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| Company:                | Hopeloft / Follow South Jersey / United Advocacy Group |
| Position Title:         | Journalist / Intern                                    |
| FLSA/Employment Status: | Hourly   |
| Reports to:             | Managing Editor  |

**Qualifications:** A Follow South Jersey Journalism Intern should possess strong written and oral communication skills and have a desire to tell engaging stories that seek to shine a light on important issues in an effort to improve outcomes for the people our organizations serve in our local communities. The Journalism Intern must also possess strong people skills which are necessary to collaborate and interact with the Hopeloft team, our member organizations, stakeholders, our audience, and any possible organizations that an Intern may be embedded into. No professional experience is required, but applicants are strongly encouraged to have taken at least one class on journalism's principles and practices.

**Organizational Unit:** Journalism Interns will be hourly employees of Hopeloft as they work on projects operated by Hopeloft and the United Advocacy Group.

**Accountability:** Journalism Interns will report directly to Follow South Jersey's Managing Editor. Journalism Interns are also accountable to the other members of the Hopeloft Administrative Team, including (but not limited to) the Executive Director.

**Job Summary:** Journalism Interns are responsible for writing and editing articles for publication on our websites (both Follow South Jersey and the Vaccine Communications Repository), as well as collaborating with the Managing Editor and other contacts to generate informative content in service of the public good.

#### Duties and Responsibilities:

##### 1. Weekly Assignments

- Receive first weekly assignment on Monday with Tuesday evening deadline to complete.
- Brainstorm story ideas regularly; pitch ideas to Managing Editor prior to completion of first assignment.
- Receive second weekly assignment (potentially derived from pitches) on Wednesday with Thursday evening deadline to complete.
- Attend weekly editorial meeting at 1:30 p.m. on Wednesdays.
- All deadlines are subject to change and extensions can be granted as necessary.
- The Managing Editor will publish stories daily or as needed to fulfill the content calendar.

##### 2. Long-Form Assignment

- Interns will receive instructions for a long-form assignment during the first week of their internship to work on throughout the 10-week period.
- First draft will be due by Friday of week 4; Managing Editor will workshop assignment with Intern via Zoom at beginning of week 5.
- Second draft will be due by Friday of week 7; Managing Editor will workshop assignment with Interns via Zoom at beginning of week 8.

- Final draft will be due by Friday of week 8; Managing Editor will publish stories during weeks 9-10.
- All deadlines subject to change; extensions can be granted as needed.

### 3. Social Media & Marketing

- Journalism Interns may be asked to assist with our social media presence and posting by contributing social-facing copy to accompany their articles, or by participating in various other audience-focused functions.

#### Additional Details:

Internship length will be 10 weeks, but Interns have the right to terminate their Internship at any time and for any reason. Conversely, Hopeloft reserves the right to terminate or shorten the internship length at any time and for any reason as well. It is also possible to increase the length of the internship if Hopeloft and the Journalism Intern mutually agree. (This is not guaranteed, however.)

Journalism Interns will be paid at a rate of \$13.00 per hour, paid in semi-monthly installments pending our receipt of an approved timesheet from the Intern.

#### Physical Demands/Work Environment

- ☒ **Sedentary** - Lifting up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers, and files. Walking and standing are required only occasionally.
- ☐ **Light** - Lifting 20 pounds maximum with frequent lifting and/or carrying objects weighing up to 10 pounds. Walking or standing to a significant degree, involves sitting most of the time with a degree of pushing and pulling.
- ☐ **Medium** - Lifting 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.
- ☐ **Heavy** - Lifting 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.

#### Work Environment

- ☒ **Limited** - General office environment infrequently exposed to extreme atmospheric conditions (temperature, noise, fumes, dust, etc.)
- ☐ **Moderate** - Occasionally exposed to extreme atmospheric conditions (temperature, noise, fumes, dust, etc.)
- ☐ **High** - Frequently exposed to extreme atmospheric conditions (temperature, noise, fumes, dust, etc.)