



Position Announcement for
Assignment Editor

Summary

OPB is looking for an Assignment Editor for our newsroom to assign and edit stories for all OPB News staff and to supervise our bureau reporters (SW Washington and Central Oregon). This salaried, exempt position is a full time, regular status position with benefits.

Position Details

Primary Duties/Responsibilities:

The Assignment Editor assigns and edits stories for all OPB News staff, including in breaking news situations, and coordinates coverage with beat reporters to present a well-rounded budget of regional news daily on OPB's broadcast and digital platforms. The position monitors sources such as wires, the Northwest News Partnership and social media for breaking news, and supervises bureau reporters in Vancouver, Washington and in Bend, Oregon. The Assignment Editor acts as the liaison with news partners such as Northwest News Network (N3), NPR, and other local and national content providers, and actively participates in fundraising functions.

Working Conditions:

The Assignment Editor's workweek will either be Thursday to Monday or Friday to Tuesday, typically from 7am to 4pm. Most work is done in an office, studio or other indoor location with extended periods of working at a computer. There is occasional local or regional travel required to attend events and visit bureaus.

Required Qualifications:

- Bachelor's degree in Journalism or related field.
- Five years relevant experience.
- Demonstrated ability to meet daily deadlines.
- Exceptional time management, organizational and interpersonal skills.
- Ability to write in AP style and public media style.
- Ability to work with digital audio workstations and office computer software.
- Knowledge of public media environment.
- Ability to provide direction and editorial leadership to team of reporters.
- Supervisory experience.
- Familiarity with journalism and photojournalism ethics and best practices.
- Desire to lead this team of journalists to significant achievements.
- Familiarity with and ability to participate in social media associated with OPB News (including Twitter and Facebook).
- Enthusiasm for the mission of OPB and for the role of public media in a changing journalism environment.

Preferred Qualifications:

- A voracious news consumer.
- Knowledge of major stories and issues in the Northwest.
- Previous experience as an assignment editor.

To apply:

- Please send an email or letter of interest requesting the instructions on how to apply for this position (Assignment Editor) **and where you first learned of this job opening** to hr@opb.org or OPB Human Resources, 7140 SW Macadam Ave., Portland, OR 97219.
- Instructions on how to apply will be sent within 24 hours of receiving the letter of interest Monday through Friday. If a letter of interest is sent over the weekend or a holiday, application instructions will be sent by the end of the next business day.

Application Deadline

All application materials are due by:
August 29, 2014, 5 p.m. (Pacific Time).