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Statehouse Reporter, Capitol News Illinois

Department: Illinois Press Foundation
Incumbent: None, new position
Reports to: Editor, Capitol News Illinois
Job Grade: Non-Exempt
Salary Range: $50,000-$60,000 plus benefits

Job Posting:
With new and substantial grants, Capitol News Illinois is expanding its reporting and business operations. Capitol News Illinois is a nonprofit and nonpartisan news organization that covers state government from Springfield, Illinois. CNI is seeking a full-time print reporter to cover state government from the Capitol. This reporting position will further bolster CNI's commitment to turning daily state government coverage. The position's coverage area emphasis will be determined by the best fit for the right candidate. The reporter will be based in Springfield.

Qualifications/Skillsets:

1. Experience reporting and writing quickly in a professional, daily deadline setting is required. Previous experience covering the Illinois Statehouse and state government is required.
2. Proven ability to generate interesting and diverse coverage ideas and approaches, using new technology, implementing ways to increase audience reach, and utilizing new media.
3. Technology: The ability to use new and evolving processes via computers, web applications, new equipment and software.
4. The ability to identify priorities, work quickly, meet deadlines and maintain production schedules for multiple projects at the same time.
5. The ability to work nights and weekends, and travel across the state as coverage dictates. Must have a valid driver's license, dependable transportation and proof of insurance. Works from the Statehouse, remotely, and from the Illinois Press Foundation office.
6. Extraordinary interpersonal skills, including verbal and written communication skills.

Education: Bachelor's degree or greater in journalism or related communications field

Position Coordinates With: Editor-in-Chief and Managing Editor, in development and execution of news coverage for the Foundation's state government news service, and on long-term coverage plans.

Essential Job Duties:

1. Covers legislative processes, activities of the governor, legislators, state agencies and the Illinois Supreme Court. Covers legislative sessions, committee hearings, and news conferences. Also, when appropriate, writes feature stories about people, proceedings and issues in state government.

2. The reporter will work with Capitol News Illinois' diverse team of reporters throughout the state and will participate in daily virtual newsroom meetings, but will office from Springfield.
3. Emphasis of coverage for this position, or a "beat," is flexible and will be determined based on the interests/skills/location of the right candidate. But the candidate will be expected to turn daily stories during the legislative session and several stories weekly when the legislature is not in session.
4. Produces quick-turn and in-depth enterprise stories that examine the impact of government policy as well as investigative work that holds public officials and state government accountable.
5. Works with CNI's broadcast team as needed to produce video and audio stories.
6. Takes photos to accompany stories as needed.
7. Maintains a social media presence related to the job as news service reporter.

Other Duties:

1. Make public presentations to groups that foster and enhance the importance of Capitol News Illinois, as approved by the Foundation executive director and Editor-in-Chief.
2. Represent the IPF and news service at local, regional, state and national events and programs, as deemed necessary by the Foundation executive director and Editor-in-Chief.
3. Other duties as assigned by the Foundation executive director and Editor-in-Chief deemed necessary to facilitate IPF services to members and audiences.

Physical Demands of Job:

1. Requires the ability to complete physical tasks deemed necessary by specific projects, including but not limited to, long periods of standing, long periods of sitting, occasional lifting, bending and walking.
2. Extensive periods of work at a computer terminal.
3. Late nights covering the legislature.

Work Attitude:

1. Requires a self-motivated individual with the confidence and discipline needed to complete multiple projects quickly and efficiently.
2. Requires working in a polite, positive and professional manner with fellow employees, media partners, Statehouse sources, and all other constituent groups and individuals.
3. Willingness to work time and schedule required to fulfill the responsibilities of the position.
4. Requires dressing in a professional manner daily, in accordance with employee handbook.
5. Understand and follow all guidelines and policies in the IPF Employee Handbook.