

ENABLER FUNCTION

Member – Communications and Engagement – Events & Media

Location | Bangalore

Position ID: M-C&E-EM/EF

Role

- Manage events, seminars, conferences organized by Azim Premji Foundation and Azim Premji University
 1. University Publicity Campaign / SIPs
 2. Open Houses and Public Lecture Series, Annual Conferences
 3. Assist District / State Institutes / Institute for Assessment and Accreditation for local events as required
- Manage collateral, logistics, vendors, publicity and drive attendance around such events
- Post campaign follow up activities
- Overall marketing assistance across multiple media channels
- Work with media houses to execute joint media campaigns for recruitment / admissions
- Assist PR function in maintaining close relationships with media and editorial coverage in media

Qualification and Experience

- Graduate in any discipline with 1 – 3 years experience
- Background in journalism, public relations, marketing, event management preferred
- Good written communication skills
- Can use MS Office tools, internet and email efficiently

Attributes

- Ability to multi-task and manage parallel activities
- Self-motivated, keen to learn about Education & Development, and work proactively