



VACANCY ANNOUNCEMENT

Communications Lead (based in Asia)

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84000: Translating the Words of the Buddha invites applications for the full-time position of Communications Lead.

The organization

84000 is a global nonprofit initiative to translate the 230,000 pages of the Tibetan Buddhist canon for the open and curious, and to make it freely accessible for all, now and into the future.

We continually work to innovate the ways in which the collection is presented, providing interactive tools to deepen the understanding of its wisdom for everyone, so that people of all ages, backgrounds and walks of life can find a way to directly connect with the wisdom of the Buddha's teachings.

As a 100-year project (currently in its 14th year), we are looking for a new colleague who values long-term professional relationships and thrives in a friendly and stimulating environment.

The position

In this position you will be managing both people, external communications, and our brand.

Reporting to the Acting Communications Director, you will be responsible for the day-to-day management of the Communications team, its operations, and for communications initiatives and marketing content across all communications platforms.

In your role leading our marketing & external communications initiatives, you will be at the forefront of amplifying the organization's mission and impact to the world. You will work with a dedicated team to ensure clear and consistent messaging that resonates with our target audiences to build awareness, generate support, and achieve 84000's goals across public communications channels. This includes: co-creating compelling narratives and stories, overseeing our social media presence, and building relationships with a wide range of collaborative communities around the world.

As day-to-day manager of the Communications team, you will be the one ensuring team cohesion in a growing team, hold one-on-ones with team members, and report on the team's activities and results. You will also ensure smooth cooperation with other teams in the organization (especially Technology and Translation).

Qualifications and experience

- Bachelor's degree in English, communications, marketing, journalism or related field
- Experience in communications or communications-related fields (ideally 3-5 years)
- Experience leading or managing teams
- Experience in project management
- An interest in communications strategy and brand building
- An affiliation or connection with an established lineage of the Tibetan Buddhist tradition.

Core competencies

- Effective communication skills
- Native-level proficiency in English, and familiarity with the *Chicago Manual of Style*
- Strong organizational management skills, creative problem-solving skills, and the ability to collaborate cross-functionally
- A sound grasp of various digital platforms and tools, from social media channels to project management software and data analytics tools. Preferably also media production skills: presentations, images, graphics, and/or video content.
- Proficiency in Mandarin Chinese would be a plus

Personal qualities and skills

- Strong interpersonal skills, a team player
- A commitment to personal growth and development
- Openness, humor, tolerance, and patience
- Tact, diplomacy, and discretion

Further details

- Location: Since our Communication team members are mainly based in Asia, we are looking for a Communications Lead based in that region, and preferably in Bhutan, China, India, Indonesia, Nepal or Thailand. You will be expected to work from home.
- Preferred start date: November 1, 2024.
- Remuneration is commensurate with experience.

How to Apply

Please send your Curriculum Vitae, letter of motivation, and a writing sample by email to jobs@84000.co.

Review of applications will begin immediately and continue until the position is filled.

We look forward to hearing from you.