



## NEWS INTERN

### JOB DESCRIPTION & QUALIFICATIONS

**News Interns** at Charlottesville Tomorrow are trained as staff reporters to cover local government meetings and events producing articles for publication on our website and in many cases with our media partners (*The Daily Progress*).

Interns also assist with events, social media and provide general administrative and research support.

Successful applicants will have strong computer and writing skills, the ability to work independently and as part of a team and possess a strong interest in local government gained through educational or professional experience on issues such as land use, transportation, community design and public education. Past experience with journalism in high school and/or college is desirable.

Internships are available for **summer**, **fall** and **spring** semesters. Interns are paid an hourly stipend. Full-time positions are available for college undergraduates, graduate students and recent college graduates. See our [Jobs Page](#) for application deadlines.

### SPECIFIC DUTIES

#### Research

- Plan and conduct research on land use, transportation, education and community design issues.
- Gather, organize, and analyze data. Use critical thinking and creatively pursue new ideas in the acquisition of knowledge to support Charlottesville Tomorrow's mission and specifically aid in the decisions of the Board and Executive Director.
- Monitor and analyze press releases and local news sources for inclusion in Charlottesville Tomorrow's information services.

#### Communications

- Assist with coverage of periodic Planning Commission, City Council, Board of Supervisors, School Board and other local government meetings. Assist with coverage of local election campaign events.
- Create, edit and/or proof news articles according to established standards for Charlottesville Tomorrow's communications. Photograph events and publish visual, audio and news stories on Charlottesville Tomorrow's website.
- Assist with maintenance of website and subscriber database.

#### Administrative

- Provide administrative support to Executive Director and for Charlottesville Tomorrow's events and local events sponsored by the organization.

## **Other Duties and Responsibilities**

Employees of Charlottesville Tomorrow should:

- Do nothing that could undermine your credibility with the public, damage the organization's standing as an impartial source of news, or otherwise jeopardize Charlottesville Tomorrow's reputation.
- Professionally represent Charlottesville Tomorrow in the community throughout the course of work activities. Demonstrate ethical behavior and respect for diversity through daily actions and decision making.
- Conduct yourself in social media forums with an eye to how your behavior or comments might appear if the organization was called upon to defend them as a news organization.
- Refrain from any participation in local political campaigns for City Council, Board of Supervisors or School Board. Refrain from any financial, volunteer or in-kind support of local political party work on local campaigns.
- In your professional capacity, demonstrate adherence to Charlottesville Tomorrow's non-partisan approach to local elections and objectivity on community issues in line with positions supported by the Board of Directors and Executive Director.
- Maintain confidentiality of all subscriber, donor and voter data in accordance with Charlottesville Tomorrow's policies and procedures.
- The Intern's work schedule requires availability to cover evening events and produce timely communications on deadlines set by the Executive Director. The Executive Director will coordinate schedules to ensure balanced coverage of office hours and events. Arrangements may be made with the Executive Director for flexibility in work schedule.

Applicants should e-mail a cover letter and resume to:

Anne Russell Gregory  
Development Associate  
Charlottesville Tomorrow  
[argregory@cvilletomorrow.org](mailto:argregory@cvilletomorrow.org)

**Only electronic submissions will be considered.**