

aProCh (a Protagonist in every Child) is a community based initiative started by **Kiran Bir Sethi** the Founder/Director of the Riverside School in 2007. aProCh works **FOR** and **WITH** the children of the city. aProCh conducts multiple initiatives such as *Street Smart, Parents of the Park, Mov'ing Experience and City on Cycles* towards the goal of a child-friendly city where children feel safe and empowered to explore and discover.

aProCh has impacted around 95,000 children in multiple cities (7) across India, including Ahmedabad, Hyderabad and Kolkata.

To manage and co-ordinate its expanding scope of work and impact, the aProCh team, based in Ahmedabad, GJ, is looking for an event coordinator.

The job role will require you to interact and communicate with individuals and organization across the spectrum of the society → What you do here will translate immediately into impact and positive change. You will be part of an accomplished, experienced team where you will help manage large, high-profile events that draw attention to a critical need in our society.

Job Location: Ahmedabad

Job Description: Project Assistant

Roles & Responsibility

- Identify, research and set up meetings with prospective schools and organisations
Build presentations and proposals
- Lead and organize event engagement activities for initiatives.
- Build & support aProCh's relationship with NGO partners
Achieve set targets as per time lines on a sustained basis
Establish and maintain excellent relations with partners & supporters.
Actively Initiate and support advocacy for mission in the region
Willing to travel locally and outstation for fundraising related activities
- Respond to and follow up on event enquiries by telephone, email, chat and personal visits.
- Make visits to schools, companies, colleges to share about aProCh and seek potential partnership.

Skills:-

- Excellent Communication skill and written skills
- Candidate must be a Graduate.
- Candidate must be good team player
- Able to plan, develop & execute social media strategies for the assigned projects.
- He/ She shall manage profiles & pages on social networking sites including Facebook, Twitter, LinkedIn & other social sites.
- Knowledge of speaking in Gujarati will be added advantage

The roles and responsibilities outlined above are not meant to be an exhaustive list of tasks. The need for flexibility is required and the job holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.