



Events Consultant, Pune, India

Organization

The Institute for Transportation and Development Policy (ITDP) promotes sustainable and equitable transport worldwide. ITDP is a nonprofit organization headquartered in New York City with offices in Africa, India, China, India, Indonesia, Mexico and the United States. ITDP's programs focus on bus rapid transit, non-motorized travel, travel demand management, parking, transport policy and urban development. More information about ITDP can be found at www.itdp.org.

This position works with the MOBILIZE Conference under the Global Program. Mobilize is the annual sustainable transport summit of ITDP, which brings together urban transport and development practitioners alongside world-class researchers to celebrate best practices and accelerate implementation of sustainable transport projects. The select city hosts MOBILIZE Spring 2020. MOBILIZE spotlights the achievements of the winning city and gives transport professionals and researchers from around the world an opportunity to experience the city as a learning lab with lessons on how to get world class projects implemented.

The Events Consultant will report to the MOBILIZE Lead. S/he will be part of the MOBILIZE team.

RESPONSIBILITIES

- Work in tandem with the Mobilize Lead to coordinate logistics for MOBILIZE 2020, including site visits, social events, travel and hotel accommodation plus conference activity including side meetings, often remotely with team in New York City
- Assist in relationship building and communication between ITDP India, Local Government, NGO and Private Sector partnerships in Pune
- Procurement and coordination of Venues, Accommodation, Visas, Caterers, Transportation, Exhibition Installation, Merchandize Vendors etc.
- Seek out volunteers or temporary staffing during MOBILIZE dates as on the ground support
- Communicate and Coordinate between Mobilize Lead and Vendors; request quotes, samples, final product, payment forms and receipts, etc.
- Coordinate and participate in meetings with the Mobilize Host Committee, Officials, Sponsors or VIPs via phone or in-person
- Assist in coordinating logistics for ITDP and related Partner events

- Research media outlets, collect contacts for Communications Lead
- Research Sponsorship opportunities for Development Lead
- Attend all MOBILIZE Events and activities related
- Post event wrap up and summary
- Other duties as assigned

REQUIRED QUALIFICATIONS

- 1-3 years of experience in event planning, project management
- Desired experience working with international groups or events
- Strong research skills, organized and independent in executing tasks
- Strong communicator in written, oral and interpersonal communication skills
- Knowledge of the social, cultural and political dynamics of Pune
- Proficiency with Microsoft Office software and Google Drive
- Language proficiency in English
- Familiar with Pune's culture and politics
- Comfortable riding public transportation and a bicycle (not necessary but desired)
- Must be available during the month of March and April in person or available by phone or email.

TIMEFRAME:

September 2019-November 2019- 8 hours per week

December 2019-February 2020- 15 hours per week

March 2020 30 hours per week**

April 2020 40 hours per week**

May 2020- 8 hours per week

*Available during the two weeks before and the week of conference must be available for programed days in March or April 2020 in Pune, India, official conference date to be determined.

To apply please send a cover letter and resume to jobs@itdp.org with "Events Consultant, India" in the subject line. No phone calls, please. Applications will be accepted until September 15, 2019.