communities around the world.

Globally, at least 2.2 billion people have a vision impairment, and of these, at least 1 billion people have a vision impairment that could have been prevented or is yet to be addressed. Our programs have been instrumental in making eye care available to those who can't afford it. They are driven by 4 pillars - establishing self-sustaining vision centers, eye care for kids, bringing the best in technology, and training & job creation. Seva believes that restoring sight is one of the most cost effective ways to relieve suffering and reduce poverty. When a blind person gets her sight back, she can go back to work, earn and support her family. In more than 20 countries, Seva has helped nearly 5 million people who were blind to regain their sight.

### **Position Description:**

The Manager, Marketing and Communications will support the Director, Marketing and Communications with ongoing Seva communication projects. This position will be responsible for building and nurturing community relationships including influencers and youth ambassadors. The Manager, Marketing and Communications will also own the management of Seva's merchandise. This position requires awareness of industry trends and will pitch ideas for communication and engagement with the community.

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**Key Responsibilities:**

- Community relations (influencer program management, youth ambassador program management)
- Lead and manage Seva's merchandise
- Support editorial + Development Communications
- Pitch ideas for PR (including social media content)
- Organize and manage events
- Support development of marketing collaterals and media assets

**Other Duties:**

- Other duties as assigned

**Skills & Experience:**

The successful candidate will have:

- Bachelor's Degree
- 5+ years of experience working in the branding/communications space
- Ability to seek input and collaborate with stakeholders
- Excellent verbal and written communication skills
- 3+ years of experience organizing and managing events
- 3+ years of writing experience (newsletters, social media posts, invites, etc)
- Excellent program management skills – should be able to multitask efficiently and able to meet established deadlines.
- Demonstrated ability to build and nurture relationships with audiences, partners, etc.

**Seva's Values:**

- Compassion in Action – We do not observe suffering, we address it.
- Selfless Service – Service is its own reward.
- Respect – We believe in the fundamental dignity and value of every person.
- Equity – We serve the underserved to ensure all people have access to quality care.
- Fun – We never take ourselves too seriously. When you stop laughing, you've stopped living.

| Interested candidates please submit your resume and cover letter to [arubin@hroptions.com](mailto:arubin@hroptions.com)