



DESCRIPTION

Department: Editorial and Content

Position: Website and Publications Associate

Location: Mumbai, India

Salary: Based on experience

Start Date: With immediate effect

Gateway House: Indian Council on Global Relations is a not-for-profit, non-partisan, independent, membership-based, 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.

Expectation:

- Work in a fast-paced environment with short deadlines
- Enthusiastic and creative team player with the ability to work with multiple stakeholders and independently
- Independent and self-starting mindset, with a solution-oriented way of thinking
- Attention to detail, proofreading
- Strong understanding of international relations and foreign policy
- A good grasp of Gateway House's work and study areas

Responsibilities:

- Work as a part of Gateway House's online team in the development and publishing of digital media and content
- Monitor international and domestic news and developments relevant to Gateway House's study areas, daily
- Work with a team to conceptualize content ideas and source experts from India and abroad to contribute to Gateway House in the form of written articles, online video/audio interviews and podcasts
- Communicate and build networks with multiple stakeholders including diplomats, journalists, academics, business leaders
- Work closely with Gateway House research, meeting and outreach teams
- Curate and send a weekly newsletter to Gateway House members and relevant stakeholders
- Monitor traffic and engagement for all Gateway House social media profiles
- Assist in the production of "The Gateway House Podcast" a show interacting with experts across the world.
- Ensure that Gateway House content is unique, in line with institutional objectives and reaches all relevant stakeholders.



- Perform editorial tasks; write, review and edit materials for publication like global events, etc on the website
- Conduct research on topics relevant to multimedia and content proposals
- Work with the tech developers at the back end of the website.
- Be the lead in the process of publishing Gateway House reports, working with the designer and the printers.
- Work with the Gateway House designer on all publication areas.

Preferred Qualifications:

- Degree in International Relations, Political Science, Journalism or a related field
- Indian nationality preferred.
- 2-3 years of relevant work experience
- Excellent communication skills
- Experience working with content management systems like WordPress
- Basic knowledge of proofreading and referencing
- Experience in fact-checking is preferred
- Previous experience in social service

Please submit a CV and cover letter indicating your interest in Gateway House along with one relevant writing sample to jobs@gatewayhouse.in. Please include the name of the position in the subject of your email