



Seeking Consultant as Researcher/Editor for New Initiative on Human Rights in India

The Carter Center is guided by the principles of our Founders, Jimmy and Rosalynn Carter. Founded on a fundamental commitment to human rights and the alleviation of human suffering, the Center seeks to prevent and resolve conflicts, enhance freedom and democracy, and improve health.

The Carter Center's Human Rights Program is establishing a new initiative, called I-Policy (India Policy), with the objective to surface evidence, perspectives, and dialogue on civil liberties, freedom of press, and rule of law in India among a specialized audience in the United States. The Human Rights Program is seeking a consultant to serve as an organizer for the project and editor of the initiative's website. The consultant will be called Researcher/Editor and will support another consultant referred to as Chief Strategy Officer, also a new role, with the project, particularly in the commissioning and publication of blog pieces, policy analysis, and white papers. The Researcher/Editor consultant will develop, maintain, and expand the dissemination networks for the initiative's content and will support the consultant Chief Strategy Officer in hosting and/or fomenting conversations (online and in-person) to educate on human rights and Indian democracy. This consultant will report to the Director of the Human Rights Program at The Carter Center. **This position is on a consultancy basis for a duration of 12 months with the possibility of renewal.**

Key deliverables:

- Maintain project's publication web platform, moderate online debate on website, and manage the social media presence according to the project's editorial policy;
- Commission blog posts, conduct interviews, and create listicles for the website in consultation with the Chief Strategy Officer consultant;
- Monitor news and produce weekly summaries of relevant news on India for internal and external use, including for subscribers' newsletter;
- Build key lists of newsletter subscribers from the fields of politics, business, culture, etc.
- Commission, edit, and copyedit at least 45 blog pieces over the course of the project;
- Write an article/listicle once every fortnight on the website;
- Support the Chief Strategy Officer consultant as needed in the preparation of materials for meetings with project advisory board once every two months (six meetings total);
- Build, maintain, curate, and grow audience through social media and direct outreach;
- Copyedit and support publication of at least one white paper over the course of project;
- Support the Chief Strategy Officer consultant as needed in the preparation of materials for meetings/events to advance project goals;
- Prepare and participate in educational events with select audiences as coordinated with analyst consultant and as agreed with supervisor;

- Regularly update and coordinate with Chief Strategy Officer consultant;
- Support preparation of regular updates to supervisor (Director of Human Rights Program at The Carter Center), with copy to executive committee of advisors; and
- Meet weekly with supervisor to update on progress and for guidance and clarification on work, with additional meetings scheduled on an as-needed basis.

The ideal candidate will be able to demonstrate:

- Deep skill in commissioning, editing and copy-editing content related to strategic affairs;
- Commitment to furthering democracy and human rights, particularly freedom of expression, in India;
- Strong understanding of US-India ties;
- Deep knowledge of US foreign policy process and structures;
- Appreciation of the workings of technology companies and social media platforms as powerbrokers vis-à-vis freedom of expression worldwide;
- Understanding of social media and online blog platforms – how to grow, curate, and maintain an audience, how to moderate dialogue; and
- Ability to engage in and direct respectful and ethical dialogue on policy matters across political divides.

We are looking for a consultant with the following or equivalent experience and competencies:

- 2-5 years of experience in research writing and editing, preferably on issues pertaining to India or South Asia;
- Keen eye for website design, tone and content curation for the target audience;
- Ability to self-start and self-organize, prioritize, and be transparent about goal-setting and time management;
- Ability to work alone and within teams with equal ease;
- Record of being very organized and able to manage multiple priorities simultaneously while producing high quality work;
- Clear and concise written and oral communication skills in English; ability to read and understand Hindi or any Indian language will be a clear advantage;
- Excellent interpersonal and intercultural skills;
- A particular academic background is not required, as long as the candidate can demonstrate the ability to participate in the production of academic-level research and writing.

(All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.)

Preferred location: homebased, preferably in or near Washington DC.

Please write to hrprecruiting@cartercenter.org with a cover letter, a copy of your resume, and contact information for at least two references who can speak to your experience and competencies. Tell us in your cover letter why you are compelled to apply for this position and

what makes you think you are the most suitable candidate. Application review will begin on **Tuesday, September 7, 2021** and continue until the position is filled.