



## Job Description & Specifications

**JOB TITLE:** Intern-Staff Writer—Winter 2021-22  
**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 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 15- 20 hours per week. Position is available mid-January through May 2022; dates are flexible.

### WHO WE ARE

Launched in 2005, Voice of San Diego was the first digital nonprofit news organization to serve a local community in the US. Its founders, longtime columnist and editor Neil Morgan and entrepreneur Buzz Woolley, felt the region desperately needed more reporting and journalistic competition. VOSD made a name nationally with hard-hitting investigative reports and created a new business model for supporting the kind of journalism that hundreds of others have imitated across the country. VOSD is committed to civic engagement and opportunities for San Diego residents to discuss and debate the issues that affect their quality of life. As a 501(c)(3) nonprofit organization, VOSD is fully funded by individual members, major charitable gifts, foundations and community partnerships. VOSD is based in downtown San Diego, with an annual budget of \$2 million and a dedicated board of eight community leaders. Our culture is based on trust, productivity and creativity. Each team member holds themselves accountable for meeting deliverables, deadlines, and standards of journalistic excellence. Please visit us at <http://www.voiceofsandiego.org> to learn more about our work.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Help research 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.

**COMPETENCIES:**

- Judgment – Exhibits sound and accurate judgment. Supports and explains reasoning.
- 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.
- Initiative – Looks for and takes advantage of opportunities.
- Organizational support – Follows policies and procedures; 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.

**PHYSICAL DEMANDS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk or hear. The employee is frequently required to use hands to type on a computer keyboard as well as finger, handle, or feel objects, tools, or controls; reach with hands and arms; sit; climb or balance; stoop, kneel, crouch, or crawl; bend, lift and climb stairs while carrying supplies or equipment. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

The employee frequently sits for long periods of time at a desk in an office. The employee may be required to stand for over an hour and observe meetings, people and events. The employee may be required to lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and physical demands of the role.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those the employee encounters while performing the essential functions of this job. Employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

**AT-WILL:** The individual hired in this role will be at-will and will be subject to termination by the employee or the Company, with or without cause, with or without notice, and at any time.

#### **AMERICANS WITH DISABILITIES ACT (ADA) STATEMENT**

The Company will provide reasonable accommodations (such as a qualified sign language interpreter or other personal assistance) with the application process upon your request as required to comply with applicable laws. If you have a disability and require assistance in this application process, please contact Julianne Markow at 619-550-5673.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT**

The Company is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, sexual orientation, gender or gender identity, national origin, disability status, protected veteran status or any other characteristic protected by state or federal law.

**Application deadlines:**

Applications are due December 10, 2021. You are encouraged to submit your materials early.

**Send a resume, cover letter, and three samples of your work to**

**[VOSD HR@voiceofsandiego.org](mailto:VOSD_HR@voiceofsandiego.org).**