



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	901342003	Last Revised:	12/14/2017
Position Title:	One Feather Reporter	Department:	Destination Marketing
Reports to:	One Feather Editor	Division:	Commerce

Primary Function: Assists the One Feather Editor with gathering news and writing articles in concise, articulate and fair manner for publication in the One Feather.

- Job Duties and Responsibilities:**
- Gather news information through conducting interviews in person and via phone or internet.
 - Attend meetings, events and other happenings for potential story leads.
 - Write articles in a concise, accurate and fair manner.
 - Assist with layout of the newspaper.
 - Take photographs to supplement written text of articles as needed.
 - Maintain a record of expenses and vehicle mileage.
 - Assist in providing "filler" articles for newspaper.
 - Assist in maintaining the One Feather website and social media.
 - Assist in the preparation of the annual program budget.
 - Design layout for the entire paper.
 - Write all hard news and sports articles.
 - Develop large display ads (1/4, 3/8, 1/2 and full).
 - Complete all copy editing duties.
 - Make EPS and PDF files for paper.
 - Upload paper to printer.
 - Maintain website and Twitter account.
 - Perform all duties according to established safety guidelines and tribal policies.
 - Perform other duties as requested by Department Supervisor or Editor.

- Education /Experience:**
- Must hold a B.A. or B.S. in Journalism or related field (i.e. public relations) and three years newsroom or freelance reporting experience is required.
 - Valid NC Driver's License Required. Experience or on-the-job training of one to two months should be sufficient to perform this job.

Job Knowledge: Must understand the English language. Knowledge of journalism ethics is required. Must possess the ability to structure sentences in an intelligent, concise, fair and logical manner. Must be aware of and understand what Tribal laws require. Must have some knowledge of Tribal culture, history, area geography, demographics and the local business community. Must have a thorough knowledge of the Commerce Department and the Tribe. Requires thorough understanding of various computer software programs. Requires the ability to establish and maintain effective working relationships with coworkers and stakeholder groups to promote a positive public image for the Tribe. Requires the ability to compile data and prepare specified reports and recaps, and summaries. Must present a professional appearance at all times. Must be skilled in negotiation and problem solving. Must have technical skills and expertise sufficient to perform assigned tasks, including web design and page design, for print. Requires knowledge in use of the

following software programs: Quark, Adobe Photoshop, and Wordpress.

Complexity of Duties:

Handles assignments which are complex and varied, ranging from routine operations to planning, analysis of circumstances and problem solving which require original and independent thinking, use of judgment and initiative.

Contact with Others:

Contacts are varied and include Departmental personnel, sales people, public, civic groups, individuals, government officials, Tribal officials, etc. Purpose of contact would be the sharing of information, gathering of facts and developing stories.

Confidential Data:

Some story leads may come from individuals who wish to remain anonymous. Must adhere to all applicable Tribal confidentiality policies and procedures.

Mental /Visual /Physical Effort:

Mental effort and concentration are needed while writing and laying out the paper. Must be able to see, walk, stand, sit and reach with hand and arms. Some lifting required. Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis.

Environment:

Most work is performed in an informal office setting. Must travel occasionally to cover events with minimal exposure to weather.

Supervision Received:

Reports to the One Feather Editor and/or the Community and Public Relations Supervisor and must follow well-defined procedures and guidelines as prescribed Tribal policies.

Responsibility for Accuracy:

There is a need for a high degree of accuracy when writing news stories. A reporter's credibility depends upon accuracy. Defenses against libel and defamation of character depend on accuracy. All facts stated in a story must be verifiable and from reliable sources.

Resourcefulness & Initiative:

Most news stories follow set patterns and guidelines while other stories allow for creativity.