



Position: Digital Events Associate
Location: Mumbai, India preferable
Remuneration: As per industry standards
Joining date: Immediate

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 (www.gatewayhouse.in), a robust membership and meetings programme, and the studies programme.

Gateway House is seeking a highly motivated individual to manage events at Gateway House. This position is an excellent opportunity to advance a career in event management and meeting/seminar/conference planning. The individual will work closely with the Executive Director and the Management Team. We seek individuals with a passion and proclivity for event coordination, fundraising and sponsorship drives, and venue arrangement (physical and online).

Responsibilities and Expectations:

1. Online meetings platform management: Manage the back-end of all Gateway House events on ZOOM, Webex, Skype and Microsoft teams
2. Event coordination: Coordinate with multiple internal (research team, executive management) as well as external stakeholders (printers, vendors) for a designated event end-to-end.
3. Budgeting and accounting: Prepare budgets for events and also prepare invoices for payments.

Preferred Qualifications:

1. Graduate in business management or event management
2. Two years experience preferred but recent graduates also encouraged to apply.
3. Outstanding professional demeanour and customer service, front office skills
4. Demonstrated ability to effectively work on a team as well as independently
5. Highest level of dependability and punctuality; proactive, flexible, and positive attitude required

Please submit a CV, a covering letter indicating your interest in Gateway House and motivations for working with us, to jobs@gatewayhouse.in.

Once we review these documents internally, we'll contact you for an interview (in person if you're in Mumbai), or over the telephone.