

Assistant News/Social Media Job Description

Summary

The Assistant news personnel will primarily be responsible for news coverage as assigned by the news director, but also performs various support tasks for the organization.

Duties and Responsibilities

1. Gather and Produce news content for broadcast and digital platforms, leveraging the use of digital tools to enhance news gathering and dissemination. This includes video.
2. Complies with universal policies and federal, state, and local regulations governing news coverage.
3. Evaluates news leads and news tips to develop stories and edits news material and reader submissions to create content.
4. Gathers and verifies information regarding stories through interview, observation, and research; ensures the accuracy of news programs.
5. Work with the sales team to create graphics as required.
6. Update website and social media graphics, logos, google ads, as required.
7. May be required to attend events and promotions.
8. May be assigned an on-air broadcast show.
9. May be required to help with sports programming.
10. Performs miscellaneous job-related duties as assigned.