

Organisation: Gateway House: Indian Council on Global Relations

Position: Intern – Editorial and Content

Location: Mumbai, India

Length of Internship: Flexible (minimum 90 days)

Stipend: Rs. 5000 per month (for bachelor’s degree-holders)

Rs. 7500 per month (for postgraduates)

Gateway House: Indian Council on Global Relations is a 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.

Our expertise lies in defence, energy & environment, space and ocean studies, international law, Bombay history, digital economy, national security and geoeconomics especially multilaterals like G20 and Quad.

The intern will work with the Website team in order to manage, update, and maintain the content on the website.

Responsibilities & Expectations:

- Research and identify topics for content building for our digital platforms. This will be done independently and collaboratively with the content team and the research department.
- Identify new contributors for the Gateway House Website.
- Research on the calendar of global events, and conferences, relevant to India and the world.
- Assist in editorial functions and ensure that articles are appropriately factchecked.
- Assist in the compilation of analytics on Gateway House Digital activities and formulate plans for widening the reach and audience of all of Gateway House’s research.

Qualifications:

- Bachelor’s degree in international affairs/political science/economics/history (required)
- Graduate students with a master’s degree are preferred
- Excellent organizational and writing skills
- Resourceful, attention to detail, self-starter, motivated, ability to work independently
- Strong Microsoft Office skills, knowledge of designing software a plus

Please submit a C.V. and covering letter indicating your interest in Gateway House and motivations for working with us, and a recent short writing sample. Once we review these documents internally, we’ll contact you for an interview (in person if you’re in Mumbai), or over the telephone.

Your application should be emailed to jobs@gatewayhouse.in with the subject “**Internship Application – YOUR NAME – EDITORIAL AND CONTENT**”