



Colorado Public Radio  
JOB DESCRIPTION (12/16)

**Job Title:** General Assignment Reporter/Backup Host  
**Reports To:** Daily Editor  
**FLSA Status:** Exempt  
**Department:** Programming

**Summary:** This individual is the primary backup on-air host for CPR's Morning Edition, All Things Considered and Weekend Edition. When they aren't hosting, this person is a full time general assignment reporter and expected to take the lead on daily news filing quick turn features for radio and digital as well as reporter debriefs and newscast material.

**Essential Duties and Responsibilities:**

- Primary backup host for CPR's news magazines. This includes reporting, writing and editing newscasts and producing newscast material to ensure listeners have the most up-to-date information. Write and voice weather updates, promos, feature leads and tags and continuity breaks.
- Deliver on air material in a credible, conversational and polished manner.
- Report weekly stories for news magazines and newscast. This includes pitching story ideas, producing quick-turn features and debriefs on daily news developments. At a minimum, this person files a radio / digital feature or debrief weekly and takes the lead on filing multiple newscast spots throughout the week.
- Write digital stories. This includes working with CPR's digital team to develop charts, graphics for stories as well as taking photos to accompany the digital build out.
- Use social media as a source for story ideas as well as engaging with CPR's social media audience.
- Participate in assigned fund-raising and outreach activities, on air and off.
- Perform all other job-related duties as assigned.
- Work non-standard hours at times including during early morning and evenings and occasional weekends.

**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: Works 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 and Competencies:**

- Identification with the mission and purpose of Colorado Public Radio.
- Minimum of three years experience in an on-air broadcast news role.
- Public radio news hosting and fundraising experience preferred.
- Strong news judgment, writing and delivery skills; excellent communicator who works collaboratively and independently while meeting deadlines.
- Must have strong digital writing skills, comfortable with taking photographs and using social media platforms.
- Proficiency with audio editing software and automation software preferred.