



## **Workshop Coordinator and Social Media Manager**

**Valid: Until position is filled**

### **About Smart Air**

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Smart Air Filters is a social enterprise that ships low-cost, empirically tested air purifiers to help people all over India afford to breathe clean.

Our goal is simple: we want everyone coping with air pollution to know that there's no need to spend tens of thousands of rupees to protect their health. We do that by providing low-cost purifiers backed by open data and by holding workshops where we teach people about air pollution and how to make their own air purifiers.

PhD student Thomas Talhelm founded Smart Air in 2013 while living in through an "airpocalypse" in Beijing. Since then, Smart Air has shipped over 40,000 purifiers and have held more than 200 workshops across China, India, Mongolia, and beyond. Smart Air India launched in 2015 and is hiring positions in operations and strategy. Learn more about our work and values at [smartair.in](http://smartair.in) and or in [this article in Forbes](#) or [this video on the BBC](#).

### **Job Description & Tasks**

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#### **Title: Workshop Coordinator and Social Media Manager**

Smart Air is looking for a charismatic individual with excellent communication skills for a position to lead our air pollution education project in India. The individual should be based in New Delhi or willing to relocate. If you are passionate about educating people on air pollution, social entrepreneurship and creating positive social change, we want (need) you!

#### **Primary Responsibilities**

- Host workshops to educate people on how to make air purifiers and about air pollution.
- Spread information about air pollution and prevention methods through social media.
- Liaised with different partners for organizing clean air workshops
- Promote Smart Air mission using different social media tools and platform.
- Develop and implement the Smart Air's social media strategy to expand the outreach.

#### **Requirements**

- Passion for environmental awareness, public health, and education.
- Excellent communication and time management skills.
- Willing to work in a fast-paced startup environment and contribute towards Smart Air's mission of clean air for all.



- Demonstrated success with managing social media channels (Facebook, Instagram, Pinterest, Twitter, LinkedIn)
- Familiarity with web design and Adobe photoshop, illustrator.
- Understand how a social enterprise operates during the start-up period.

#### **Perks & Working expectations**

- **Working Hours:** Flexible! (standard working day is 8 hours).
- **Holiday:** Flexible! You are free to take holidays any time of the year.
- **Working Environment:** Fast growing international startup, working in an international team.
- **Working Term:** 1+ years. We're looking for a long-term member to join the team and share in Smart Air's success as we grow.
- **Working location:** New Delhi.

#### **How to Apply**

Send an email with your CV and a cover letter explaining why you want to work with us to [india@smartairfilters.com](mailto:india@smartairfilters.com). The deadline for application is **30<sup>th</sup> September 2018**. If you are passionate in Smart Air's mission of offering affordable clean air to help lead the way. Come join us!

That's it! Looking forward to hearing from you and please feel free to pass this job description to friends who you think might be interested. Breathe safe!