



4510 50th Avenue, 2nd Floor, Yellowknife, NT X1A 2P6 867-766-2552

NATIVE COMMUNICATIONS SOCIETY OF THE NWT

Job Description

Position: Digital Media Journalist

Reports to: Senior Journalist

Native Communications Society has an immediate opening for a full-time Digital Media Journalist with CKLB, with a desire to learn and write about Northern Indigenous issues in the Northwest Territories.

Scope: Under the direction of the Senior Journalist, Digital Media Journalists are responsible for sourcing and producing written, visual and audio content for on air and online according to established ethical guidelines. There is a news focus on Indigenous government activities, and those of municipal governments, along with features exploring the culture of First Nations, Métis and Inuit communities.

Duties and Responsibilities:

- Develop and maintain contacts with a variety of sources.
- Either through weekly story meetings, assignments or enterprise reporting, gather and produce content in a timely fashion to meet deadlines.
- That content to include: Sound clips, written stories, photographs/graphics, and radio scripts.
- After being reviewed by the Senior Journalist, post material to CKLB.com, social media, and to our shared newsroom content software with edited sound clips (English radio scripts will be translated by our team of Indigenous Language Announcers for their own programs.)
- Produce and voice a newscast, either pre-recorded or live, in studio or remote (training provided).

Knowledge and Skills:

- Must be fluent in English and have demonstrated ability to report and produce quality news stories and feature reports, with a focus on underserved areas of traditional mainstream coverage.
- Working knowledge of CP Style, CAJ Ethics Guidelines; CRTC regulations and rules governing broadcast operations of radio stations.
- Strong broadcast writing skills and solid on-air presence.
- Good photography skills (CKLB has professional shared gear).
- Excellent phone interview skills (cell phone allowance provided).
- The ability to work independently or professionally as part of the newsroom team.
- Knowledge of Dene and Indigenous culture and languages of the NWT would be an asset.

- Experience with digital soundboards, editing software, audio software, and production facilities would be an asset (CKLB provides professional mobile recording devices).
- Must have valid driver's licence (CKLB has a shared company vehicle).
- Must be willing to travel on assignment via vehicle on Northern roads, or to remote communities on small aircraft.
- Must re-locate to Yellowknife within probationary period.

Education and Experience:

The position typically requires a college diploma or university degree, with work experience that includes proven ability in the field and knowledge of the broadcasting industry.

Compensation:

NCS offers a competitive compensation package starting at \$54,000 plus: extended health benefits; paid personal days; and flex time when possible.

Interested?

Please submit a cover letter, resume, and at least two samples of work to: <mailto:jobs@ncsnwt.com>

We thank all applicants in advance for their interest; however, only those selected for an interview will be contacted.