

Reporter Job Description (Contract)

Reporter Responsibilities :

- Identifying newsworthy events and developments in their region of operation.
- Conducting research and writing scripts on topics prior to broadcasts.
- Attending and reporting on events that are of interest to the public.
- Delivering scripted, spontaneous, live, and prerecorded reports on newsworthy events.
- Interviewing eye-witnesses, authorities, and people of interest in news stories.
- Transcribing and summarizing events for further news purposes.
- Traveling to events and ensuring the proper maintenance, security, and care of recording equipment.
- Working collaboratively with cameramen and other members of a reporting team.
- Representing the organization at conferences, press briefings, events, and interviews.
- Ensuring a professional appearance, language use, and manner throughout reports.

Reporter Requirements :

- A bachelor's degree in journalism, communications, or a specialized field such as politics, economics, or international relations.
- At least 2 years of experience in news, television, or journalism.
- Ethical and professional research and reporting skills.
- Excellent communication and presentation skills.
- Able to form and ask probing questions to interviewees.
- Passionate about the news and current events.
- Well-spoken, engaging, and knowledgeable about news events.
- Critically-minded, meticulous, and excellent recall of facts.
- Adventurous, calm under pressure, and determined to uncover the truth.
- Great interpersonal and rapport-building skills.

Desired knowledge , skills, and abilities .

- Passionate about being the change through innovation and fresh thinking
- Familiarity with Christian organizations helpful
- Experience working with all levels in an organization; must be a team player and able to work collaboratively with and through others
- Ability to handle multiple tasks, prioritize, and work independently, using creativity and initiative to overcome obstacles and complete tasks accurately and on deadline
- Digital proficiency and a curiosity for emerging technologies

Notice:

To perform this job successfully, an individual must be able to perform the primary job responsibilities with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this description at any time without notice.