



Job Description & Specifications

JOB TITLE: Intern-Staff Writer—Winter 2020-21
EXEMPT: No
REPORTS TO: Associate Editor, Voice of San Diego

SUMMARY: Under the direction of the Associate Editor, the intern will have the opportunity to work alongside Voice of San Diego reporters and help develop meaningful stories. Our intern will obtain a better understanding of local politics and compelling investigative storytelling that serves the San Diego community. In addition to helping reporters with projects, the intern is expected to pursue her/his/their own stories and pitch ideas to the editorial team. She/he/they will learn to gather and analyze facts through interviews, investigations or observations about current events and/or topics, and write stories in an objective and accurate manner, describing the events, background, meaning, and effects.

This is a paid internship. Intern is expected to work a minimum of 16 hours and maximum of 20 hours per week. Position is available January 11 through May 21, 2021; dates are flexible.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Help research stories.
- Transcribe and edit stories.
- Collect data from public documents.
- Assist with data collection for projects like the Parent’s Guide
- Assist with events.
- Follow all company and department policies and procedures.
- Develop and maintain productive, informative and respectful relationships that support the achievement of Voice of San Diego’s mission statement.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements following this paragraph are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- Pursuing a Bachelor's degree in journalism, English, communications or a related/equivalent degree is required.
- Proficiency in AP style.
- Must have a strong command of spelling, grammar and punctuation.
- Must have advanced writing, editing and communication skills; write clearly and concisely; be accurate and unbiased; be curious and creative.
- Must have initiative and persistence to investigate records and to interview and probe unremittingly; develop and interview sources for stories.
- Must be able to schedule effectively to meet deadlines.
- Must possess extreme attention to detail and accuracy; organizational skills, advanced internet and data researching skills and an understanding of how to write and publish for the Web.

COMPETENCIES:

- Judgment – Displays willingness to make decisions; exhibits sound and accurate judgment. Supports and explains reasoning for judgment.
- Professionalism – Approaches others in a tactful manner; reacts well under pressure; follows through on commitments.
- Attendance/Punctuality – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Dependability – Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals.
- Initiative – Looks for and takes advantage of opportunities.
- Organizational support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

LANGUAGE SKILLS: Ability to read and interpret all forms of news (print newspapers, online publications, magazines, etc.), general business periodicals, professional journals, technical procedures, or governmental regulations. Advanced writing, editing and communication skills; must write clearly and concisely; be accurate and unbiased. Ability to effectively present information and respond to questions from groups or individuals required. Must be able to communicate with individuals who have differing educational backgrounds and cultural norms.

COMPUTER SKILLS: Typing ability on a computer is essential. A good command of MS Office applications, keyboarding, email applications and other computer skills required.

MATHEMATICAL SKILLS: Basic mathematical skills such as the ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS: Current driver's license and automobile insurance in order to drive to and cover news assignments.

Application deadlines:

Applications are due December 4, 2020. You are encouraged to submit your materials early.

Send a resume, cover letter, and three samples of your work to
VOSD_HR@voiceofsandiego.org.