

Position Title: *Events Coordinator*

The Events Coordinator is responsible and accountable for the smooth flow of the ashram calendar of events and the ashram daily schedule.

Responsibilities include:

- Coordinating and holding the overview of the Calendar of Events
- Supervising new events in the calendar - receiving requests for new events and assessing their feasibility
- Key liaison for all the departments that support putting up a live event
- Ensuring the flow of the ashram daily schedule
- Disseminating information to gurukula students regarding events

Qualifications include:

- Planning and organizational skills
- Excellent communication skills
- Must be fluent in English
- Decisive
- Good computer skills in Word, Excel, Outlook email.

If you are interested in this seva position, please contact the Gurukula Applications office for a more detailed seva description and an application form. Please see the contact information below:

For students residing in India:

indianapplications@gspa.org

Phone (02522) 302600 ext 2194

For students residing out of India:

internationalapplications@gspa.org

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