



COLORADO PUBLIC RADIO Job Description (February, 2017)

Job Title: Regional Reporter Western Slope
Reports To: Features Editor
FLSA Status: Exempt
Department: News

Summary:

The Western Slope Regional Reporter develops this geographic beat that is based in Grand Junction and encompasses the western slope and mountain areas. This reporter covers major news developments in their region while also looking for the untold stories that define the place. They will also coordinate with the Denver-based beat reporters - education, environment, government, health, arts and business - to help expand our coverage of those beats on the Western Slope. They will produce newscast items and daily and in-depth feature reports for radio, digital and social media platforms.

Essential Duties and Responsibilities:

- Identifies trends and newsworthy developments in the region with a statewide interest and relevance.
- Manages the beat by recognizing top priorities, communicates effectively with editor and other beat reporters as needed.
- Researches, writes, reports, edits, and voices radio stories weekly for morning and afternoon news magazines. Provides soundbites, wraps and voicers for hourly newscasts. Expected to join Colorado Matters' host on air with updates and debriefs as needed as well as providing debriefs with news magazine hosts.
- Coordinates, writes and produces digital content with the features editor and digital team. This person is expected to take photographs on assignment, tweet from the field and provide explainer material to digital ahead of major developments on the beat.
- Works with features editor to engage community members through CPR News social and engagement channels. Monitors Facebook groups, Reddit threads and other social media forums to identify and report relevant stories to CPR's audience.
- Participates in assigned fund-raising and outreach activities, on air and off.
- 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 and Competencies:

- Identification with the mission and purpose of Colorado Public Radio.
- Minimum of 3 years journalism experience.
- Broadcast experience preferred, public radio experience ideal.
- High-level writing and editing skills, demonstrated ability to identify key developments and distill complex matters.
- Able to work collaboratively, meet deadlines, juggle multiple tasks.
- Position is based in Grand Junction or near and requires working non-standard hours and some travel.

Updated: February 2017