



Pratham USA

Every Child In School and Learning Well

Events Associate, Pratham USA

Overview

At Pratham we have a vision for India where every child can go on to live a good life and earn a good livelihood wherever in the country they are born and raised. We believe that every child has the right to a quality education – one that prepares them for life and for work. Since 1994, when we started our work in Mumbai, we have been trying to address that.

What we do:

LITERACY AND LEARNING INTERVENTIONS engage children ages 3-14 in order to improve their basic reading, writing, and math skills.

VOCATIONAL TRAINING promotes economic self-sufficiency for young adults through training and job placement.

GIRLS' EDUCATION PROGRAM assists female dropouts over the age of 14 in completing their secondary school education and earning their 10th Standard diploma.

RESEARCH AND ADVOCACY EFFORTS measure and provide reliable data on children's learning. EDTECH SOLUTIONS empower students to use self-driven curricula to learn outside of the classroom.

Impact:

We reach millions of children and youth in India each year through operations in 23 cities, 21 states, and two union territories. The past 12 months have been like no other. Facing up to the challenges of Covid-19 we have:

- Reached 500,000+ children directly with learning opportunities suited to their own level
- Served 20,000 communities
- Helped 200,000+ children catch up on lost learning due to school closures
- Given 4,000+ young women a "second chance" to earn their secondary school certificate
- Trained over 50,000 youth and placed 27,000 in jobs
- Equipped more than 700 partners with digital learning content through Pradigi Open School

Our ASER survey has continued to inspire a network of citizen-led assessments of children's learning in 14 countries on three continents.



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Pratham USA:

Pratham USA is a 501(c)(3) charity with chapters across the United States. We raise awareness and mobilize the financial resources that make our work possible.

Job Description

Pratham USA is looking for an Events professional with a high value background and established technical events skills to join Pratham USA's Events team within the Marketing and Communications Function.

The events team deliver an annual program (across 14 USA and UK chapters) of cross-organizational events, working closely with Individual Giving, Corporate and Trusts & Foundations development specialists.

We are a small but ambitious team, tasked with raising income and delivering a successful stewardship strategy for donors. The events program, therefore, contains a mix of high-value fundraising events, third-party partnerships and stewardship events.

This role requires you to work proactively and independently with minimal supervision as well as the ability to communicate and influence at a high level.

Key Responsibilities:

- **Event Planning and Coordination:** Assist in the overall planning and coordination of the gala, working closely with the event manager and other team members. This includes tasks such as creating timelines, managing logistics, and finding new vendors, coordinating with existing vendors and suppliers.
- **Timeline & Stage Management:** Help manage the event program and timeline, ensuring smooth transitions between different segments, speeches, performances, and other scheduled activities. Communicate timing cues to speakers and performers.
- **Vendor & Set-up management:** Assist and work closely with the decorator to ensure all event spaces are ready within the stipulated time frame, ensuring it aligns with the theme and planning of the gala. Managing other vendors, such as caterer, photographer, DJ/Dhol player – contracts, payments, insurance, arrival, set-up and all communication with them.
- **Organization and communication skills:** Events Involve numerous details, timelines and tasks. Strong organizational and communication skills are crucial for managing event logistics, coordinating and communicating with various stakeholders including attendees, board members, staff, vendors and other external stakeholders.
- **Basic Audio Visual knowledge:** Basic audio visual knowledge in assisting with audiovisual equipment and technical requirements, such as sound systems, projectors, screens, and lighting. Coordinate with the AV team to ensure seamless execution of presentations, speeches, and multimedia elements.



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- **Time management:** Events often operate on tight schedules, and being able to prioritize tasks, manage time effectively, and meet deadlines is critical. Strong time management skills help ensure all aspects of the event are executed in a timely manner
- **Problem solving & attention to detail:** Events require careful attention to detail to ensure accuracy; from setting up equipment to managing registrations, having a keen eye for detail helps prevent errors and contributes to a seamless event experience. The ability to think quickly on your feet, adapt to new situations, and finding creative solutions; ability to adapt to changing circumstances and adjust plans accordingly. Being flexible and open to new ideas or modifications.

Required Skills and Competencies:

- Bachelor's degree
- 3 years' experience working in events management
- Excellent project management skills, including the ability to break a complex project down into smaller tasks and to set, and stick to, deadlines.
- Build strong relationships with event committees, senior staff and volunteers, sponsors, companies and suppliers - managing these relationships to ensure high level buy in and support on all events
- Excellent presentation, written and verbal communication skills.
- Knowledge of Salesforce preferred, and proficiency in Microsoft office and Google applications required.
- Motivated self-starter who can think critically and solve challenges creatively.
- Able to work with minimal supervision as well as part of a team.

Compensation

The position is full-time with competitive compensation commensurate to experience and skillset. Additionally, Pratham USA offers a generous benefits and vacation package, including 401(K) and health benefits.

Location and Travel

This is a remote/work from home role based in the USA. Travel within the US is required (30-40 days of the year including weekends), sometimes at short notice.

How to Apply

Email a cover letter describing your qualifications and relevant experience, a resume and salary requirements to hiring@prathamusa.org.



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Pratham USA is an equal opportunity employer and encourages people from diverse backgrounds to apply for positions within our organization.