



Rythmus Foundation

Job Description

Position Title:	Event Coordinator
Key Responsibility:	• Support the end-to-end planning and execution of events, including logistics, scheduling, and material preparation. • Coordinate with vendors and partners, obtaining quotes, negotiating contracts, and managing relationships. • Assist in promoting events and managing the registration process, including tracking RSVPs and attendee communication. • Provide on-site event support by managing setup, welcoming guests, and resolving issues as the primary point of contact. • Recruit, train, and manage event volunteers, assigning tasks and schedules for seamless execution. • Assist with post-event activities, including collecting feedback, sending thank-you notes, and compiling reports. • Support budget tracking and financial administration, ensuring costs remain within allocated limits. • Perform administrative duties such as maintaining event calendars, databases, and correspondence.
Essential Skills	• Organizational & Time-Management: Ability to manage multiple tasks and priorities simultaneously with strong attention to detail. • Communication: Excellent verbal and written skills for effective liaison with teams, vendors, and stakeholders. • Technical Proficiency: Competence in Microsoft Office, Google Workspace, and event management software (e.g., Eventbrite). • Problem-Solving: Capacity to stay calm under pressure and proactively resolve event-day challenges. • Teamwork & Interpersonal Skills: Ability to work collaboratively in a team and independently with minimal supervision
Location	Remote
Qualification	Any Graduate
Experience Required	02 to 03 Years relevant experience.
Nature of Job	Full-Time / Part-Time / Contractual On-site / Hybrid / Remote