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Date: 16/10/2026

Position Overview

Role: Event Manager (Consultant)

Number of Position: 01

Duration: Till 31st March 2027

Project: SAHARA

Location: Bhopal, Madhya Pradesh (with regular district-level travel to 9 districts)

Time: Event based, including occasional weekend/evening work around event dates

About Sangath

Sangath is a leading non-profit organization dedicated to transforming healthcare by focusing on mental health and public health initiatives. Our mission is to empower communities through world-class research, innovative healthcare solutions, and compassion-driven services. We are proud to have recently been recognized with the prestigious "Great Place to Work" award, a testament to our commitment to fostering an inclusive and supportive work culture.

Our Values

At Sangath, our values form the cornerstone of everything we do. For nearly three decades, we have passionately upheld a belief in the power of empathy, teamwork, and respect for every individual we serve and work with. We are committed to excellence in delivering world-class research and mental health services, backed by professional rigor and cutting-edge technology.

Our drive for innovation keeps us forward-thinking, always learning and evolving to solve complex healthcare challenges. We take pride in our unwavering integrity, ensuring transparency, accountability, and ethical practices throughout our work. Finally, we hold performance as a key measure of success, continuously striving for impactful, sustainable solutions. These values have been the backbone of our organization, guiding us on a journey of creating lasting change in the communities we serve.

Benefits

We believe in taking care of our team as much as they care for our mission. Sangath offers a dynamic range of benefits that reflect our commitment to our employees' well-being and professional growth. We offer flexible work timings to promote a healthy work-life balance, along with special leaves such as Menstrual Leave and Gender Affirmation Leave. Our progressive work-from-home policy is designed to give employees the flexibility they need in today's changing work environment. Joining Sangath means being part of an organization that truly values and supports its people.

About the project

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The SAHARA program focuses on scaling up evidence based 'task sharing' interventions for perinatal mental health and early child development through delivery of comprehensive primary mental health care for first 1000 days of life. Sangath has successfully digitized Thinking Healthy Program- Peer (THPP) delivered; an evidence-based task sharing intervention for perinatal depression and developed Lalan Palan, a video-based parenting intervention for early child development.

We aim to scale these two interventions across 8 districts of Madhya Pradesh by digitally training community-based workers (ASHAs and Anganwadi workers) and provide them continuous supervision.

About the Role

Sangath is conducting dissemination events at district, divisional, and state levels to share learnings and outcomes from its work on perinatal mental health and Early Childhood Development (ECD), in collaboration with the National Health Mission (NHM) Madhya Pradesh and the Department of Women and Child Development (WCD). Along with the dissemination events at the districts, training programs for Medical Officers, CHOs and other primary care health providers are being planned for sensitization as well as capacity building involving Sangath team members. Conferences as well as State level dissemination events involving external resource persons as well as persons of repute who are working in the field of mental health are also part of the plan.

These events aim to:

- Create awareness around perinatal mental care and Early Childhood Development
- Showcase the programmatic achievements of the program
- Disseminate evidence and best practices from programme implementation
- Strengthen partnerships with government stakeholders as well as donor agencies
- Recognize the efforts of both the departments and their community health and development workers
- Build capacity of medical officers, community health and development workers and programme managers
- Share success stories as well as lived experiences
- Document and share learnings for scale-up and policy integration

Essential Candidate requirements

- Graduate degree in any discipline; post-graduation in Event Management, Public Relations, Communications, or related field preferred
- Minimum 3-5 years of experience in event management, preferably in public health, development sector, or government partnerships
- Demonstrated experience in organizing government events, workshops, and dissemination meetings
- Strong understanding of working with government systems (NHM, WCD as well as donor organizations)
- Excellent communication skills in Hindi and English; knowledge of local dialects is an advantage

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Desirable criteria

- Prior experience working with organizations like Sangath, NHM, or similar public health programmes
- Familiarity with perinatal mental health, ECD, or maternal-child health programmes
- Experience in documentation, report writing, and knowledge management
- Proficiency in MS Office (Word, Excel, PowerPoint) and digital communication tools

