

## Colorado Public Radio Job Description (June, 2021)

**Position:** Reporter/Host  
**Reports To:** Morning Editor  
**FLSA Status:** Exempt  
**Department:** News

### Summary:

This person will be part of a team that kickstarts CPR's newsroom in the mornings, by reporting stories for radio and online platforms. This person will also fill in hosting CPR News' Here and Now (midday) and weekend shows, and at times CPR's All Things Considered and Morning Edition.

### Essential Duties and Responsibilities:

- Cover stories on a daily-turn basis across several beats, including breaking news, business, criminal justice, human interest stories, and more.
- Pursue deeper dive stories on things that interest you, and issues and characters that start as nuggets of daily-turn stories. Identify trends to uncover stories that no one else is reporting.
- Collaborate with reporters across the newsroom to produce the best possible coverage for CPR's statewide audience.
- Field reporting often includes photographs and social media, in addition to audio recording.
- Pursue coverage that reflects a diversity of communities in Colorado.
- Work with audience editors to answer questions about the news posed by the audience.
- Live host for CPR's news magazines. Work with editors to prepare newscasts to ensure listeners have the most up-to-date information, and moments of joy. Write and voice weather updates, promos, feature leads and tags and continuity breaks.
- Conduct air checks of hosting shifts with CPR's Programming Director.
- Participate in assigned fundraising and outreach activities, on air and off.
- Other duties as assigned.
- Work non-standard hours at times including during early morning and evenings and occasional weekends. Weekend shifts are offset by days off during the week.
- Travel in Colorado required.

### 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:**

- At least three years professional experience in journalism preferred.
- Demonstrated understanding of the fundamentals of journalism and fair and accurate reporting.
- Demonstrated radio delivery skills. Public radio news hosting experience ideal, but not required.
- Must understand and adhere to CPR News Ethics policy.
- Familiarity with audio editing software and WordPress preferred, but not required.
- Able to work collaboratively, supporting colleagues from various different perspectives and experiences, and able to meet deadlines and juggle multiple tasks.
- Ability to lift and carry recording equipment (up to 10 pounds).
- A current driver's license and/or access to reliable transportation.

Position may be based in either metro Denver or Grand Junction.