



## **Job Description: Manager- Media and Communication, Eastern Region**

### **About SEEDS**

SEEDS is a not-for-profit organisation that helps make communities resilient through comprehensive interventions in the areas of disaster readiness, response, and rehabilitation. Since 1994, the organisation has worked extensively on every major disaster in the Indian subcontinent, integrating locally based approaches to build the long-term resilience of the communities it serves. SEEDS completed 27 years of outstanding service to humanity in January 2021 and is re-anchoring its approach to building resilience through innovation. It continues to empower the most vulnerable across Asia to build a better future. For more information, visit [www.seedsindia.org](http://www.seedsindia.org)

### **Position**

The Manager- Media and Communication, Eastern Region will be responsible for creating compelling and engaging content for project, campaigns, collaterals, events, and social media platforms, for generating publicity and outreach for the brand.

### **Responsibilities**

- Prepare interim and final reports of different donors
- Prepare monthly progress report as per timelines
- Prepare Project Charter
- Prepare donor visit reports and gather feedback from the donors
- Ensure all documents and reports are documented and maintained in a proper systematic manner
- Garner case studies from the field and develop them into human interest stories to be included in reports and used by the communications team for social media, and website use
- Gather timely bytes and feedback from district officials, government officials and other officials connected to the project to be included in the reports
- Create work progress reports from time to time of different interventions from the field
- Coordinating with the Communications team for any support they might require from time to time
- Go on regular field visits to our project sites to collect case studies, bytes, content for reports etc.
- Create monthly work plans that will be shared with and monitored by the reporting manager

**Candidate must have**

- Bachelor's degree in communications or related field
- 3-5 years of work experience preferred in media and communication
- Demonstrated track record of extraordinary writing skills in online and offline environments
- Ability to produce quality communications under significant time pressure
- Ability to work independently and with the team. Team Player.
- Attention to detail and ability to prioritise tasks to meet tight deadlines.
- Excellent written skills in English. (Additional knowledge of Hindi an advantage)
- Open to learning new tools and communication ideas
- Master's in journalism or Mass Communications
- Prior experience in development sector
- Basic Knowledge of Adobe Illustrator, Adobe Photoshop, Adobe InDesign, or similar software
- Interest in photography

**We value**

- Ability to respond efficiently to complex emergency situations in the field
- Relevant experience in delivering on time, quality and on target
- Ability to make considerable and effective decisions and take clear action to address issues
- Attention to detail to spot challenges and opportunities
- Ability to collaborate with teams in a multi-cultural, multi-disciplinary environment
- Ability to work in partnerships
- Strong analytical and persuasion/negotiation skills, with the ability to influence, negotiate, motivate, advocate, and resolve conflict
- Ability to succeed in often interrupt-driven, ambiguous, and highly flexible environments
- Ability to work and deliver independently as well as part of a team  
Ability to understand the implications and assess the appropriate degree of acceptable risk and take actions to minimize risk

**Location**

Patna, Bihar

**Travel**

Willing to travel 40% of the time.

**Term**

1 Year (Renewable)

**How to Apply**

Candidates with a passion to work in the humanitarian sector and with the above qualifications and experience may apply to [joinus@seedsindia.org](mailto:joinus@seedsindia.org) with the subject "Manager- Media and Communication, Eastern Region" in SEEDS latest by 15<sup>th</sup> November 2021. We are an equal opportunity employer and value diversity at our organisation. Please mention your current and expected salary, and joining time required.