Skills and Competencies

- Strong organizational and multitasking abilities
- Attention to detail and ability to work under tight deadlines
- Excellent interpersonal and stakeholder management skills
- Problem-solving skills and ability to handle on-ground challenges
- Financial management and budget tracking capabilities
- Cultural sensitivity and ability to work in diverse settings across Madhya Pradesh

Job Responsibilities

1) **Event Planning and Coordination**
   - Develop detailed event plans for district, divisional, and state-level dissemination events in consultation with Sangath team and government partners (NHM, WCD)
   - Prepare event timelines, budgets, and logistics plans
   - Coordinate for venue booking, participant lists, and official approvals
   - Liaise with resource persons, speakers, and facilitators for event participation

2) **Logistics and Operations Management**
   - Manage all logistical arrangements including venue setup, audio-visual equipment, accommodation, and transportation in coordination with the project team and Sangath's Admin and Finance team
   - Coordinate catering, printing of materials, and participant kits
   - Ensure timely procurement of event materials and supplies as per Sangath's organizational guidelines
   - Oversee on-ground event execution and troubleshoot any operational issues

3) **Participant Management**
   - Coordinate invitation and confirmation of participants from government departments, partner organizations, and stakeholders
   - Manage participant registration, attendance tracking, and feedback collection
   - Prepare participant lists, name badges, and seating arrangements
   - Coordinate travel and accommodation for outstation participants

4) **Trainer/ Facilitator Management**
   - Coordinate invitation and confirmation of trainers/facilitators from government departments,

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partner organizations, and stakeholders
- Prepare trainer/facilitator lists, name badges, and seating arrangements
- Coordinate travel and accommodation for outstation participants

5) **Logistics Management**
- Plan for the logistic requirements for the trainings/workshops
- Coordinate with Admin/Finance team for booking and payments for the event venues as well as other arrangements
- Ensure compliance to Admin and finance guidelines for the events in consultation with Admin/Finance guidelines

6) **Documentation and Reporting**
- Document event proceedings through photographs, videos, and written reports
- Prepare post-event reports with key highlights, participant feedback, and recommendations
- Support the maintaining of records of expenditures and ensure financial compliance as per Sangath's guidelines
- Support preparation of dissemination materials (presentations, brochures, policy briefs)

7) **Stakeholder Coordination**
- Coordinate with district teams for involving Collectors, CMHOs, and CDPOs and other key functionaries for district-level events
- Maintain professional relationships with vendors, venues, and service providers
- Support Sangath team in building and sustaining government partnerships

8) **Deliverables**
- **Event Plans:** Detailed plans for each district, divisional, and state-level event including timelines, budgets, and logistics
- **Successful Event Execution:** Minimum 20 district events, 7 divisional events, and 4 state-level events conducted as per agreed schedule
- **Post-Event Reports:** Comprehensive reports for each event within 7 days of completion
- **Financial Documentation:** Complete expenditure records with bills and vouchers for all events, submitted as per Sangath's financial guidelines
- **Participant Database:** Maintained database of all participants with contact information and feedback
- **Final Consolidated Report:** Comprehensive report summarizing all events, key learnings, and recommendations by 31st March 2027

Remuneration and contractual duration

The salary will be up to Rs 40000/- per month which will be released on submission of an invoice with deliverables mentioned. The appointment will be made from the date of joining till 31st March 2027.

Last Date and address for applications

Please submit your CV with cover letter to sahara@sangath.in with the subject line "Event Management (Consultant)" by 24th October 2026. Interested candidates are encouraged to apply early as this will be a rolling recruitment.

Full applications must include

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1. Updated CV highlighting relevant event management experience
2. Examples of past events organized (with brief descriptions)

Incomplete applications will not be considered.

Equal Opportunity

Sangath is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, colour, national origin, gender, gender identity, sexual orientation, age, status as a protected veteran, among other things, or status as a qualified individual with a disability.