

External Relations Coordinator Role

We're looking for an External Relations Coordinator to lead and manage our outreach efforts. This voluntary role involves planning events, building relationships with external stakeholders, and promoting our work to a broader audience. You'll work closely with universities, media platforms, and other key contacts to expand TAJ's reach.

What you will be doing:

- Lead event planning for conferences, panel discussions, and workshops.
- Contact speakers and presenters, and manage event logistics like creating Eventbrite pages and email lists.
- Serve as the main point of contact for external stakeholders and lead meetings with partners.
- Present on behalf of TAJ to stakeholders, introducing the organisation and its work.
- Oversee the writing and distribution of quarterly newsletters, setting up systems like Mailchimp for smooth delivery.
- Coordinate blog posts, ensuring timely submissions and quality content.
- Write media articles for platforms like Tamil Guardian and Thamarai to promote TAJ's work.
- Engage with universities, running outreach and workshops to introduce students and academics to TAJ.
- Manage a database of relevant stakeholders, including university associations and academics.

What we are looking for:

- Someone with strong communication and organisational skills who is ready to share TAJ's mission.
- This is a flexible, voluntary role requiring a few hours a week, and we're happy to work with your availability.
- You should be comfortable leading meetings and presentations and managing multiple tasks.
- Experience with events, media outreach, or university engagement is a plus, but the willingness to learn and contribute is what matters most.