



Pratham USA

JOB TITLE: Associate, Events

Overview

Established in 1995 to provide education to children in Mumbai slums, Pratham (which means “first” in Sanskrit) is now one of the largest and most successful non-governmental education organizations in India. Working in collaboration with governments, communities, parents, teachers, and volunteers, we focus on innovative interventions to address gaps in the education system. The clarity of our mission—“every child in school and learning well”—drives our focus to make an impact on the lives of India’s children and extends from our leadership to our team in the field.

With operations in 21 of India's 29 states, Pratham reaches millions of children and youth each year, from Kashmir to Tamil Nadu. Our methods have also spread beyond India's borders through ASER (Annual Status of Education Report), India's largest citizen-led assessment which has inspired parallel assessments of children's learning in fourteen countries across the world.

What we do

Develop Innovative Programs - Pratham uses outcome-driven programs that reconfigure teaching methodologies and challenge ineffective learning mechanisms. Our strategies focus on results, accountability and continuous learning and improvement.

Build Scalable Models - Pratham's low-cost learning models are rigorously tested and evaluated so they can be easily replicated on a larger scale to provide quality education to every child.

Advocate Change - Pratham’s willingness to take risks, adapt to changing circumstances and look beyond our programs gives us the leverage to create broader change. We amplify our impact by freely sharing information with other nonprofits and using our findings to advocate for large-scale policy changes.

Inspire Action - We engage parents, teachers and government to make learning a community effort. Local volunteers are vetted, trained and monitored to help implement learning interventions at the grassroots level using Pratham’s high-quality teaching materials.

Pratham USA

Pratham USA is a volunteer-driven organization with 14 chapters across the United States that raise awareness and mobilize financial resources for our work on the ground. With a four-star rating (the highest possible) from Charity Navigator, Pratham USA demonstrates accountability and transparency as a non profit organization. More



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information about Pratham USA can be found here: [Pratham USA](#)

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-organisational 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.

Specific Responsibilities

- **Event Planning and Coordination:** Assist in the overall planning and coordination of the gala, working closely with the event director 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. Ability to set-up and manage Zoom calls.
- **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.
- **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



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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 find 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

- 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 an annual salary up to \$60,000. Final compensation will be based on experience and interview performance.

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.

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



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