Quick Response Reporter

Overall purpose of the position: Report and write news and feature stories of interest to readers for dissemination via print and online, mobile and social media. The stories can be self-generated and approved by a supervisor or approved by a supervisor.

Reports to: Relevant content editor

Duties of position:

1. Basic skill: Spells words correctly and uses correct grammar, punctuation and style; signs up for class or meets, both local and the world; devotes and maintains a story database for stories based on ideas from research.

2. Job skills:
   - Reports stories using personal contacts, databases and/or the Web; finds most relevant sources.
   - Develops a list of knowledgeable, diverse people; uses these people to find information for stories.
   - Finds story ideas from the assigned local or from conversations with sources and other members of the community. Bids for stories into the story area, and regularly quotes too-officials instead of credentials.
   - Writes stories that are clear and concise, using words, sentence structure and organization.
   - Formats that are clear and concise.
   - Conducts daily and weekly meetings with supervisors and reporters.
   - Conducts interviews and gets ideas from conversations with co-workers, sources and other members of the community.
   - Collects stories that provide evidence and use multiple sources. Collects and executes an acceptable number of enterprising stories, including those worth of long-form consideration.
   - Provides timely information to newswriters, web editors, graphic artists and presentation editors.

4. Digital skills:
   - Prioritize stories from a variety of sources for immediate distribution via digital platforms, when appropriate, and under the guidance of supervisors.
   - Works with Acquia and Multinews editors to identify potential video stories, as well as content for other other digital components.

5. Accuracy and ethics:
   - Produces work that is accurate in fact, tone and implication. Understands and follows the rules governing accuracy.

6. Communication:
   - Discusses original and assigned story ideas with the publishing editor, maintaining an accurate incoming document in the office. Signs in at the top of the page, or in the office, or in the office.
   - Participates in brainstorming sessions to develop and refine story ideas.

7. Professional development:
   - Develops a systematic approach to developing a level of expertise in story writing.
   - Conducts workshops and training sessions to improve writing skills. Works with supervisors to improve writing skills.

8. Accessibility:
   - Ensures that stories are accessible to all readers, including those with disabilities.

9. Professional development:
   - Works with supervisors to develop and improve skills in writing and story editing.

Resumes may be submitted to moultrie@postandcourier.com or mailed to the Human Resources Department at 115 Columbus Street, Charleston, SC 29483. Applications are accepted online and by mail. We are an equal opportunity employer.

EOE

Without prejudice. Benefits package includes group health and life, and dental insurance, and long-term disability. The program offers 401k, retirement, and vacation. The Post and Courier is an equal opportunity employer. We are an equal opportunity employer. We are an equal opportunity employer. We are an equal opportunity employer.