

**Position: Digital Content and Outreach Associate**

**Location:** Mumbai, India

**Role:** Full-time; Monday – Friday (9:30am-6:00pm)

**Start 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 (<http://www.gatewayhouse.in>), a robust membership and meetings program, and the studies program.

Gateway House is seeking a highly motivated individual to work on social media and various stakeholder outreach. It also includes working closely with the Senior Leadership and the Operations team.

**Responsibility & Expectation:**

- Increase Gateway House presence in the media (digital, print and TV) by securing interviews on-air for Gateway House Fellows, ensuring the publishing of Op-Eds in print media, and increasing web presence by disseminating articles to online content partners.
- Liaise with potential knowledge partners including government departments, universities, think tanks, corporate, foreign government offices etc. to further Gateway House research, gain fellows, fundraise and increase Gateway House presence around the world
- Proactively seek and secure speaking opportunities for our experts at conferences and educational institutions
- Respond to media requests and queries for comments from experts in print, on television and radio. This also includes coordinating the logistics of filming of video interviews by studios in our office, as needed
- Manage the institution’s social media portfolio and amplify the views and positions of research experts, almost all of whom maintain an active presence on social media
- Respond to requests of republishing Gateway House content
- Identify membership opportunities and work with executive team in proactive communication to C-suite and Director-level individuals, as needed
- Coordinate all aspects of Gateway House branding during the course of research and conference partnerships, from MoU stage to publication stage
- Maintain a real time deck of external Gateway House publications, including presentations (PowerPoint) for the institution and for specific research projects

**Qualifications / Skills / Other requirements**

- Indian nationality preferred.
- Graduate degree with minimum 3 years of relevant experience such as communications, business/management/international affairs/public policy/political science

- Extrovert personality
- Sound business communication skills, written and verbal
- Resourceful, high attention to detail, self-starter, ability to work independently
- Good writing skills, especially for writing invitations, meetings and conference material
- Strong proficiency in social media platforms
- Understanding of media landscape in India, especially foreign correspondents and reporters who cover foreign policy
- Strong Microsoft Office, IT skills (Word press preferred)
- Efficient, energetic, ethical team player
- Previous experience in social service

Please submit your CV and a covering letter to [Jobs@gatewayhouse.in](mailto:Jobs@gatewayhouse.in) indicating your motivation in seeking this role.

**PLEASE INCLUDE THE NAME OF THE POSITION IN THE SUBJECT OF YOUR EMAIL.**