



Food and Sustainability Reporter

Position Description

Job Title: Food and Sustainability Reporter Department: News and Information Date: January 2014	FLSA status: Full time; Exempt Reports to: Director of News and Information
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Position Summary	<p>The Food and Sustainability Reporter examines the impact of food and agriculture in our region. The FSR will report on food as it relates to the environment, health, culture, policy and the changing demographics of California. S/he will have an eye for anthropology as well as economics and will always keep the consumer in mind. The FSR will identify innovation and trends and connect what’s happening in this region to the rest of California and the world. Working with CapRadio’s Environment and Health Care beats, the FSR explores the nexus of food, the environment and health. The FSR is knowledgeable in creating digital content and utilizes social media effectively. The FSR will be factual, yet fun when appropriate in a beat that’s wide open for creative opportunity.</p>
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ORGANIZATION RELATIONSHIP:

Reports to the Director of News and Information with daily supervision from the Senior Editor

DUTIES AND RESPONSIBILITIES:

Position responsibilities:

- Production of a minimum of three long-form (4-6 mins) features each month in addition to newsmaker interviews, newscast spots and superspots.
- Maintains expertise on food and sustainability issues and policy in California and nationwide as well as a database of sources; utilizes knowledge to create timely, in-depth journalism.
- Creates content for digital platforms as assigned, including social media sites.
- Files for the Capital Public Radio Network (CPRN) service.
- Appears as guest on Insight and other CapRadio shows as needed.
- Regularly contributes segment ideas to Insight.
- Proactively files spots and feature stories with NPR and other national outlets.
- Substitute for newsmagazine hosts and anchors as needed.
- Participates in News Department meetings.
- Participates in on-air fundraising and other fundraising activities.

- Contributes to The View from Here documentary series.
- Other duties as assigned.

Essential skills, experience and attributes:

- Bachelor's degree in journalism or in a related field, or equivalent work experience for at least 7 years. Public radio experience ideal.
- Advanced reporting abilities; must be able to produce material of NPR style and quality.
- Advanced writing abilities. Also understands importance of sound in stories.
- Demonstrated ability to distill complex subject matters.
- Able to turn policy/work speak into everyday language.
- Understanding of, and experience with, digital and social media.
- Highly computer literate including excellent skills with Microsoft Windows OS and Microsoft Office.
- Proficient in use of audio editing software, such as Adobe Audition or Pro Tools.
- Strong team player with an ability to work with diverse groups.
- Ability to meet deadlines, multi-task and be flexible.
- Commitment to company values.
- Position is based in Sacramento, but travel will be required.
- Ability to drive a motor vehicle and California driver's license.
- A sense of humor.

Preferred skills and experience:

- A strong history of reporting on food, agriculture or environment stories.
- Experience in radio documentary reporting or production.

Role qualifications: Strong on-air presence, keen news judgment; high level radio journalism abilities, team player; computer literate; familiar with technology platforms and ways to utilize them in reporting projects and on-air.

Reporting to this position: N/A

COMPUTER SKILLS: To perform this job successfully, an individual must be familiar with a Microsoft network environment and should have high level knowledge of Internet and e-mail software; intermediate to advanced database administration software; spreadsheet, accounting and word processing software, preferably in the Microsoft Office Suite of products. Experience with newsroom management platforms such as NewsBoss preferred.

PHYSICAL DEMANDS: The physical demands described here 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. The inability to cope with a stressful work environment does not constitute a protected disability.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is regularly required to stand; walk and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually ____.

ACKNOWLEDGMENTS: I have reviewed and understand the above position guide and believe it to be accurate and complete. I also understand that the company retains the right to change this position guide at any time. I also understand that this job description is not a contract for work.

I certify that I possess all of the “Essential Requirements” of the job outlined herein, except as noted here: (If none, so state): _____

I certify that I am fully capable (with or without a reasonable accommodation) of performing all of the essential functions documented herein and I do not have a physical or mental disability that would jeopardize the health and or safety of my co-workers.

I do not require an accommodation in order to perform the essential functions of this job as indicated in this job description.

I require an accommodation in order to perform the essential function of this job as indicated on this job description. The accommodation I require is:

I understand, and fully agree, that this job description does not constitute a written or implied contract for employment and that my employment relationship with the company is “at will,” for an unspecified duration, and may be terminated at any time by me or the company as specified by Section 2922 of the California Labor Code.

I understand that I am an exempt employee and therefore, may be required to work in excess of 40 hours per week without overtime compensation.

Employee signature

Date

Supervisor

Date