

GATEWAY HOUSE JOB OPENING

DESCRIPTION

Organisation: Gateway House: Indian Council on Global Relations

Position: Editorial and Website 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.

Responsibilities and Expectations:

- Monitor international news and developments on a daily basis and compile relevant articles and material on the website
- Work with the editorial team to source experts from India and abroad to contribute to Gateway House in the form of written articles and online video/audio interviews
- Liaise with multiple stakeholders including: diplomats, journalists, academics, business leaders
- Letter writing skills
- Strong attention to detail, proof reading; editing skills will be a plus
- Manage activity on all Gateway House social media profiles; familiarity with social media will be a plus
- Work closely with Gateway House research and outreach team
- Ensure that all content on the website is relevant and updated on a daily/weekly basis
- Perform editorial tasks; write, review and edit materials for publication like Global events, etc on the website;
- Organize and send a weekly newsletter to Gateway House members and relevant stakeholders
- Monitor traffic and engagement for all Gateway House digital platforms (website & social media)
- Liaise with Gateway House's web developers
- Plan strategically to ensure that that Gateway House content is unique, in line with institutional objectives and reaches all relevant stakeholders
- Work in a fast-paced environment with short deadlines
- Enthusiastic and creative team player with ability to work both independently & collaboratively

Preferred Qualifications:

- Undergraduate or graduate degree in International Relations, Political Science, History or a related field
- Indian nationality preferred.
- At least one year of relevant work experience
- Experience working with content management systems like Wordpress
- Working knowledge of software such as Final Cut Pro, Garageband, Adobe Suite, Microsoft Suite

Please submit a CV, a covering letter indicating your interest in Gateway House and motivations for working with us, and two relevant writing samples, to jobs@gatewayhouse.in. **PLEASE INCLUDE THE NAME OF THE POSITION IN THE SUBJECT OF YOUR EMAIL.** Once we review these documents internally, we'll contact you for an interview (in person if you're in Mumbai), or over the telephone.