

Quick Response Reporter

Overall purpose of the position:

Report and write news and feature stories of interest to readers for dissemination across multiple platforms, including print, online, mobile and social media. The stories can be self-generated and approved by a supervisor or be assigned by a supervisor.

Reports to: Relevant content editor

Duties of position:

1. **Basic skills:** Spells words correctly and uses correct grammar, punctuation and style; stays up to date on news, both local and the world; develops and maintains a story planning document based on input from editor and creation of ideas from research.

2. Job skills:

- Researches stories using personal contacts, databases and/or the Web; finds the most relevant sources for information; develops a list of knowledgeable, diverse sources.
- Produces story ideas from the assigned beat or from conversations with sources and other members of the community. Brings "real people" into stories, and regularly quotes top officials instead of spokesmen.
- Writes stories that are clear and concise, using words, sentence construction and organizational format that aid clarity. Complements stories with points of entry and supporting documents.
- Consistently produces sophisticated stories and story ideas from conversations with co-workers, sources and other members of the community.
- Writes stories that provide sufficient context and use multiple sources.
- Conceives and executes an acceptable number of enterprise stories, including those worthy of front-page consideration.
- Provides timely information to photographers, web editors, graphic artists and presentation editors.

4. Digital skills:

Prioritizes delivery of relevant breaking news type content for immediate dissemination on our digital platforms, when appropriate and under the guidance of supervisors. Develops and maintains skills needed to provide the photo, video and audio components of a story.

Works with Assigning and Multimedia editors early to identify potential video stories, as well as interactive graphics and other appropriate digital components.

5. Accuracy and ethics:

Produces work that is accurate in fact, tone and implication. Understands and follows libel law and the rules governing plagiarism.

6. Communication:

Discusses original and assigned story ideas with supervising editor, maintaining an accurate planning document to be shared. Stays in touch with desk when covering spot news. Participates in brainstorming sessions to develop detailed and realistic story ideas.

7. Organizational skills:

Develops a systematic approach to developing a beat to quickly achieve a high level of knowledge and relevant contacts. Works with supervising editor to meet deadlines and assigned story lengths.

8. Professional development:

Works with supervising editor to develop and/or improve reporting and writing skills. Seeks out and participates in training opportunities to improve skills.

9. Flexibility:

Reacts to change productively and handles other duties as assigned.

Resumes may be emailed to mpugh@postandcourier.com or mailed to the Human Resources Department at 134 Columbus Street, Charleston, SC 29403-4800 or locate this position on www.lowcountryclassifieds.com/jobs and apply online. We do not accept faxed resumes.

Liberal employee benefit program includes group life and health, and dental insurance, short and long-term disability, sick leave, vacation, holidays, and a 401-K incentive savings plan.

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News Reporter

The individual should have daily newspaper experience covering a variety of news-related beats (i.e., police, government, education). This person must also have proven competence using the tools of a multimedia journalist -- photography, videography, and experience engaging readers via social media. College degree plus a minimum of three years of experience required.

Liberal employee benefit program includes group health and life, and dental insurance, short and long-term disability, sick leave, holidays, vacation, and 401-K Incentive Savings Plan.

Resumes, clips, and/or web links may be mailed to the Executive News Director, Tom Clifford at 134 Columbus Street, Charleston, SC 29403-4800 or locate this position on Jobs.PostandCourier.com/Monster and apply online. We do not accept faxed resumes.

Applications may be made in person from 9:00 a.m. to Noon, Tuesday through Friday. Applications may be picked up or dropped off in the lobby during other business hours.

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Professional
& Technical

250

Professional
& Technical

Moultrie News Reporter

The individual should have experience covering a variety of news-related beats (i.e., police, government, education). This person must also have proven competence using the tools of a multimedia journalist -- photography, videography, and experience engaging readers via social media.

Liberal employee benefit program includes group health and life, and dental insurance, short and long-term disability, sick leave, holidays, vacation, and 401-K Incentive Savings Plan.

Resumes, clips, and/or web links may be mailed to the News Editor, Sully Witte at editor@moultrienews.com or locate this position on Jobs.PostandCourier.com/Monster and apply online. We do not accept faxed resumes.

MOULTRIE NEWS

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