

Job Description: Program Associate - Events

Role	Program Associate - Events
Compensation	As per industry standards. For ideal candidates, we're flexible.
Qualification	Graduate in any discipline
Experience	1-2 years of relevant work experience in project planning, event management and strategic ops.
Location	Remote

About AFI

Action For India's mission is to help social entrepreneurs in India overcome barriers to scale and achieve greater impact at the Bottom of the Pyramid. AFI identified and connects high-potential social entrepreneurs (working in sectors such as Education, Healthcare, Agriculture, Livelihood, Climate Change and Financial Inclusion) with impact investors, mentors, technology resources, government contacts and local partners to help them on their scaling journey. Launched in 2012, AFI is headquartered in New Delhi, India and has chapters in the UK and Silicon Valley, California. Since its inception, AFI has helped more than 1000 social entrepreneurs in their scaling journeys. You can get more information about AFI at <<http://www.actionforindia.org>>.

About the AFI Forum

Our flagship vehicle to support social entrepreneurs has historically been the AFI Forum, an invite-only event bringing together **100 leading social entrepreneurs** along with **100 influencers** drawn from the realms of impact investment, philanthropy, governance, technology, and public policy. AFI Forums have been organised every year since 2012 at various locations - Delhi, Hyderabad, Bengaluru and Mumbai. However, the Forum could not be held last year due to the pandemic. The 9th edition of the Forum was scheduled to be held in December 2021. But, given a surge in cases, the Forum was postponed to Q3 2022.

Some of the Eminent speakers at previous AFI Forums include Amitabh Kant, Desh Deshpande, Sam Pitroda and Peggy Dulany Rockefeller while some of the companies that have supported the previous editions of the Forum include Cisco, Intel, Nokia, Hewlett Packard, Nishith Desai Associates and ONGC; and Foundations including Deshpande Foundation, Motwani Jadeja Family Foundation, Ravi Mantha Family Foundation, WISH Foundation, Ek Soch Foundation, the Global Education Leadership Foundation, and Apollo Hospitals Foundation. More Information about the Forum is available at https://www.actionforindia.org/afi-forum-2021/new_index.html.

About the Role

Key Deliverables:

- Oversee all aspects of the Annual Forum including Program Content, Fundraising and Sponsorships, Outreach to Social Entrepreneurs, Outreach to Influencers, Marketing, Partnerships and Logistics
- Onboard and work closely with a team of interns and vendors/agencies for the smooth execution of the event
- Identify relevant speakers and resources to participate in the event
- Create and execute an outreach plan to ensure participation from entrepreneurs, investors, mentors, ecosystem partners, and sector champions
- Work closely with the AFI Communications team to create marketing collateral for the event
- Work on other AFI strategic events such as the AFI Webinar series, Advisory Councils and AFI@10
- Liaise with the President/CEO and the management to document and prepare a strategic organizational vision and plan for AFI events going forward
- Act as an integrator for existing AFI initiatives which are running in tandem and scope out potential synergies between the same

You'll excel in this role if you possess the following skills and attributes:

- Adept at Project planning & execution
- Flexible working hours suiting AFI's global network
- Passion for pursuing a career in the domain of social impact
- Strong ability to think across domains and connect ideas laterally
- Good understanding of the social entrepreneurship ecosystem in India
- Demonstrated ability to design, plan, manage and execute large events (both in-person and virtual)
- Highly developed oral and written communication skills and ability to work with individuals and groups at all levels
- Ability to work on multiple projects, under deadlines, with changing priorities in a dynamic, fast-paced, multi-cultural environment
- Effective and strong institutional network-building capabilities to establish relationships with the various stakeholders and startups
- Good interpersonal communication, organizational, and written communication, particularly with social media

How to Apply:

Candidates who fulfil the eligibility criteria should email their resume and one-page cover letter with the subject "Application For Program Associate Role @ AFI" to careers@actionforindia.org