



KAWC/ KOFA Civic Engagement Reporter

Do you thrive on telling stories that matter? KAWC/KOFA Public Radio is seeking a Civic Engagement Reporter to cover government, policy, and key industries in Yuma and La Paz Counties for radio, podcasts, and digital platforms. If you're passionate about community-focused journalism, apply now to join our team!

Salary:

\$41,322– \$43,801 per year, depending on experience.

Summary of Function:

The KAWC/KOFA Civic Engagement Reporter produces in-depth and breaking news coverage on local, state, and federal government and key industries affecting Yuma and La Paz Counties. The role conducts all aspects of story coverage for radio, podcast, and digital platforms, ensuring reporting is accessible to the region's dual-language communities. Working collaboratively, the reporter balances daily and enterprise coverage, supports community engagement and station outreach, and models professional public media journalism while partnering with students and volunteers.

Typical Duties:

- Serve students. Models the conduct and responsibilities of a professional public media journalist while serving students and collaborating with student journalists, volunteers, and interns in the KAWC and KOFA studios. Produces in-depth news and public affairs content focused on city, county, state, and federal government, as well as key industries in Yuma and La Paz Counties. Conducts field interviews, travels to news event locations, writes stories, edits digital audio, and voices reports. Creates content for radio broadcast, podcast distribution, and digital platforms. Coordinates story topics in advance with a minimum of ten stories produced each month.
- Works with supervisor to provide thoughtful, clear, engaging analysis of complex issues. Balances weekly stories, enterprise stories that demonstrate regional trends, and longer-term engagement projects on subjects of particular interest to the audiences.
- Works with the supervisor to plan and execute engagement opportunities with key audiences through social media, participation in community events, creating and appearing in video panels, and other activities.
- Supports station fundraising and outreach activities.
- Support and participate in strategic planning initiatives and performs other duties as assigned.

Required Qualifications:

- Associate's degree in a relevant field
- 3-5 years' experience producing radio, television, or print news content or equivalent experience
- Note: Applicants may indicate any additional language proficiencies in their application materials, including English/Spanish, as relevant to the position

Additional Eligibility Requirements:

- Arizona Driver's License or Equivalent

Classification:

- Exempt

Position Type & Work Schedule:

- Full-time, 12-month position
- 40 hours per week
- Work flexible schedule to meet the program, department, and/or institutional needs, which may include adjustments to work schedule, nights, and/or weekends

Knowledge, Skills, and Abilities:

- Knowledge of and ability to interpret, apply, and follow college policies and procedures
- Knowledge of or ability to maintain organizational structure, workflow and operating procedures • Knowledge of journalistic ethics, public media standards, and editorial practices
- Knowledge of government structures, civic processes, and regional public affairs issues
- Knowledge of digital content distribution and audience engagement strategies
- Skill in current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications, Windows, college system platforms, software and applications especially those specific to the department operations
- Skill and ability to be self-directed and to manage one's own time
- Skill in performing a variety of duties, often changing from one task to another of a different nature
- Skill in news writing, interviewing, and audio production for broadcast and digital platforms skill in translating complex civic issues into clear, accurate, audience-centered reporting
- Skill in editorial planning and deadline-driven content production
- Ability to complete all departmental and/or institutional mandatory training or development
- Ability to organize, prioritize, follow multiple projects and tasks through to completion, with close attention to detail
- Ability to work independently and contribute to a collaborative team environment
- Ability to provide assistance in a professional and supportive manner
- Ability to communicate effectively, verbally, in writing, and in a public setting, and to relate to others in a professional manner
- Ability to be flexible and supportive, positively and proactively assimilate change in rapid growth environment
- Ability to maintain confidentiality of protected information and follow FERPA and privacy guidelines
- Ability to adapt to a dynamic workload and demands
- Ability to operate relevant equipment required to complete assigned responsibilities for the position
- Ability to adapt and maintain professional composure in emergent situations
- Ability to demonstrate integrity, professionalism, and civility in all job-related actions
- Ability to analyze problems, identify solutions, and take appropriate actions to resolve problems using independent judgment and decision-making processes
- Ability to produce accurate, balanced public affairs reporting in accordance with professional journalistic standards
- Ability to engage diverse audiences and represent the station professionally in community settings
- Ability to establish and maintain positive, effective, and collaborative relationships with individuals at all levels of the organization, students, and the public

Work Environment:

- Work is performed in an open office environment with staff, student, community contact and interruptions
- Working environment may include various locations across the service district, with varying noise levels, indoor and/or outdoor locations as needed to support program, department or institutional needs
- Must be able to perform duties in a variety of weather conditions

Physical Demands:

- Prolonged periods sitting at a desk and working on a computer
- Prolonged periods of standing and/or walking
- May lift, carry, push, and/or pull, at times, a minimum of 10 pounds
- Occasionally stoop, bend, kneel, crouch, reach, and/or twist

Travel:

- Required to travel to other locations using various modes of private, commercial, or fleet transportation, and as needed to support program, department, and institutional needs

Note:

- Yuma Campus
 - Benefits Eligible
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APPLICATION PROCEDURE:

The following materials must be uploaded at the time of application. Any materials submitted via e-mail, fax, or mail will not be accepted. Applications missing any of the below requirements will be considered incomplete and will not be reviewed.

1. Completed Application
2. Resume (no more than 3 pages)
3. Cover Letter
4. Unofficial Transcripts

ADDITIONAL DETAILS:

- The statements in this posting describe the general nature, level, and type of work performed by the individual(s) assigned to this classification and are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified.
 - The institution and its designated representatives reserve the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice
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ADDRESS INQUIRIES TO:

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Human Resources

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