

Range N05

JTC NO. CJL  
FLSA EXEMPT Y

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

**JOB TITLE:** News Writer

**DATE PREPARED:** Spring 2015

**DATE REVISED:** Spring 2015; Fall 2016

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**GENERAL SUMMARY:**

Provides assistance with news coverage across the district; coordinating timelines and assignments with the Director of Media Relations.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

Writes and proofreads news releases and content for traditional and online news outlets.

Ability to write using Associated Press style; and excellent writing skills in all news releases and other types of communications.

Ability to maintain several writing assignments and meet all deadlines.

Provides ideas for news stories to the News Communication manager or Director of Media Relations when directed and provides completed stories to the district's Internet Publishing team to use on the DCCCD web page, My Portal, social media channels and for e-newsletters.

Cultivates news story leads through contacts by phone or through on-site visits at all colleges and locations in the District or as assigned by either the Director of Media Relations or the News Communications Manager.

Collaborates with other content writers and communicators in the office of public and governmental affairs to help advance projects and programs for internal and external public relations purposes.

Assists in writing assignments, newsletter content and other projects for several individuals and adheres to deadlines and tracks/report progress to the Director of Media Relations.

Performs other duties as assigned.

**REPORTING RELATIONSHIP:**

First level supervisor is the District Director of Media Relations, second level supervisor is Vice Chancellor, Public and Governmental Affairs.

**PHYSICAL EFFORT REQUIRED:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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**PHYSICAL EFFORT REQUIRED: - continued**

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, push, lift, reach, carry, grasp, squat or stoop, bend and twist the body while performing essential duties, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb stairs, talk or hear. The employee must have the ability to occasionally lift and/or move up to 20 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

**MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:**

- Bachelor's degree or higher with five years of experience in news or communications **or** Associates degree with seven years of experience in news or communications.
- Excellent writing, editing and proofreading skills.
- Ability to write for external news and internal communications.
- Ability to promote and develop a positive image for a diverse organization through news stories and coverage.
- Excellent interview, speaking and writing skills using news/AP style.
- Ability to work and function well in a team setting.
- Experience coordinating assignments for several individuals and departments simultaneously and to track progress.
- Requires a valid driver's license to enable travel within the college/location service areas.
- Effective oral and written communication skills to interact with individuals from diverse backgrounds.
- Excellent time management skills and attention to detail.
- Strong knowledge and experience providing effective customer service.
- Official transcripts will be required.
- \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*