



MINISTRY DESCRIPTION

Title: Senior Reporter
Department: Communications
Reports to: Communications Director

Schedule: Regular, Full-time
FLSA: Exempt

Ministry Function:

The Senior Reporter supports the ministry at Convoy of Hope by reporting on stories related to the organization's work throughout the world. The position may fulfill internal and external requests for communication assets to in-house and external clients and friends of the organization.

Essential Duties and Responsibilities:

1. Serve as the primary reporter of all things Convoy with responsibility for demonstrating the heart of all our programs and beneficiaries through verbal and written reports.
2. Research, find and report stories of interest and importance from all corners of Convoy of Hope to a variety of audiences.
3. Demonstrate initiative in finding stories, working closely with other departments to gather stories.
4. Willingness to travel both domestically and internationally, often on short notice, to report on stories important to the continued demonstration of need of our beneficiaries.
5. Take the lead on regular reporting for corporate and Supply Chain partners.
6. Collaborate with the video department to find and develop video-worthy stories.
7. Interface with leaders of program teams to ensure quality control and accurate information.
8. Develop, in coordination with program departments, communication assets for use by their department.
9. Provide stories to support organization's fundraising/development work.
10. Fulfill requests for communication assets.
11. All other duties as assigned.

Required, Knowledge, Skills, and Abilities:

1. Bachelor of Arts in Communications, journalism or related field preferred; High School diploma or equivalent required.
2. 3+ years proven reporting history required.
3. Photography skills a plus.
4. Ability to quickly grasp all elements of stories as they develop.
5. Ability to work under tight deadlines necessary.
6. Ability to multi-task and stay highly organized necessary.
7. Strong verbal and written communication skills required.
8. Demonstrated ability to interact positively with various types of people in both internal and external situations.
9. Ability to travel both domestically and internationally required - often on short notice. Up to 40% of time could be travel.
10. Cultural understanding and respect is required to handle sensitive international issues.

11. Serve as an advocate for the ministry, striving to nurture, broaden and develop financial and other resource opportunities to support and expand organizational and program ministry.
12. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
13. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

Supervisory Responsibilities:

This position has no direct supervisory responsibility.

Created: May 7, 2018