



**Colorado Public Radio
Job Description (December, 2018)**

Job Title: Public Affairs Reporter/Washington, DC
Reports To: Public Affairs editor
FLSA Status: Full time, Exempt
Department: News

Summary: The CPR Washington Public Affairs reporter will be responsible for covering breaking news and enterprise from DC that resonates with a Colorado audience. The reporter will cover the Colorado Congressional delegation and other Colorado-related national political figures, looking for daily news items for air and online, as well as developing deep sourcing and feature stories for digital and radio; monitor federal agencies that are developing policy that affects Coloradans; work with Colorado-based reporters to develop features and augment coverage as warranted.

Essential Duties and Responsibilities:

- Discover and develop enterprise features from DC that affect Colorado residents.
- Cover political campaigns as necessary.
- Daily reporting for newscasts and digital, including monitoring and pulling relevant tape from hearings and press conferences, making calls and writing for newscasts and digital platforms.
- Develop sources and relationships with members of the Colorado delegation in Washington and their staffs.
- Develop sources and relationships within federal agencies that produce policy relevant to Colorado.
- Monitor the White House for specific Colorado-related policies or news.
- Deliver stories for digital, radio and on-demand audio as needed.
- Collaborate with reporters and producers in Colorado to follow daily news developments and provide sound when necessary.
- Work with public affairs talk show Colorado Matters hosts and producers for regular debriefs and produced conversations.
- Engage in social media and conversations with CPR audience.
- Participates in fund-raising activities as assigned.

Available to work during non-standard working hours and weekend on-call shifts, as needed. This job will include travel.



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 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 to achieve common goals and positive results. Listens to others and values opinions. Is open with other team members and expresses disagreement constructively. Works 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 5 years journalism experience at major news organization.
- Experience reporting from Washington DC preferred.
- Experience covering major beats, preferably public affairs.
- Radio experience preferred.
- High-level writing and editing skills, demonstrated ability to identify key developments and distill complex matters.
- Understanding and presence on social media for reporting and promoting stories as well as engaging with audience.

Position is based in Washington, reporting to an editor in Colorado.