



# Ho-Chunk Nation

## Job Description



|                          |               |                            |
|--------------------------|---------------|----------------------------|
| <b>TITLE:</b> Reporter 2 |               | <b>JOB CODE:</b> REP2      |
| Government - Employee    | <b>EEO:</b> 5 | <b>PAY GRADE:</b> 12       |
| Non-Exempt               | No Flex       | <b>FUNDING SOURCE:</b> NPD |
|                          |               | <b>HO-CHUNK PREFERENCE</b> |

*"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."*

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K*

### **POSITION OVERVIEW**

Act as the primary reporter for the Hocak Worak. Report on assigned activities and stories with the Ho-Chunk Nation government and members for publication in the Hocak Worak or on its website.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Report, in a journalistic style, on topics and issues of interest to or that have a direct effect on Ho-Chunk tribal members as the senior reporter daily.
2. Photograph persons, places, and things to capture the essence of the subject matter being reported on daily.
3. Conduct interviews with news sources to gather the information for news articles and obtain quotes from the source daily.
4. Work with Hocak Worak team to help fellow journalists daily.
5. Help in the layout process, which includes proofreading bi-weekly.
6. Share news articles from other news sources about or of interest to Ho-Chunk tribal members weekly.
7. Share articles and photos in archival drive for future reference daily.
8. Update and post articles and photos to Hocak Worak website and social media outlets daily.
9. Maintain contacts and relations to obtain information for future articles daily.

### **JOB RESPONSIBILITY**

|                               |  |
|-------------------------------|--|
| Job Reports to                | Editor   |
| Leadership Accountability     | Implements operating plan                                |
| Supervisory Accountability    | Supervises professionals                                 |
| Organizational Accountability | Manages work group                                       |
| Financial Accountability      | None   |
| Customer Accountability       | Interfaces with officials, executives, and all customers |
| Freedom to Act                | Operates with significant independence                   |

### **MINIMUM QUALIFICATIONS**

#### **EDUCATION:**

1. One year of advanced education beyond high school or several specialized business and journalism or publishing related courses.



**EXPERIENCE:**

1. Experience writing news reports in the AP style.
2. Two years of experience in journalism or equivalent.
3. Two or four year degree in journalism, communications, new media or graphic arts.

**ESSENTIAL:**

1. Valid driver's license, liability insurance and dependable transportation.
2. Able to use copy, FAX and other office machinery.
3. Self-motivated and able to work with little supervision.
4. Ability to establish and maintain filing systems and excellent telephone etiquette.
5. Ability to coordinate and work well with people.

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Knowledge in all phases of newspaper publishing, the working world and office procedures.
2. Report on assigned activities and stories within the Tribe for publication in the Newsletter or on its website, describing the background and details of events.
3. Maintain consistently high standards of quality writing in addition to the ability to write quickly for both publication and website articles.
4. Arrange interviews with people who can provide information about a particular story.
5. Determine a story's emphasis, length, and format, and organize material accordingly.
6. Research and analyze background information related to stories in order to provide complete and accurate information through research, interviews, experience, and attendance at political, news, sports, social and other functions.
7. Receive assignments or evaluate leads and tips in order to develop story ideas.

**WORK PLACE RESPONSIBILITY**

1. Maintains a safe and healthy work place environment.
2. The department manager ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.

**WORKING CONDITIONS**

1. Office setting and being out in the public at events.
2. Must be able to drive at day and night on weekdays and weekends.
3. Ability to stand for a period of time, carry camera equipment and stacks of newspapers.