



## **Communications and Development Coordinator**

Seva Canada, an international development organization focused on restoring sight and preventing blindness in developing countries, is seeking a full-time Communications and Development Coordinator to join our small and dynamic team.

In this role, you will assist the Marketing and Communications Director in raising the profile and awareness of Seva Canada Society, acquiring new donors, enhancing donor experience online and offline and increasing office efficiency.

The main responsibilities include but are not limited to, running Seva's social media channels (primarily Facebook, Instagram, Twitter and LinkedIn), managing volunteers, creation of collateral and videos, managing events, recording donations in the database, generating weekly tax receipts, maintaining and updating the donor database, coordinating weekly donor mailings, writing blog posts and sight stories for the website and for print, updating and organizing photo and story databases, being the first point of contact for donors in the office and on the phone, maintaining day-to-day correspondence and processing requests from donors, and other daily administrative tasks.

The successful candidate will be an important part of our small team and report directly to the Marketing and Communications Director. You have social media, communications, fundraising or public relations experience, excellent written and verbal communication skills, are a self-starter, work well with others and pay very close attention to detail.

The position includes professional development opportunities and the chance to travel internationally to visit and document Seva's programs.

### **Qualifications: About You**

- Post-secondary degree or diploma
- Experience on most major Social Media channels, primarily Facebook, Twitter, Instagram and LinkedIn
- Passion for storytelling and advocating for a cause
- An interest in marketing, media, and fundraising
- Strong proficiency in Microsoft Office
- Strong interpersonal, written and oral communication skills
- Demonstrated excellence in creative writing skills for print and web
- Ability to work within a team and independently
- A track record of initiating and completing projects in a timely basis
- A professional and outgoing manner with the ability to interact tactfully and diplomatically with a wide variety of people
- Strong organizational skills and ability to manage competing priorities in a fast-paced environment

- Detail-oriented, ability to adhere to and maintain administrative procedures
- Ability to travel internationally
- Available outside of office hours for events

**Assets:**

- Experience creating videos
- Experience using donor databases such as ETapestry or other Blackbaud products
- Experience with Drupal websites
- Experience in marketing, communications or public relations
- Interest in international development and/or the not-for-profit sector

Please apply with your resume and cover letter to the Marketing and Communications Director at [communications@seva.ca](mailto:communications@seva.ca) by **April 6, 2018**. We thank all applicants for their interest. Only those selected for an interview will be contacted.

Seva Canada is a Vancouver-based charitable organization located in Kitsilano whose mission is to restore sight and prevent blindness in developing countries. Seva believes that giving sight to a blind person is the most effective way to relieve suffering, reduce poverty and transform lives. Seva creates sustainable eye care programs that achieve long-term change, are culturally sensitive and reach those most in need – women, children and people living in extreme poverty and isolation.