



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

The Cordova Times Staff Reporter/Photographer

This position is responsible for local news coverage for The Cordova Times. This position develops news stories, features and photography for The Cordova Times print and online news products, attends and documents various community and state events, and collaborates with community contributors and the news team.

This position performs a variety of work within established policies and procedures, and receives detailed instructions on new projects and assignments.

Team: The Cordova Times
Reports to: Managing Editor
FLSA Status: Nonexempt from overtime

Salary: \$18.00-\$20.00 per hour
Schedule: Full Time, Regular
Last Revised: April 2019

Responsibilities/Duties

- Take photographs to be published in The Cordova Times, both print and online.
- Develop factual news stories on topics in Cordova, Prince William Sound, and Alaska.
- Write features, short stories, news briefs and captions.
- Prepare news content for print and online.
- Develop multimedia content.
- Work within and meets all newspaper deadlines.
- Identify potential news, interview persons and attend events and meetings as needed.
- Review articles for grammatical accuracy.
- Gather and verify factual information for stories.
- Edit stories and photos as needed.
- Collaborate with community contributors and local freelance staff.
- Work with the copy editor and Managing Editor to develop news content for print and online.
- Assist with social media and website posting.
- Assist with news planning.
- Attend news meetings.
- Other duties as assigned.

Competencies (Knowledge, Skills and Abilities)

Strong reporting, writing and photography skills. Must have the ability to determine what stories are newsworthy. Must have knowledge of Associated Press Style. Must have excellent editing skills. Initiative and dedication to task at hand. Excellent communication skills both orally and in writing. Excellent presentation skills; ability to prioritize and plan effectively and display creativity. Good attendance and work habits. Excellent time management skills. Must have a high level of attention to detail. Must be able to set and meet deadlines.

