Job Title: Colorado Matters Producer / Reporter / Host
Reports to: Colorado Matters Executive Producer
FLSA Status: Exempt
Department: News

Summary
The Colorado Matters Producer/Reporter/Host plays a crucial role in Colorado Matters, a popular high-profile daily interview program. This person produces interviews on a range of topics about the state for the Senior Host and for themselves, hosts the program as assigned (at least one day a week), and occasionally reports features for Colorado Matters.

Responsibilities & Duties
Among the Colorado Matters Producer/Reporter/Host duties:
- Produce taped and live interviews on subjects about the state, generating ideas and accepting assignments from EP.
- Write web stories and social media engagement for interviews you produce.
- Report feature stories and host shows and interviews as assigned. Work with producers and thoroughly review background and scripts to prepare, conduct thoughtful, respectful, fair and conversational interviews with single or multiple guests, live and taped.
- Serve as host when Senior Host is away.
- Work with CPR's fundraising team during pledge drives and in pre-recording material.
- Participate in short- and long-term planning with the rest of the Colorado Matters staff.
- Other duties as assigned.

Core Competencies:
- Change/Adaptability/Flexibility: Adapts to change that benefits CPR, is open to new ideas, takes on new responsibilities, handles pressure, adjusts plans to meet changing needs.
- Communication: Communicates well both verbally and in writing, promptly shares information and ideas with others throughout the organization as appropriate, has active listening skills, can negotiate and persuade as needed.
- Results Focus/Initiative: Targets and achieves results, sets challenging goals, prioritizes tasks, overcomes obstacles, accepts accountability, sets high standards and takes responsibility, provides leadership/motivation.
- Collaboration: Working collaboratively with others to solve problems, achieve common goals and positive results. Listens to others and values opinions. Is open with other team
members and expresses disagreement constructively. Seeks opportunities to work on teams as a means to develop experience and knowledge.

Knowledge & Competencies

Five-plus years of journalism experience; hosting experience a must, preferably in public media. Must have impeccable news judgment, high-level hosting, writing and editing skills, as well as the ability to juggle multiple tasks and deadlines. Demonstrated ability to distill complex matters for a radio and digital audience.

Position is based in metro Denver and reports to the Executive Producer of Colorado Matters.