

BenitoLink

Posted: March 2023

Open Until Filled

Position: Freelance Reporter

Supervisor: Co-Editor/Content Manager

BenitoLink is a free hyperlocal website focusing on news, information, events, ideas and discussion in San Benito County, California. An independent, non-partisan, non-profit organization, BenitoLink is supported by donors, sponsors, and grants. The Mission is to connect San Benito County residents through local news and information, encouraging public dialogue to foster an engaged community. The Goal is to be the homepage of San Benito County, the first site people visit in the morning to see what's happening in their hometown.

BenitoLink, along with hundreds of news groups across the nation, engages in the reinvention of local news to match the times. The staff and board work with the understanding that participating in a nationwide movement requires flexibility and calls on everyone to contribute to innovative approaches and solutions. This commitment can compel us to cross train, try out new ideas and, if needed, negotiate work rules fair to all.

Summary Description

BenitoLink is looking for a Freelance Writer to write news articles for our website. In this position, you will receive article assignments from our co-editor/content manager, research the topic, and write an easily understood article that follows basic journalistic and ethical guidelines. This is a deadline-driven job, so you should be well organized and have excellent time management skills. Since this is a freelance position, we will pay you per piece. Our ideal applicant has several years of writing experience and a portfolio that demonstrates excellence in your craft. While formal education isn't necessary, a bachelor's degree in English or creative writing is preferred. May need to work a flexible schedule including evenings, holidays and weekends.

Areas of Responsibility

- Maintain notes, photos, videos and audio recordings
- Cooperate with reporters, editors, producers etc
- Stay up-to-date with the latest current events in the "beat" by studying papers, attending events etc.
- Maintain deadlines
- Uphold the highest journalistic standards

- Proficient on Microsoft Word, Excel, Google Docs
- Proven working experience as a Reporter

Qualifications and competencies:

- BS degree in journalism or mass communications (preferred)
- Have strong organizational skills and exceptional attention to detail and follow-through.
- Demonstrate analytical skills and the ability to problem solve.
- Demonstrate ability to manage multiple tasks simultaneously.
- Have outstanding verbal and written communication skills.
- Work effectively as part of a team.
- Maintain confidentiality.
- Demonstrate proficiency in Microsoft Office applications, Google Workspace; document management, calendaring, and email management.

Rate of Pay and Hours

- Articles are paid by piece and will be negotiated based on experience. They typically begin at \$50 per piece.
- Hours vary

To Apply

- Please submit your resume and portfolio materials as an attachment to info@benitolink.com with the title of the job you are applying to in the subject line.
- The application may be downloaded or accessed at benitolink.com/employment
- Resumes can be submitted but will not be accepted in lieu of an employment application.

BENITOLINK IS AN EQUAL OPPORTUNITY EMPLOYER. Applicants shall not be discriminated against because of age, ancestry, color, religious creed, denial of Family and Medical Care Leave, disability (mental and physical), marital, familial or parental status, medical condition, genetic information, military and Veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, political affiliation or sexual orientation.