

## **Social Media Coordinator – Disaster Risk and Climate Resilience**

**Organisation:** All India Disaster Mitigation Institute (AIDMI)

**Location:** Ahmedabad, Gujarat, India

**Job Type:** Full-time

**Application Deadline:** June 10, 2026

### **A. About AIDMI**

The All India Disaster Mitigation Institute (AIDMI) is a community-based action planning, research, and policy support organisation. AIDMI works to bridge policy, practice, and research related to humanitarian action, disaster risk reduction, and climate resilience, with a direct focus on affected people and communities. For more details, visit: [www.aidmi.org](http://www.aidmi.org)

### **B. About the Role**

AIDMI is looking for a **Social Media Coordinator – Disaster Risk and Climate Resilience** based in Ahmedabad, Gujarat.

The role will support AIDMI's digital communication, knowledge management, and public engagement work on disaster risk reduction, climate resilience, humanitarian action, and climate extreme events, with an initial focus on extreme heat.

The Social Media Coordinator will create and manage content across social media and web platforms, support digital campaigns, maintain a regular posting calendar, and help communicate AIDMI's field learning, research, events, and publications in clear and accessible ways.

This role is suitable for someone who writes well, understands social media platforms, is comfortable with digital tools, and is interested in climate risk, humanitarian action, and community-based resilience.

Women, Dalits, Adivasi, persons with disabilities, minorities, and candidates from under-represented communities are encouraged to apply.

### **C. Responsibilities**

The Social Media Coordinator will:

- Draft, format, design, and post regular content across AIDMI's social media channels, including Instagram, X/Twitter, LinkedIn, Facebook, YouTube, Google My Business, and WhatsApp-based communication.
- Create clear and engaging content, including captions, graphics, short videos, photo stories, and web updates.
- Support digital campaigns on disaster risk reduction, extreme heat, climate resilience, recovery, preparedness, and humanitarian action.
- Maintain an organised social media posting calendar.
- Ensure accuracy, clarity, consistency, and accessibility across all social media and web content.

- Monitor basic engagement, including likes, shares, comments, reach, and relevant public responses.
- Prepare short reports on social media performance, campaign learning, and audience engagement.
- Support updates to the AIDMI website and assist with troubleshooting, content uploading, and user-friendly presentation.
- Help develop simple web-based knowledge products such as quizzes, surveys, forms, and campaign pages.
- Work with AIDMI team members to convert field learning, reports, events, and policy messages into accessible digital content.
- Stay updated on social media trends, digital formats, and good practices relevant to development, humanitarian, and climate communication.
- Support data collection, documentation, and record management for communication and learning purposes.
- Report regularly on assigned work. Work will be reviewed quarterly after submission of the quarterly report.

#### **D. Apply if you have**

- A bachelor's degree in communications, information technology, computer science, development studies, journalism, or a related field.
- At least two years of relevant work experience in social media, digital communication, web content, development communication, or a related area.
- Strong writing and editing skills in Gujarati, Hindi, and English.
- Good understanding of major social media platforms and how different audiences use them.
- Ability to follow organisational tone, style, and accuracy standards.
- Experience in creating social media content, including posts, captions, basic graphics, and short videos.
- Familiarity with tools such as Canva, basic video editing tools, Google Forms, surveys, and website content systems.
- Basic experience with CMS platforms such as WordPress.
- Attention to detail and ability to manage deadlines.
- Ability to work independently and as part of a team.
- Interest in disaster risk reduction, climate resilience, humanitarian action, and community-based work.

#### **E. Additional skills will be useful**

Experience in any of the following will be an advantage:

- Photography, short video making, or field documentation.
- Basic knowledge of HTML, CSS, JavaScript, PHP, React, or Angular.
- WhatsApp chatbot integration or management.
- Previous work in the development sector, humanitarian action, disaster response, climate action, or government-supported programmes.
- Field experience in disaster response, recovery, preparedness, or community-based work.
- Experience working with vulnerable or disaster-affected populations.
- Knowledge of participatory methods, data collection, surveys, or research tools.

## **F. You will be a good fit if you are**

Organised, curious, internet-savvy, careful with language, and interested in helping AIDMI share its work with communities, practitioners, policymakers, researchers, and wider public audiences.

You should be willing to learn from field realities, communicate with care and accuracy, and help make disaster risk and climate resilience knowledge more accessible.

## **G. Terms and Conditions**

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

## **H. Application Process**

Interested candidates should submit their application using this link:

<https://aidmi.org/application-form/>

Applicants should submit:

1. Detailed CV
2. Cover letter
3. Two professional references
4. One writing, social media, or digital communication sample
5. A short note on how they see themselves contributing to AIDMI's work and mission

The selection process will include suitable assessments and interviews.

**Application Deadline:** June 10, 2026.