



Rythmus Foundation

Job Description

Position Title:	Assistant for event core values
Key Responsibility:	- Act as a core values liaison, ensuring every event element—from theme to vendor selection—aligns with the NGO's mission and ethical standards. - Review event plans, scripts, and marketing materials to guarantee consistent and authentic messaging. - Conduct research and vet potential partners, speakers, and vendors for mission alignment and ethical practices. - Assist in developing and implementing accessibility, sustainability, and inclusivity guidelines for all events. - Collect and analyze post-event feedback specifically related to the attendee's perception of the NGO's values in action. - Help create briefing documents for event staff and volunteers on core values and expected conduct. - Support the curation of event content (e.g., speaker talking points, videos) that powerfully illustrates the NGO's impact and principles. - Track and report on key metrics that demonstrate how events advance the organization's value-driven goals beyond revenue.
Essential Skills	- Deep understanding of and passion for the NGO's specific mission and core values. - Excellent analytical and critical thinking skills to assess alignment and potential risks. - Strong communication and diplomacy skills to guide teams and provide constructive feedback. - Meticulous attention to detail and a proactive approach to upholding standards
Location	Remote
Qualification	Any Graduate / B.Com / M.Com, Any Other relevant degree
Exp. Required	03 to 05 Years relevant experience.
Nature of Job	Full-Time / Part-Time / Contractual On-site / Hybrid / Remote