

Northwest Bureau Chief, Underscore + ICT

Job Title: Northwest Bureau Chief, Underscore + ICT

Supervisor: Managing Editors of Underscore + ICT

Location: Portland, Oregon

Salary: \$60,000-\$70,000 (plus fringe benefits)

Position Type: Full-time (40 hours/week)

FLSA Status: Exempt

JOB POSTING:

ICT, formerly Indian Country Today, and Underscore News seek a Bureau Chief to oversee ICT's Northwest coverage and contribute reporting and editing to both ICT and Underscore. We are seeking a Bureau Chief who can see the big picture for national, enterprise stories and zoom in for the breaking news from the ground. The Bureau Chief will be a key player in communicating with editors at ICT and Underscore, as well as ICT's in-person liaison. The newsroom is very team-oriented and strives to build a mentoring environment where young people can jump start their careers, so we love journalists who can be coaches to young reporters and help them think multimedia.

JOB SUMMARY:

The job of the Bureau Chief combines the innovation of a writer with the practical focus of an operations manager, someone who can take stories from the idea stage to see them through digital posting. On a day-to-day basis, the Northwest Bureau Chief will operate like a player and coach, or an editor and reporter, with a sprinkle of business work for the bureau. The Bureau Chief will assist Underscore and ICT's Managing Editors in supervising the shared reporter and ICT's intern, in both daily news and enterprise reporting. For ICT, the individual will work closely with the managing editor to determine what stories to post online from the regional area, edit stories and delegate edits on other stories. The Bureau Chief will also continue to improve the editorial calendar workflow so that the digital team has advance notice, and input, on what stories are coming and prioritized. We expect the reporter to be a self-starter for pitching and reporting on stories, and will assign and edit stories when needed. For Underscore, the Bureau Chief will write enterprise and feature stories, collaborate with the managing editor in editorial strategizing, assist with selecting publishing partner stories and loading them on the website and edit stories as needed.

The Bureau Chief reports directly to the Managing Editors of ICT and Underscore.

The bureau chief position at the Oregon-based bureau with IndiJ Public Media will contribute to the digital news and broadcast platform. The following duties and responsibilities include those for both ICT and Underscore. Further details will be discussed during the interview process.

DUTIES AND RESPONSIBILITIES:

- Oversee reporting and production of news coming out of the bureau and in its regional coverage.
- Hire and train new members of the bureau.
- Manage the bureau budget and perform administrative duties.
- Supervise reporters in the coverage area of the Oregon-based bureau.
- Coordinate story coverage with editors.
- Assign stories to reporters.
- Provide expertise in covering stories in the bureau's coverage area.
- Provide editing support when needed.
- Breaking news coverage, spot news coverage, and enterprise stories.
- Pitch, report, fact check, write or edit news stories for ICT. These can include spot news, enterprise or Northwest-focused stories.
- Make extra calls to add context and Indigenize wire stories.
- Use journalistic and ethical judgment.
- Pay attention to detail and care for factual accuracy.
- Use background in American Indian and Alaska Native issues, history, policy and culture to provide context in news stories.
- Capture photos and video for the digital and broadcast platform, and social media platforms.
- Craft, post, and schedule social media posts to engage readership and promote stories.
- Participate in reporter talkbacks on the "ICT Newscast with Aliyah Chavez."
- Attend weekly digital meetings with the digital team and any other meetings needed for stories reporting on or editing.
- Inform ICT and Underscore managing editors of any time off needed.
- Complete on-call, weekend, early morning, and/or late evening shifts.
- Travel to report stories, if needed.
- Perform additional duties as assigned.

PREFERRED SKILLS:

- Thorough knowledge of journalistic principles, ethics and standards.
- Excellent news judgment.
- Excellent knowledge and experience in managing online news operations.
- Excellent organizational skills to manage briskly paced, multi-platform news operation.
- Excellent knowledge of current and emerging technologies impacting journalism, including web, mobile and social media.
- Excellent communications skills.
- Strong project management skills.
- Proven working experience as a leader.
- An eye for detail along with critical thinking.
- Ability to prioritize and multitask.
- Ability to work under deadline pressures.
- Demonstrated ability to problem-solve and innovate.
- Demonstrated ability to work well with both veteran and new staff.
- Demonstrated ability to work in teams and across departments.

- Demonstrated ability to work with external partners and collaborations.
- Working knowledge of a range of issues affecting Indigenous nations and peoples, along with significant regional and state-wide public affairs issues and subjects such as government and politics, the economy, education, health, immigration, legal affairs, the environment and arts a plus.

LICENSES AND CERTIFICATIONS:

- Requires a valid driver's license.

IndiJ Public Media is an Equal Opportunity Employer. We do not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, national origin, color, age, physical or mental disability, spousal affiliation, marital status, a serious medical condition, genetic information, veteran status or any other basis prohibited by federal, state, or local law.

To request a disability accommodation in the application process, please contact Kendra Clements at careers@ictnews.org. We will provide reasonable accommodation consistent with applicable law.

HOW TO APPLY:

Please fill out the application form here: [IndiJ Public Media Application](#). Write "Underscore + ICT Northwest Bureau Chief" in for the position title. **Application deadline: Open until filled.**
Desired start date: late June/early July 2023.