

POSITION DESCRIPTION

POSITION: Full Time Staff Writer-Reporter
LOCATION: S/M Community
SALARY: \$11.50 Negotiable NonExempt
Reports to: News Manager
TABLE OF EQUIVALENCIES: Applies

POSTING DATE:9-20-18
CLOSING DATE:9-27-18
PAYGRADE: 3

Every employee of Stockbridge Munsee Community is expected to present themselves in a professional manner to customers as well as other departments. Stockbridge Munsee Community strives to provide a positive team environment where everyone contributes.

GENERAL RESPONSIBILITIES: The person in this position is responsible for gathering information from which he/she will develop news stories. This person will obtain the necessary information through observations, research and interviews. This person will process this information into a format suitable for publication in the *Mohican News*. After publication, the reporter will assist in the distribution of the paper. The employee will be required to wear appropriate identification tags when completing news/reporter activities.

STANDARD QUALIFICATIONS:

All employees of Stockbridge Munsee Community must meet the following qualification:

1. Must submit to and pass a pre-employment drug and health screening.
2. Must be at least 18 years of age, unless otherwise stated on job description
3. Must maintain an acceptable departmental attendance record
4. Must be able to work weekends, nights and holidays

DUTIES:

1. Responsible to assist and receive orientation in publication, mailing, and delivery of the tribal newspaper. This includes computer typesetting and layout; creating, maintaining, and updating circulation and mailing lists; gather news stories from tribal departments and community; soliciting advertising.
2. Responsible to complete all invoicing for the department.
3. Responsible to assist in writing news stories for the tribal newspaper, including creation of feature stories involving interviewing, taking photographs, attending meetings and events, and traveling to cover stories as needed.
4. Must maintain an acceptable departmental attendance record.
5. Must be reliable and prompt when reporting to work.
6. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
7. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
8. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.

9. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

QUALIFICATIONS:

1. Must be a high school graduate, have a GED certificate, or the equivalent.
2. Must be able to work a flexible work schedule including working on holidays, weekends and evenings on very short notice.
3. Must possess some formal training, either through education or job experience, in the field of journalism, or communications
4. Must possess and be able to demonstrate excellent writing skills including correct use of grammar, vocabulary, and spelling. Must submit a writing sample.
5. Must possess and be able to demonstrate basic computer skills.
6. Must possess or be willing to learn a variety of intermediate technical skills involving electronic newspaper formatting, design graphics, cameras, and tape recorders.
7. Must be able to communicate effectively, both in writing and orally, with a wide range of people, demonstrating tact, courtesy and respect.
8. Must be able to take direction and function under extreme deadline situations.
9. Must possess initiative and be proactive in seeking out contacts and sources.
10. Must maintain confidentiality.
11. Must be willing to attend all applicable training.
12. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
13. Must be eligible for coverage under the employer's liability insurance.
14. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
15. Must be able to meet physical requirements of position.
16. Must have a valid driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license within 30 days of employment if applicant has an out-of-state driver's license. Must meet and maintain the eligibility to operate a personal or tribal vehicle under the driver acceptability guidelines as established by Mohican Nation Insurance.
17. Must abide by departmental and organizational safety, testing, and uniform guidelines.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

1. This position requires a lot of sitting with occasionally stoop, kneel, crouch, and lift and/or move up to twenty-five (25) pounds.
2. Evening and/or weekend is required. Extended hours and irregular shifts may be required.
3. Work environment requires excellent personal hygiene due to working in close proximity to others and in an enclosed area.
4. A Tuberculosis (TB) Screening and/or TB Skin Test may be required.

SUBMIT APPLICATION TO:

Human Resource Department
P.O Box 70
N8705 Moh He Con Nuck Rd
Bowler, WI 54416

WE ARE A DRUG FREE EMPLOYER.
CANDIDATES MUST PASS DRUG SCREEN
AND REMAIN DRUG FREE.

The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Tribal Employment.

Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.

REVISED 8/30/00

REVISED 1/25/2012

Tribal Council Approved:7-3-12

Apply online at:

www.mohican-nsn.gov

