

Job Description and Standards of Performance

<u>Position Title:</u> News and sports assistant	<u>Affiliation:</u> PNG
<i>Specialization:</i>	
<u>Department:</u> News	<u>Department #:</u>
<u>Date Updated:</u> 4/30/07	<u>Updated by:</u> 'Crider/Porter
	<u>Job Code #:</u> 42N054

Position Purpose/Objective: To collect and prepare data for publication; to write or rewrite briefs and short news stories; to process information for use as sports, news, information and entertainment content.

All core duties are listed before supporting duties. The relative importance of duties relates to the anticipated impact of that duty to the business, department, customer, and/or product.

Position Duties	Meets Expectations When:
Collects and prepares data for publication, coding and laying out material for presentation as agate type and/or electronic databases. Codes content for traditional and electronic publication. CORE	Data and agate packages are accurate and on-time Prepares, proofs and sends the agate presentations on time. The sports agate presentation accurately lists all important scores, standings and box scores; other database content is accurate and well-presented.
Writes centerpiece stories for Religion and Go, the High School Spotlight feature, and centerpiece stories for non-traditional themed pages, such as Your Neighbors, Close To Home and other micro-level content. CORE	Centerpiece stories have multiple sources and are written to a length appropriate to the subject matter. Stories are accurate, timely and complete.
Writes briefs and short news stories. CORE	Briefs and short news stories are accurate, timely and complete.
Rewrites press releases. CORE	Press releases are rewritten to conform with style standards; they are accurate and timely.
Processes data and briefs packages for on-time publication CORE	Data and briefs packages are prepared well and on-time.
Performs specific projects for supervisor. SUPPORTING	After instruction, news and sports assistant is able to work independently on projects.

Portland Press Herald
Est. 1862
Maine Sunday Telegram

Uses available technology to support efforts as needed. SUPPORTING	Possesses adequate knowledge of all pertinent software/systems necessary to perform duties efficiently.
Other related duties as assigned. SUPPORTING	Additional duties are performed on time and in a satisfactory manner.

Required Education and/or Experience/Knowledge:

High school education required, college degree preferred or at least 2 years relevant experience.

Required Skills: Basic journalism; typing 45 wpm; computer literacy; strong spelling, vocabulary and grammar; good interpersonal skills including tact; general sports knowledge preferred (when relevant). Has an understanding of and appreciation for the demands of ethical decision-making.

This position reports to: Various editors