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|  | JOB DESCRIPTIONVolunteer |

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| **Position Title:** | ***The Silhouette* Staff Writer** |
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| **Term of Office:** | Hiring Date – April 30 |
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| **Supervisor:** | *The Silhouette* Section Editor |
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| **Remuneration:** | Volunteer |
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| **Hours of Work:** | 4-6 hours per week |

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| **General Scope of Duties** |
| The Staff Writer will commit to writing a total of 10 articles per term (once a week). The Writer will be expected to write for the section they were hired for: News, Opinion, Arts & Culture or Sports. Although hired for a specific section, Writers are free to explore other areas of the *Silhouette* to get a well-rounded experience and to provide context for how a newspaper operates. Compensation, while not financial, may include letters of reference, appreciation nights, valuable experience writing for a newspaper, and awards and gift cards for best writing.  |

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| **Major Duties and Responsibilities** |
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| **Category** | **Percent** | **Specifics** |
| Responsibilities  | 100% | * Write articles for the Silhouette
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| **Knowledge, Skills and Abilities** |
| * Strong written communication skills
* Assertive and clear communication ability to reach contacts and ascertain correct facts
* Personal skills to work with colleagues and the public
* Time management and organizational skills
* Flexibility with job assignments
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| **Effort & Responsibility** |
| * Must commit to a minimum for ten (10) high quality articles per semester
* Attention to detail to maintain accuracy and balance
* The Staff Writer will be expected to put solid effort into their 10 articles. This may require them to conduct interviews for their stories, travel (locally) for the job, and submit pieces of considerable length (>500 words).
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| **Working Conditions** |
| * Hours of work are variable
* Desk space will be available in *The Silhouette* office to work on articles
* May require local travel
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| **Training and Experience** |
| * Journalism experience (previous experience writing for *The Silhouette* will be considered an asset)
* Editorial training provided
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| **Equipment** |
| * No equipment provided
* Personal computer required
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