

Position : Website and Outreach Assistant
Location : Mumbai, India
Salary : ₹ 3 lakhs p.a.
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.

Expectations:

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

Responsibilities:

- Monitor International news and developments on a daily basis and compile relevant articles and materials for the website.
- Assist in creating and managing social media content for all social media platforms
- Work with the editorial team to source experts from India and abroad to contribute to Gateway House in the form of written articles, online video/audio interviews and podcasts.
- Letter-writing skills
- Strong attention to detail, proofreading/editing skills will be an added advantage.
- Work closely with Gateway House research, meeting and outreach teams.
- 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 on the website and for discussion at office meetings.
- Support the organisation, curation and distribution of the Gateway House weekly newsletter.
- Monitor traffic and engagement for all Gateway House digital platforms (website and social media)
- Liaise with Gateway House's web developers where required.
- Assist in the production of the videos and "Gateway House podcast", a show interacting with experts across the world.
- Experience in factchecking will be an added advantage.

- Liaise with Indian and foreign ministry officials regarding Gateway House papers and articles.
- Connect with media, schools and colleges for outreach.
- Coordinate Gateway House scholar's availability for television interviews.

Preferred Qualifications:

- Degree in International Relations, Political Science, Journalism or a related field
- Indian nationality preferred.
- 1-3 years of relevant work experience
- Experience working with content management systems like WordPress and Mailchimp.
- Working knowledge of software such as Canva or any other editing tools
- Basic knowledge of proof reading and referencing
- SEO knowledge will be an added advantage

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**