

## JOB DESCRIPTION

# Events Associate

Cuddles Foundation brings holistic nutritional counselling to children fighting cancer across India. We are seeking a dedicated Events Associate to join our team and assist our Events Manager in organising and executing a wide range of official events which include internal training/ learning events and fundraising events ranging for 10 to 150 pax. This is an exciting opportunity for an individual who is passionate about event planning, detail-oriented, and thrives in a fast-paced environment.

## Responsibilities:

As an Events Associate you will work closely with the Events Manager to:

### 1. Event Planning:

1. Assist in the planning and coordination of official events, including conferences, seminars, product launches, and social gatherings. Typically events at Cuddles will include small - large training/ learning events and fundraising events ranging for 10 to 150 pax.
2. Project manage the activities to deadlines by minuting / summarising event planning calls and then tracking to those.

### 2. Vendor Management:

Collaborate with the various vendors / partners, negotiate contracts, and ensure all aspects of event logistics are in place such as customised gifts, decor etc. within clear budgets.

### 3. Communication:

1. Maintain open and effective communication with internal teams, clients and event attendees to ensure seamless execution.
2. Hold regular reviews with organisation committees / event planners and document the same to ensure on track delivery.

### 4. Logistics:

Handle logistics such as venue selection, catering, audiovisual equipment and transportation, ensuring all requirements are met.

### 5. Budget Management:

Assist in budget tracking and expense management to ensure events are cost-effective.

6. **On-site Support:** Provide on-site support during events to oversee setup, troubleshoot issues, and ensure a smooth guest experience.
7. **Documentation:** Maintain accurate records, prepare event reports and gather feedback for continuous improvement.

## **Must-Haves:**

- Bachelor's degree in Event Management, Hospitality or a related field
- Minimum 2 years experience in event planning or coordination
- Exceptional organisational skills with keen attention to details
- Strong negotiation and vendor management skills
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office
- Ability to work flexible hours
- Ability to work in a team and have a strong work ethic.

## **Skills:**

### **Multitasking:**

Events often involve handling multiple tasks simultaneously. Being able to juggle various responsibilities is crucial. Events Associate should be able to switch between tasks seamlessly without losing momentum.

### **Planning and Organising:**

The ability to plan and organise tasks, timelines and resources is crucial for handling events smoothly. Event associates must pay close attention to every detail during the planning stage including venue selection, catering, decor and scheduling.

### **Customer Service and Communication Skills:**

Events are about people. Good customer service skills help in dealing with clients and attendees effectively. An Event Associate needs to communicate clearly and effectively with clients, team members, and vendors.

**Problem-Solving and Conflict Management Skills:**

Events rarely go exactly as planned. Being able to think on your feet and solve problems is vital. Knowing how to handle unexpected crises calmly and efficiently is a vital skill in event management. Active listening and understanding different perspectives to deal with conflicts is important.

**Budgeting and Negotiation:**

Managing events within the given budget is highly critical in NGO space. Negotiating with vendors and contractors to secure the best deals and save costs.

**Networking and Knowledge of Trends:**

Building a network of contacts can open up opportunities and resources. Staying updated with the latest trends in event planning, technology, and design can give a competitive edge.

**Location:**

Mumbai, Maharashtra

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