**JOB DESCRIPTION  
TO BE HIRED**

Senior Reporter, Integrated Media and Communications

***Exempt***

**DEPARTMENT:** Integrated Media and Communications

**Reports to:** News Director

**Part 1:** **Position Summary**

Sources, researches, writes and edits daily news and in-depth features for the American Public Power Association’s Public Power Daily e-newsletter and bi-monthly Public Power Magazine. Manages daily e-newsletter production. Identifies and covers breaking news in a timely manner. News coverage spans federal and state energy policy, new technologies and trends in the electricity industry, and public power utility projects and endeavors.

**Part 2:** **Duties and Responsibilities**

* Reports and writes news and features for daily e-newsletter and bi-monthly magazine — working with subject matter experts, association members, and external stakeholders.
* Edits and proofs all news and content, as required, to ensure accuracy, clarity, and adherence to style guidelines.
* Manages daily e-newsletter production and other writing and editing tasks across the organization as required.
* Supports content generation for the association website, blogs, video, and social media channels.
* Works with team to ensure that news publications are enhanced with suitable and compelling visuals and user-friendly formats.

Part 3: Qualifications

* Degree from 4-year college or university with major course work in journalism.
* At least 5 years’ experience in news reporting; electricity industry experience is preferred — familiarity with public power issues is a plus.
* Strong journalistic skills in news judgment, research, writing, and editing.
* Ability to leverage social media for news gathering and dissemination.
* Ability to meet rigid daily deadlines, with attention to detail.
* Ability to translate complex technical information into reader-friendly language.
* Strong organizational skills with attention to detail and capacity to juggle multiple deadlines.
* Ability to manage projects with moderate supervision.
* Collaborative skills and capacity for teamwork.