

Social Media Coordinator for Disaster Risk and Climate Resilience

Organisation: All India Disaster Mitigation Institute (AIDMI)

Location: Ahmedabad, Gujarat, India

Job Type: Full-time

Application Deadline: April 30, 2025

A. About AIDMI

The All India Disaster Mitigation Institute (AIDMI) is a community-based action planning, research and policy support local organisation, working towards bridging the gap between policy, practice and research related to humanitarian action, disaster risk reduction and climate resilience. For more details, visit www.aidmi.org.

B. Position Overview

We are seeking a dynamic professional to join our team as a **Social Media Coordinator for Disaster Risk and Climate Resilience based in Ahmedabad, Gujarat, India** to lead knowledge management, and capacity-building related to climate extreme events with a focus on heat. The Social Media Coordinator will be responsible for creating and managing social media content, implementing social media marketing strategies, and engaging with the online community. Daily tasks will include content creation, writing, digital marketing, social media management, and communication. This is a one-year contract with a yearly extension based on the review. We encourage women, *Dalits*, disabled, and minorities to apply.

C. Key Responsibilities

- Manage AIDMI's social media accounts, including Instagram, Twitter, LinkedIn, Facebook, 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 quizzes, google surveys 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 the 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 maintaining and analysing data for record and development processes.
- Report daily. Work will be reviewed each quarter after submitting a quarter report.

D. Required Qualifications

- Bachelor's or degree in computer science, information technology, communications, or related field with at least two years 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 detail and ability to work independently and as part of a team.
- Excellent communication and interpersonal skills to find solutions.

E. Desired Experience

- Previous experience in the development sector, humanitarian work, or government consulting.
- Field experience in disaster response operations.
- Experience working with vulnerable populations.
- Knowledge of participatory and data software research methodologies.

F. Terms and Conditions

- The position is based in Ahmedabad with frequent travel to field locations and beyond.
- Compensation will be competitive and commensurate with experience.
- Travel, accommodation, and other work-related expenses will be reimbursed as per organisational policies.
- The initial contract will be for one year and renewable based on performance.
- Must adhere to AIDMI's policies including PSEA policy.
- All work products will remain the intellectual property of AIDMI.

G. Application Process

Interested candidates should submit their application using this link: <https://aidmi.org/application-form/>. The full selection process will include suitable assessments and interviews.

1. Detailed CV
2. Cover letter
3. Two professional references
4. Writing sample

Application Deadline: Applications must be submitted by April 30, 2025.