

**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](mailto:indianapplications@gspa.org)

Phone (02522) 302600 ext 2194

**For students residing out of India:**

[internationalapplications@gspa.org](mailto:internationalapplications@gspa.org)

Phone +91 2522 302600 ext 2195