



DESCRIPTION:

Location: Mumbai, India

Department: Operations

Length of Internship: Flexible (minimum 90 days, except in certain circumstances)

Salary: Unpaid; Accommodation provided only under exceptional circumstances.

Gateway House: Indian Council on Global Relations is a foreign policy think-tank established in 2009, to engage India's leading corporations and individuals in debate and scholarship on India's foreign policy and its role in global affairs. Gateway House executes its mission through a comprehensive website (<http://www.gatewayhouse.in>), a robust membership and meetings programme, and the studies programme.

Operations

Membership: Gateway House is a membership-based organization. Corporates, academic institutions, NGOs and individuals can become members. They are invited to Gateway House events and given access to research papers published by Gateway House.

Meetings: Gateway House lays great emphasis on hosting events with experts and opinion leaders. In the past, we have hosted foreign dignitaries, diplomats and scholars. Through dialogue and debate, corporates and individuals assess and better understand India's foreign policy and its role in global affairs.

Outreach: In order to provide our members with an incisive analysis of key developments in the world, Gateway House actively engages with scholars and institutions.

In consultation with the Executive Director, the intern will work for one of the departments mentioned above.

Responsibilities and Expectations:

- Assist in organizing Gateway House events.
- Assist in marketing and outreach efforts to membership and the wider public.
- Conduct educational outreach and marketing to Indian universities, government officials and community leaders; promote Gateway House via internet and social networking sites.
- Develop and manage content for Gateway House website.
- Attend meetings and other programs on foreign policy issues; represent Gateway House at public events.
- Contribute to general administrative tasks.

Cecil Court, 3rd floor, Next to Regal Cinema, Colaba, Mumbai 400 039, India
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- Research and writing entries for the Gateway House Wiki.
- Bi-monthly review sessions to review progress on tasks assigned and goals.
- Make a final presentation to the Gateway House management, of accomplishments during the internship and feedback.

Preferred Qualifications:

- Students of international affairs/public policy/political science/economics/history/journalism and communication
- Excellent research and writing skills
- Resourceful, attention to detail, self-starter, motivated, ability to work independently
- Strong Microsoft Office skills, knowledge of designing software a plus

Please submit a C.V., a covering letter indicating your interest in Gateway House and motivations for working with us, and a recent short writing sample. Once we review these documents internally, we'll contact you for an interview (in person if you're in Mumbai), or over the telephone.

Your application should be emailed to info@gatewayhouse.in with the subject "Internship Application – YOUR NAME"