

JOB DESCRIPTION

Title	Urban Affairs Reporter
Reports To	News Director
FLSA Status	Hourly
Version	5 (Submitted to Patsy)
Revised	January 23, 2015

Summary Position Statement

The reporter will cover urban affairs for Alaska Public Media (KSKA-FM, KAKM-TV, Alaska Public Radio Network, and Alaskapublic.org.). The reporter will focus primarily on southcentral Alaska.

Beat topics, in part, will include housing, immigration, jobs/employment, poverty, race relations, children, the elderly, health and social services, and other public policy trends and issues. The urban affairs reporter will produce a variety of contributions – from profiles to analyses and daily reports.

The urban affairs reporter will be proficient in reporting, writing, editing, and preparing stories for radio, TV and the Web; keeping up with current events and trends; and working in rapidly changing digital and social media environments.

The reporter will uphold the highest journalistic standards and ethics, and work professionally with Alaska Public Media colleagues and the public.

The Urban Affairs Reporter will:

- Report and produce news and feature stories for KSKA-FM, KAKM-TV, Alaska Public Radio Network, and Alaskapublic.org.
- Capture audio, shoot photographs and video, and edit multimedia packages.
- Post news stories and other material on Alaskapublic.org. Help implement social media initiatives such as Facebook and Twitter.
- Take part in and/or host various news, public affairs, election and community affairs programs for radio, TV and Web or civic functions.
- Work comfortably and effectively in a team-based environment.
- Meet deadlines, abide by AP style, and uphold professional journalistic standards.
- Pitch and/or produce stories for NPR or PBS.

The reporter will report to the news director but work closely with other Alaska Public Media staff.

Essential Duties and Responsibilities

- Stay abreast of issues and trends affecting and/or directing housing, jobs/employment, poverty, children, the elderly, economic strategies, race relations, and health and social services, and other urban affairs policies.
- Report and produce stories in a platform-neutral environment.
- Capture audio, shoot photographs and video, and edit multimedia packages.
- Manage urban affairs content for Alaskapublic.org. Post stories, photos, videos, graphics, charts and links.
- Take part in and/or host various news, public affairs, election and community affairs programs for radio, TV and Web or civic functions.
- Periodically host news or public affairs programs.
- Other duties as assigned.

Essential Knowledge/Skills

- Stay abreast of issues and trends affecting and/or directing housing, jobs/employment, poverty, children, the elderly, economic strategies, race relations, and health and social services, and other urban affairs policies.
- Research, report news, trends and features on urban affairs.
- Perform in a fast-paced, dynamic and deadline-driven news environment.
- Stay abreast of contemporary broadcast and digital trends.
- Multitask and work effectively across multiple media platforms.
- Work collegially and effectively in a team-based atmosphere.
- Adhere to acceptable journalistic styles and practices.

Required Qualifications

- Experience working in a news, communication, publication, broadcast or Web environment.
- Ability to work collegially and effectively with multiple stakeholders and audiences.
- Ability to work collegially and effectively in a team-based organization.
- Application of high journalistic standards and news judgment.

Preferred Qualifications

- Bachelors Degree.
- Skill in on-air performance and audio production.
- Experience in covering urban affairs or metro news.
- Understanding of reporting (writing, photography, video) for the Web.
- Competency in broadcasting operations and editing (audio, video, photo) software.

- Familiarity with public radio news and television news and programming.

Employee Expectations

- Detail-oriented with ability to manage multiple tasks.
- Flexible, adaptable and proven ability to work in a deadline-driven environment.
- Must be able to work various hours including, nights weekends and holidays.
- Must have access to reliable transportation, including during inclement weather.
- Must be able to use recorders, cameras, broadcast equipment and editing software.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to: stand, walk, and sit; use hands to finger, handle or feel; reach with hands and arms; talk and hear.

The employee is occasionally required to stoop, kneel, crouch, crawl or run and to do so in inclement weather.

The employee must regularly lift and/or move up to 50 pounds.

Moreover, the employee:

- Must be able to type using a computer keyboard.
- Must be able to operate various electronic devices including recording, video and photography equipment.
- Must be able to hear audio and to see video.
- Must be able to work at a computer or audio equipment for long stretches.
- Must be able to work in a fluid, deadline-driven environment.

Work Environment

The work environment characteristics described here are typical of an office environment and representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.