

WORK VAPOR

Job Link: <https://workvapor.in/jobs/event-partnerships-and-community-coordinator-internship-372326/>

HIRING ORGANIZATION

RecruitFutures

EMPLOYMENT TYPE

Intern

JOB LOCATION

Rajasthan, India

? Remote work from: India

EVENT PARTNERSHIPS AND COMMUNITY COORDINATOR INTERNSHIP

BASE SALARY

INR 6000 - INR 18000

DESCRIPTION

Event Partnerships and Community Coordinator Internship

RecruitFutures is looking for an internship candidate for event partnerships and community coordination. This is a hybrid opportunity in **Jaipur, Rajasthan**. The role is good for someone who likes events, partnerships, and community work.

You will support exhibitor outreach, partner communication, and event operations. The internship runs for 4 to 5 months.

Contact Details

Email: saumya.bader@recruitfutures.com

Job Details

- Position: Community Coordinator
- Company: RecruitFutures
- Role Type: Internship
- Duration: 4 to 5 months
- Work Mode: Hybrid
- Location: Jaipur, Rajasthan
- Stipend: ?6,000 per month

About the Work

This internship is for someone who can take ownership. You will help with a conscious living festival and community initiatives. The work includes outreach, follow ups, and coordination with different partners.

The role is active and communication based. You will also help with planning tasks and basic data tracking.

Key Responsibilities

- Research brands and exhibitors.
- Reach out by calls messages and emails.
- Follow up with interested exhibitors.
- Share event details and collect information.
- Track the exhibitor journey.
- Coordinate with colleges communities and partners.
- Maintain trackers and Google Sheets.
- Collect bios logos photos and other details.
- Support volunteer coordination.
- Prepare weekly progress updates.
- Make follow up calls.
- Share important updates with the core team.

Required Skills

- Strong communication skills.
- Comfort in making calls.
- Good speaking skills with new people.
- Organized work style.
- Basic knowledge of Google Sheets Forms and Docs.
- Interest in events sustainability entrepreneurship wellness or communities.
- Self driven attitude.
- Ownership mindset.

Growth Opportunity

You will work closely with founders and industry people. Good performance may lead to long term roles. It can also open the door to leadership opportunities in future editions.

How to Apply

Send your resume to **saumya.bader@recruitfutures.com**.