**Job Title: Social Media Coordinator for Disaster Risk and Climate Resilience**

Organization: AIDMI (All India Disaster Mitigation Institute)
Location: Ahmedabad, Gujarat, India
Job Type: Full-time

Overview:
AIDMI is seeking a creative, tech-savvy and hardworking social media and web developer to join and operate AIDMI team. In this role, you will be responsible for managing AIDMI's social media accounts, creating engaging social media content, and developing and maintaining AIDMI website for specified impact. One year contract that may have long term possibility. Women, *Dalits*, and Minorities are encouraged to apply.

Responsibilities:
● Manage AIDMI's social media accounts, including Facebook, Instagram, Twitter, LinkedIn, and WhatsApp Chat Boat Integration and Management.
● Develop and implement social media strategies that align with AIDMI's goals and objectives.
● Create engaging and educative social media content, including graphics, videos, and written content.
● Monitor social media trends and good practices, and incorporate new techniques and tools to remain at the forefront.
● Collaborate, co-create and implement at least three social media campaigns that support AIDMI's initiatives.
● Develop and maintain the AIDMI website, including troubleshooting and bug fixing.
● Develop and implement new web-based projects such as quiz, google survey etc as required.
● Write clean and efficient code that is easy to maintain.
● Ensure website and web-based projects are user-friendly, accessible, and visually appealing with high impact and visible results.
● Test website and web-based projects to ensure they meet quality and performance standards of organisations such as ODI.
● Keep up-to-date with web development and social media trends and technologies, and incorporate new techniques and tools as soon as they are available.
● Collecting and maintaining and analysis data for record and development processes.
● Report to Mr. Vishal Pathak on weekly basis.
● Work will be reviewed each quarter after submitting quarter report.

Qualifications:
● Bachelor or master degree in computer science, information technology, communications, or related field with at least two year of experience.
● Proficiency in HTML, CSS, JavaScript, and PHP, and photography.
● Experience with CMS platforms such as WordPress, Drupal, or Joomla.
● Experience with web development frameworks such as React or Angular.
● Knowledge of social media good practices and trends, and short video making.
● Excellent writing and editing skills for social media.
● Strong attention to details and ability to work independently and as part of a team.
● Excellent communication and interpersonal skills to find solutions.

How to Apply: Please submit your CV and a cover letter outlining your experience and qualifications for the position to Ms. Jyoti Agrawal, support@aidmi.org. Also submit top ten social media outputs / deliverables. Two references, starting date, and expected amount. We look forward to hearing from you as soon as possible!