



## Job Description & Specifications

JOB TITLE: Reporter  
EXEMPT: No  
REPORTS TO: Managing Editor, Daily News

**SUMMARY:** Voice of San Diego seeks an education reporter to dig into issues of education quality, inequity, youth wellness and related criminal justice storylines.

We run a pioneering nonprofit news organization that stands for, among other principles, a "high-quality education for all kids." It's our belief that accountability journalism is a necessary piece of infrastructure of a well-functioning city. Yet even in this large city, San Diego, and this diverse region, there are far too few journalists focused on schools, children and inequality in educational systems. This writer would need to build a knowledge base rapidly and over time maintain several investigations. Along the way, we expect shorter-term explanatory work and analysis stories, and biweekly newsletters with items of interest and updates to ongoing storylines.

Voice of San Diego has been a pioneering investigative, nonprofit news organization for 17 years. Our writers have the freedom and responsibility to tackle the biggest issues we come across. We believe San Diego is strong enough to face its most uncomfortable and intractable problems. But we also seek to educate, enlighten and entertain readers who care about San Diego's future and seek an excellent and just government.

See our [Guidelines for New Reporters](#) for more about our unique approach.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Write stories on topics assigned and/or approved by the Managing Editor.
- Write and assist with daily, weekly and biweekly newsletters.
- Meet regularly with editors to discuss priorities, updates, potential stories and deadlines.
- Check reference materials such as books, news files, and public records including criminal and civil court files for additional relevant facts.
- Form concepts for feature stories.
- Respond to breaking news developments.
- Be able to work unscheduled overtime and have a high energy level to keep up with the fast pace of this occupation.
- Take photographs or request photographic support to improve story coverage.
- 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.
- Follow all company and department policies and procedures.

**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:**

- Bachelor's degree in journalism, English, communications or a related/equivalent degree; or experience reporting and writing at a news organization.
- Demonstrable understanding of libel and public records law.
- Experience writing and publishing for digital platforms in a fast paced, daily newsroom.

We know there are great candidates who may not fit into what we've described above or who have important skills we haven't listed. If that's you, don't hesitate to apply and tell us about yourself. We are dedicated to improving our newsroom, in part by better reflecting the people we cover.

**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.
- Dependability – 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 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. Must be able to communicate with individuals who have differing educational backgrounds and cultural norms. Ability to speak a language other than English is preferred, but not required.

**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.

**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.

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 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. The employee is occasionally required to taste and/or smell. Specific vision abilities required by this job include close vision, distance vision, color 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 must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds.

**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 or [julianne@vosd.org](mailto:julianne@vosd.org).

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.

**To apply, submit your resume, cover letter and three writing samples to [VOSD HR@voiceofsandiego.org](mailto:VOSD_HR@voiceofsandiego.org). Thank you.**