

## **JOB DESCRIPTION**

Gateway House: Indian Council on Global Relations

**Position:** Website Editor

**Location:** Mumbai, India

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, meetings and studies programme.

### **Responsibilities and Expectations:**

- Monitor international news and compile and assign relevant articles and material for 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
- Manage activity on all Gateway House social media platforms
- Work closely with Gateway House research and outreach team
- Perform editorial tasks such as write, review and edit, materials for publication on the website or external platforms (government and non-government)
- Compile and send a weekly newsletter to Gateway House members and relevant stakeholders
- Monitor traffic and engagement to all Gateway House digital platforms across website & social media platform
- Liaise with Gateway House web developers
- Plan strategically to ensure that that Gateway House content is unique, in line with institutional objectives, and reaches relevant stakeholders
- Work in a fast-paced environment with stiff deadlines

### **Qualifications / Other Requirements:**

- Master's degree in International Relations/Business/Economics & Trade/Political Science/Journalism or a related field
- Indian nationality preferred
- Minimum 7 years of relevant work experience
- Proof reading and editing skills
- Strong communication skills
- Detail-oriented
- Experience working on Wordpress and key search technologies
- Enthusiastic and creative team player with ability to work both independently and collaboratively
- Experience of working in multicultural settings an asset
- Community service carried out is an added advantage

Please submit your CV, a covering letter indicating your interest in Gateway House and motivation for working with us, and two relevant writing samples to [jobs@gatewayhouse.in](mailto: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.