

Consulate General of India New York

Vacancy for the post of local Staff in CGI, New York

The Consulate General of India, invites applications from suitable candidates for the posts of local staff, having a pay scale of **US\$2886-87-4191-126-5451-164-7091**. The starting salary will be USD 2886, plus allowances, as admissible.

Job Summary:

The local staff will plan, develop, implement, and analyze campaigns, marketing efforts, and related events of the Consulate.

Duties/Responsibilities:

- Builds and maintains relationships with members of the Indian community and diaspora.
- Plans, develops, implements, and organizes events and volunteers to advance the mission and goals of the Consulate.
- Organizes community outreach programs and coordinates special events that will influence public opinion or promote products, services, or ideas of the Consulate.
- Uses social media to coordinate community relations.
- Drafts and distributes/publishes various content pieces that promote the Consulate, as well as individuals or groups within the Indian diaspora.
- Responds to inquiries from community members and other interested parties.
- Plans, coordinates, and executes special events and press conferences.
- Performs other related duties as assigned in different wings of the Consulate.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Proficient in Microsoft Word /Excel/Power Point/Adobe Photo shop/Webex and maintaining social media handles like Facebook, twitter etc.
- Ability to evaluate cost of a program and compare it to the benefits for the organization.

Education and Experience:

- Bachelor's degree preferably in Communication, Public Relations, Marketing, or related field.

Interested applicants may send their resume, giving complete details with copies of educational qualification, work experience, age and valid authorization to work in USA to Head of Chancery at E-mail: hoc.newyork@mea.gov.in and Admin at E-mail: admn.newyork@mea.gov.in by **6 July, 2024**.

Please note that short-listed candidates will be called for a written / skill test and an interview at the Consulate. No transport or other assistance / reimbursement will be provided for appearing in the tests. Selected candidate will be requested to join immediately.

