



## Online Reporter

### Position Description

<b>Title</b>	Online Reporter
<b>Location</b>	United States
<b>Reports To</b>	Editor-in-Chief / Deputy Editor / Senior Editor
<b>Key Relationships</b>	Online duty editors and multimedia producer, chief reporters, news editors, reporters, picture editors, photographers, artists
<b>Purpose</b>	To generate timely and high quality news stories for NerdOrGeek.com

GOALS	DUTIES
Produce timely and high Quality stories as assigned. Generate story ideas.	<ul style="list-style-type: none"> <li>/ Write hard news with authority and clarity; and, when required, produce background and feature pieces.</li> <li>/ Carry out assignments from online duty editors</li> <li>/ Develop contacts and break stories</li> <li>/ Liaise effectively with online duty editors, chief reporters and news editors</li> <li>/ Regularly assess performance against other media</li> </ul>
Achieve the highest possible standards of journalism	<ul style="list-style-type: none"> <li>/ Act ethically</li> <li>/ Write crisply, concisely, accurately and quickly at all times</li> <li>/ Supply links, pictures, audio and/or video when possible.</li> <li>/ Contribute ideas for pictures and graphics and liaise with multimedia producer, staff photographers and/or artists</li> <li>/ Observe house style</li> <li>/ Keep up-to-date on, and comply with, media law; advise Editor of any possible problems and refer any complaints to Editor</li> </ul>
Contribute fully to the NerdOrGeek team	<ul style="list-style-type: none"> <li>/ Work as an integral member of the NerdOrGeek team</li> <li>/ Respond to public inquiries professionally</li> </ul>

GOALS	DUTIES
Engage with readers	<ul style="list-style-type: none"> <li>/ Respond to constructive feedback from readers via private channels (email, phone, etc.)</li> <li>/ Respond publicly to constructive feedback from readers via public channels.</li> <li>/ Maintain a professional and constructive approach in all communications.</li> </ul>
Use online tools	<ul style="list-style-type: none"> <li>/ Be attuned to life on the web, and incorporate online/digital tools into story research, information gathering, contact building, collaboration with colleagues or the public.</li> </ul>
Advance skills	<ul style="list-style-type: none"> <li>/ Take direction and advice from supervisors</li> <li>/ Keep manager informed of training needs</li> <li>/ Take part in any appropriate training offered by the company</li> </ul>

COMPETENCIES REQUIRED	
Competency	Descriptive Summary
Technical skills	<p>Intermediate computer/web literacy, able to learn new computer systems and use them efficiently.</p> <p>Comfortable using multimedia [production skills an asset].</p>
Creativity	Tries new ideas. Sees beyond the stock-standard. Lateral thinker.
Attention to detail	Works carefully and methodically. Checks processes and details.
Productivity	Works quickly and effectively. Plans and prioritizes time.
Ability to handle pressure and deadlines	Keeps calm and focused under pressure. Relieves stress in a manner acceptable to self, others and organization.
Initiative	Looks for work. Constantly seeks to improve processes and performance. Overcomes difficulties, seeking help when necessary.
Communication	Expresses thoughts effectively to manager and team members. Ensures manager and colleagues are kept fully up-to-date with necessary information. Ensures she/he has clear understanding of organization's objectives and performance requirements.
Teamwork	Understands role in team and roles of others. Respects the needs and contributions of others. Contributes to and accepts consensus. Helps others. Accepts and follows organization's policies and procedures.