



Colorado Public Radio Job Description (February, 2018)

Position: News Fellow
Reports To: Senior Editor
FLSA Status: Non- Exempt
Department: News

Summary:

CPR News Fellows will be trained over the course of a full year in every area of the CPR Newsroom: developing story ideas, reporting, writing for radio and the web and producing and editing interviews.

Essential Duties and Responsibilities:

- Daily reporting for newscasts, including monitoring and pulling relevant tape from hearings and press conferences, making calls, writing for newscasts.
- Reporting and writing for digital and social media.
- Identify topics and guests for Colorado Matters, produce scripts and background for host, edit interviews.
- Learn to define, pitch and produce a public radio story, record high quality audio in a variety of settings.
- Work with editorial teams to cover big developing news stories.

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 and Competencies:

The successful candidate is a college graduate or post-graduate who has demonstrated journalism experience, including the ability to identify good stories and report thoroughly and accurately. This is a paid position.