



## KAWC KOFA CIVIC Engagement Reporter

*Are you a storyteller driven to uncover truth and uplift local voices? KAWC, Colorado River Public Media, seeks a Civic Engagement Reporter to cover the government, industry, and civic life of Yuma and La Paz counties. You'll produce impactful digital and audio journalism that connects communities and drives meaningful dialogue. If you thrive on deadlines and believe in journalism as public service—we want to hear from you!*

### **Salary:**

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

### **Summary of Function:**

KAWC, Colorado River Public Media, seeks a Civic Engagement Reporter to produce digital content on issues of importance to communities in Yuma and La Paz counties. The KAWC Civic Engagement Reporter will develop stories and cover breaking news by cultivating sources to provide smart and fresh content focused on local, regional, state and federal government and industry trends that impact the communities we serve; and develop enterprise and oversight projects that explain and enlighten audiences regarding budgets, regulation, development and civic process. The reporter must be able to navigate our dual-language community, ensuring accessibility of reporting to all parents, taxpayers, educators, and students. The reporter must be able to juggle multiple stories on tight deadlines. This reporter is expected to produce ten or more approved stories per month on the ways various levels of government and industry impact the lives of Yuma and La Paz County residents. We are looking for a strong, independent reporter with a passion for public engagement and storytelling.

### **Typical Duties:**

- Serves Students by modeling the behavior and function of a professional public media journalist. Interacts with student journalists and interns working in the KAWC studios. Using independent judgment, the KAWC Civic Engagement Reporter will produce in-depth news and public affairs content focused on the city, county, state, and federal government, along with industry in Yuma and La Paz Counties. Conducts field interviews, travels to the site of news events. Writes stories, edits digital audio recordings, and voices news stories. Stories will be produced for radio broadcast, inclusion in podcasts, and digital distribution. Story topics will be pre-arranged with a supervisor. Ten or more stories must be produced each month. Main function of the position.
- Work with supervisor to provide thoughtful, clear, engaging analysis of complex issues. Balance weekly stories, enterprise stories that demonstrate regional trends, and longer-term engagement projects on subjects of particular interest to our audiences.
- Work with the supervisor to plan and execute engagement opportunities with our key audiences through social media, participation in community events, creating and appearing in video panels, and more.
- Supports station fundraising and outreach activities.
- Support and participate in strategic planning initiatives and performs other duties as assigned.

### **Required Qualifications:**

- Bachelor's Degree plus 2 years' experience producing radio, television, or print news content or equivalent experience.
- Demonstrated experience in radio or television production.
- Bilingual (English/Spanish) preferred, but not required; language proficiency must be demonstrated on application materials

### **Additional Eligibility Requirements:**

- Arizona Driver's License or Equivalent

**Classification:**

- Exempt

**Position Type & Work Schedule:**

- Full-time, 12-month position
- 40 hours per week
- Monday-Friday
- 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
- 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
- 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 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 establish and maintain positive, effective, and collaborative relationships with individuals at all levels of the organization, students, and the public

**Work Environment:**

- Inside office environment with normal noise and lighting levels
- 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
- Safely and appropriately operate golf carts or district vehicles

- Must be able to navigate various departments of the organization's physical premises

**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:**

- Location primarily Yuma campus
  - Benefits Eligible
  - The statements within this document 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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**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
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**ADDRESS INQUIRIES TO:**

Arizona Western College

Human Resources

Phone: (928) 344-7505 / FAX: (928) 317-6001 / TTY: (928) 344-7629

Email: [Human.Resources@azwestern.edu](mailto:Human.Resources@azwestern.edu)

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