

Job Title: Coordinator – Events & Strategic Communications

Department / Business Unit: Communications

Reporting To: Communications Lead

Job Type: Full Time

Location: Noida (with travel as required)

About AROH Foundation

AROH Foundation is a leading ISO 9001:2015 certified NGO in India working across 18 states to strengthen government welfare and CSR programmes through end-to-end project planning and implementation. With over two decades of experience, AROH focuses on the sustainable development of marginalized communities in areas such as education, skill development, livelihoods, health, sanitation, and natural resource management, and has directly benefited over one lakh people through flagship programmes such as Padho Aur Badho, Garima, Udaan, DDU-GKY, Sampoorna, SBI Gram Seva, and HDFC Parivartan etc.

Job Purpose

The Coordinator – Events & Strategic Communications will be responsible for the end-to-end conceptualization, planning, marketing, and execution of high-impact conferences, workshops, and events for AROH Foundation. The role will support strategic communication objectives by ensuring effective stakeholder engagement, strong visibility, and seamless on-ground execution aligned with the organization's mission and programs.

Key Responsibilities

- Conceptualize and plan conferences, events, and knowledge-sharing platforms in alignment with AROH Foundation's communication strategy.
- Develop event content including agendas, presentations, talking points, and communication materials.
- Coordinate with speakers, partners, donors, government officials, and senior stakeholders.
- Manage end-to-end event execution, including logistics, timelines, and on-ground operations.
- Support digital promotion through social media, website updates, and post-event outreach.
- Coordinate with internal teams, vendors, and external agencies to ensure smooth delivery.
- Ensure compliance with organizational protocols and quality standards.
- Document events through reports, photographs, videos, and analytics for internal and external use.
- Identify opportunities for improvement and innovation in event delivery and communications.

Key Result Areas (KRAs)

1. Event Planning & Delivery

- Timely and high-quality execution of conferences, workshops, and events.
- Effective planning, coordination, and on-ground management of events.

2. Stakeholder & Speaker Engagement

- Strong coordination with speakers, partners, donors, and government stakeholders.
- Positive feedback and engagement from event participants.

3. Strategic Communication & Visibility

- Effective digital and social media amplification of events.
- Increased visibility and reach of AROH Foundation's programs and initiatives.

4. Team & Vendor Coordination

- Smooth coordination with internal teams, vendors, and agencies.
- Timely resolution of operational challenges during events.

5. Documentation & Reporting

- Accurate and timely preparation of event reports and analytics.
- Proper maintenance of event records and communication assets.

6. Compliance & Continuous Improvement

- Adherence to organizational guidelines and communication standards.
- Incorporation of learnings and best practices into future events.

Skills & Competencies

- Strong writing, editing, and content development skills.
- Ability to handle senior-level and external stakeholders effectively.
- Experience with social media, digital platforms, and live events.
- Excellent coordination, communication, and multitasking abilities.
- Proficiency in MS PowerPoint, Excel, and basic reporting tools.

Educational Qualification & Experience

- Graduate degree required (MBA or equivalent preferred).
- 4–5 years of relevant experience in events, communications, or public relations.
- Willingness to travel as per project and event requirements.