|  |  |
| --- | --- |
|  | JOB DESCRIPTION  Volunteer |

|  |  |
| --- | --- |
| **Position Title:** | ***The Silhouette* Staff Reporter** |
|  |  |
| **Term of Office:** | September 1 – April 30 |
|  |  |
| **Supervisor:** | *The Silhouette* Editor-in-Chief |
|  |  |
| **Remuneration:** | Volunteer |
|  |  |
| **Hours of Work:** | Variable |

|  |
| --- |
| **General Scope of Duties** |
| The Staff Reporter will commit to writing a total of 10 articles per term. The Reporter will be expected to write for various sections (News, LifeStyle, ANDY, Sports) on a casual rotational basis, in order to get a well-rounded experience with the Silhouette and to provide content for all sections. Compensation, while not financial, may include letters of reference, appreciation nights, valuable experience writing for a newspaper, and awards and gift cards for best writing. A desk space in the office will also be available for Staff Reporter usage. |

|  |  |  |
| --- | --- | --- |
| **Major Duties and Responsibilities** | | |
|  | | |
| **Category** | **Percent** | **Specifics** |
| Responsibilities | 100% | * Write articles for the Silhouette |

|  |
| --- |
| **Knowledge, Skills and Abilities** |
| * Strong written communication skills * Assertive and clear communication ability to reach contacts and ascertain correct facts * Personal skills to work with colleagues and the public * Time management and organizational skills * Flexibility with job assignments |

|  |
| --- |
| **Effort & Responsibility** |
| * Must commit to a minimum for ten (10) high quality articles per semester * Attention to detail to maintain accuracy and balance * The Staff Reporter will be expected to put solid effort into their 10 articles. This may require them to conduct interviews for their stories, travel (locally) for the job, and submit pieces of considerable length (>500 words). |

|  |
| --- |
| **Working Conditions** |
| * Hours of work are variable * Desk space will be available in *The Silhouette* office to work on articles * May require local travel |

|  |
| --- |
| **Training and Experience** |
| * Journalism experience (previous experience writing for *The Silhouette* will be considered an asset) * Training sessions to cover Canadian Press style, media law, and interview etiquette will be provided |

|  |
| --- |
| **Equipment** |
| * No equipment provided * Personal computer required |