

## **News Reporter**

### **Job Description**

Educating the public about the Friends of Sleeping Bear Dunes, our mission, our projects, and opportunities to help us is critical to our success. The News Reporter works for the Public Relations Director and provides news stories to the Web Site Manager, Social Media Manager, and Print Media Manager. In some cases, the Reporter will publish his/her news articles directly and in other cases, the articles will be given to the respective managers to publish. This job involves going to project sites to interview volunteers and Park visitors, take photos, and write engaging articles that describe the work of the Friends and its impact on visitor experience.

The duties of the News Reporter include:

- Work with the Web Site Manager, Social Media Manager, and Print Media Manager to identify potential stories to write articles about.
- Conduct interviews with volunteers, park staff, and visitors to obtain information and photographs for each article.
- Write articles of appropriate length and detail for each publication platform.
- Do follow-up articles on subjects of high interest.

### **Required Experience**

Writing and editing experience  
Communication skills  
Internet and database skills  
MS Office skills

### **Required Training**

Training is offered by Friends of Sleeping Bear Dunes and Pro Web Marketing

### **Time Commitment**

Approximately 12 hours per week during the high visitation season (summer). Less time would be required during off-season.