

Colorado Public Radio Job Description (Jan. 2020)

Position: Denverite Reporter
Reports To: Denverite Editor
FLSA Status: Exempt
Department: News

Summary: The Denverite reporter covers news in Denver. The reporter files breaking news stories, enterprise features and radio spots weekly, writes at least one newsletter a week and manages Denverite's social media pages at least once a week.

Essential Duties and Responsibilities:

- Denverite reporters cover relevant topics and trends in Denver, focusing on city council, breaking news, neighborhood issues, development, culture and politics.
- Covers breaking and daily-turn news as well as produces enterprise and longform reporting.
- Coordinates with Denverite's editor and works in conjunction with other Denverite reporters to set short- and long-term reporting priorities.
- Collaborates across the Denverite team for reporting projects
- Is responsive to audience insights, questions and comments when appropriate online, via email and at events
- Covers Denver in ways that reflect and represent the city's diversity, including a focus on underrepresented communities
- Establishes a wide range of sources across different socioeconomic, racial and ethnic groups.
- Works in conjunction with radio editors to produce spots and features for stories that are relevant to CPR.
- Participates in assigned fundraising activities and events.
- Available to work during nonstandard working hours and weekend on-call shifts as needed.
- 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.

Education and Experience Requirements:

- Experience working in a newsroom preferred.
- Understanding of fair and accurate reporting.
- Social media skills preferred.
- Able to work collaboratively, meet deadlines, multitask and work in a fast-paced digital environment.

Position based in Denver.