



# VACANCY ANNOUNCEMENT

## Communications Editor

**FULL-TIME VACANCY**  
**Communications Team**  
**Remote / Asia-based**

### **The Opportunity**

84000 is seeking a creative and highly-motivated Communications Editor to join its growing Communications team. This position requires working proficiency in both English and Chinese. This role is crucial in defining and maintaining an 84000 voice in both languages, adapting messaging for context and culture, and for adherence to the broader strategies of 84000's Communications and Development teams.

This is a fixed-term, remote-based, full-time position for one year (with the possibility to extend).

### **Main Responsibilities:**

1. Serve as editor of a regular 84000 newsletter, which includes soliciting and editing content; sourcing photos; creating Mailchimp layouts; and collaborating with colleagues to improve content strategy, editorial processes, and audience engagement.
2. Edit and recast communications and development content to improve structure and flow; and fact check and proofread reports, press releases, presentations, donor communications and other written material drafted by the Communications and Development teams.
3. Serve as a liaison to internal teams, such as Translation and Technology, to identify opportunities to deliver communications activity such as: news releases, videos, photos, campaigns, and social media posts.

4. Engage in focused conversations with employees, translators, editors, alumni, users, and donors that result in relevant written content.
5. Work with team members to keep marketing and promotional materials current and to maintain a shared database of all printed and electronic products for the organization.
6. In coordination with the Communications team, draft short articles and documents such as op-eds and quotes for partner publications, platforms, press and/or communications projects, based on translation progress and/or impact.
7. Make complex ideas simple and compelling through effective writing skills, and adhere to communications best practices.
8. Ensure consistency, and that editorial, creative, stylistic, and branding standards are met.
9. Oversee updates to the style guide and provide feedback to Communications and Development team members on style issues that proactively addresses adherence to the guidelines.
10. Participate in strategic communications discussions and planning, as well as content creation meetings.
11. Perform other duties as assigned.

**Related Skills and Knowledge:**

- Bilingual working proficiency in oral and written English and Chinese (simplified and traditional), with an emphasis on knowledge of the languages and grammar, editing practices, and style guide usage.
- Knowledge of Buddhist studies, history, teachings, and texts and/or experience or familiarity with Buddhist material.
- Able to work independently and in teams with multiple individuals at varying levels, in person and remotely.
- Meticulous attention to detail and accuracy.
- Excellent bilingual written and verbal communication skills and the ability to manage multicultural personal and professional relationships with tact, sensitivity, respect, compassion, and openness.
- Excellent project management and organizational skills, including the ability to multitask and manage multiple priorities and deadlines.
- Respect for confidentiality, discretion, and adherence to professional ethics.
- Knowledge of graphic design principles and software preferred.

**Preferred Qualifications and Experience:**

- Bachelor's degree in English, communications, marketing, journalism or related field required; master's degree preferred.
- 5+ years of communications-related experience.

- 5+ years experience of Buddhist study or practice.
- An affiliation or connection with an established lineage of the Tibetan Buddhist tradition.
- Experience using Microsoft Office Suite, Adobe CC, Chicago Manual of Style, Mailchimp, and CRMs.

**Works closely with:**

Communications Director, Communications Manager, Communications Associate, Chinese-language translators, and the Executive Director.

**Salary and Benefits:**

Salary and compensation package commensurate with skills and experience.

**How to Apply**

Email your resume and cover letter to [jobs@84000.co](mailto:jobs@84000.co) with the subject line:

SUBJ: **Communications Editor - [your full name]**