

Archdiocese of Louisville

Position Description

Agency: Archdiocesan Communications Office	Number Supervised: 0
Position Title: News Reporter	Status: Full Time – Non-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.