

## **Archdiocese of Louisville**

### **Position Description**

Agency: Archdiocesan Communications Office      Number Supervised: 0

Position Title: News Reporter      Status: Full Time – Exempt

Accountable to: Editor, The Record      Minimum Hours Per Week: 35

#### **I. Position Summary:**

To produce accurate, objective and timely stories for print and digital platforms as assigned by the editor.

#### **II. Primary Duties and Responsibilities:**

- Make and gather photos, video and information at news events and interviews.
- Write news announcements with precision and accuracy.
- Work on special projects as assigned.
- Monitor the wire service and recommend coverage of national, international news.
- Generate story ideas by establishing relationships in the Catholic community that will help The Record offer a full range of coverage.
- Assist with copy editing and proofreading.
- Assist as needed with the digital product, including the website and co-managing social media with editorial staff.
- Process photos, video and copy for web, when needed.
- Share news and engage readers on social media.

#### **III. Position Qualifications and Competencies:**

- Reporting or news-writing experience.
- Photography and videography experience, with video editing experience preferred.
- Excellent written and verbal communication skills. Knowledge of the Adobe suite a plus.
- Ability to work nights and weekends as assigned.
- Ability to work collaboratively on tight deadlines.
- Active Catholic with a general knowledge of a range of subjects, including religion and Catholic teachings.
- Professional experience using social media.
- Bachelor's degree.