



COLORADO YMCA YOUTH IN GOVERNMENT PROGRAM

2022 Youth in Government
Press & Media Job Descriptions

EDITOR-IN-CHIEF

The editor-in-chief manages every component of Youth in Government press and media. The editor-in-chief provides leadership for all media staff and determines final content for all publications. *To serve, the editor-in-chief must have Youth in Government press experience.*

Duties:

- Assigns or approves stories for reporters, columnists, photographers, broadcast crew, and social media writers
- Provides press members details about assignments and contact information
- Documents and shares assignments with the digital coordinator
- Ensures all content is diverse, relevant, and accurate
- Checks in with press members to ensure they have proper resources and are meeting deadlines
- Proofreads all content before it is published
- Acts with journalistic integrity and abides by the Youth in Government Code of Ethics

COPY EDITOR

The copy editor reports to the editor-in-chief and edits, lays out, and proofreads publications. The editor may also write headlines and promotional copy as needed. Copy editor duties may overlap with those of the digital coordinator.

Duties:

- Proofreads all WordPress content and other copy as needed
- Fact-checks articles through online research or follow-up with reporters
- Retroactively proofreads social media posts and consults with the digital coordinator about any errors
- Acts with journalistic integrity and abides by the Youth in Government Code of Ethics

REPORTER

Each reporter reports to the editor-in-chief, digital coordinator, and live update specialist. Up to six reporters are assigned to cover beats, including House, Senate, Supreme Court, and Lobbyists.

Duties:

- Maintains an objective view and is committed to bias-free, ethical reporting

- Reports on assigned beat and provides updates throughout the day to the live update specialist, such as passed or failed bills, successful lobbying efforts, or supreme court decisions
- Determines a topic for a daily article by 11 am each day
- Shares the topic with the digital coordinator, broadcast crew, and photographer
- Submits at least one full-length article by the given deadline each day (additional content may be submitted if time allows)
- Acts with journalistic integrity and abides by the Youth in Government Code of Ethics

OPINION COLUMNIST

Each opinion columnist reports to the editor-in-chief. Columnists work in multiples of two in order to present opposing views on selected topics.

Duties:

- Brainstorms at least three possible topics for opposing opinion columns, which can include views on specific bills, general topics relevant to multiple bills, supreme court decisions, or relevant lobbyist topics
- Shares ideas with the editor-in-chief who then assigns each article
- Writes an opinion article every day by the daily deadline
- Defends each stance with facts based on outside research or on Youth in Government proceedings
- Acts with journalistic integrity and abides by the Youth in Government Code of Ethics

DIGITAL COORDINATOR

The digital coordinator reports to the editor-in-chief and directly manages the Youth in Government online presence.

Duties:

- Uploads content to WordPress, coordinates and oversees social media, and communicates regularly with the live update specialist
- Works closely with the editor-in-chief to manage assignments
- Collects photos and captions from photographer, posts them on WordPress, and forwards them to social media writers
- Collects videos from the post-production videographer for possible publishing on WordPress
- Determines press content suitable for social media and forwards it to the social media writers
- Acts with journalistic integrity and abides by the Youth in Government Code of Ethics

LIVE UPDATE SPECIALIST

The live update specialist reports to the digital coordinator and publishes regular updates on social media about topics such as passed or failed bills, supreme court decisions, and lobbyist activity.

Duties:

- Manages live, short-form reporting
- Maintains communication with beat reporters
- Works with the digital coordinator, photographer, and reporters to include relevant photos or videos with updates
- Acts with journalistic integrity and abides by the Youth in Government Code of Ethics

SOCIAL MEDIA WRITER

Each social media writer reports to the digital coordinator and publishes regular content on either Facebook or Instagram.

Duties:

- Promotes existing WordPress content as it is published
- Posts additional content as available
- Posts frequent updates from the live update specialist
- Works with photographer and videographer to include supplemental images and videos for updates
- Acts with journalistic integrity and abides by the Youth in Government Code of Ethics

BROADCAST ANCHOR

The broadcast anchor reports to the digital coordinator and reports on daily events and opinion topics.

Duties:

- Produces video coverage based on daily assignments from the digital coordinator
- Plans and pursues interviews with Youth in Government participants
- Interviews sources and reports news in both live and edited broadcasts
- Generates broadcast-friendly content
- Works directly with broadcast videographer
- Acts with journalistic integrity and abides by the Youth in Government Code of Ethics

BROADCAST VIDEOGRAPHER

The broadcast videographer reports to the digital coordinator and is responsible for capturing events of the General Session with quality videos.

Duties:

- Produces video coverage based on daily assignments from the digital coordinator
- Uses provided DSLR camera, microphone, and equipment to shoot footage of Youth in Government proceedings and interviews, alongside the broadcast anchor
- Gathers compelling, informative footage relevant to daily stories
- Works with broadcast anchor to deliver footage, including clips for social media, to digital coordinator to meet daily deadlines
- Acts with journalistic integrity and abides by the Youth in Government Code of Ethics

POST-PRODUCTION VIDEOGRAPHER

The post-production videographer reports to the digital coordinator and creates broadcast videos using footage provided by the broadcast videographer.

Duties:

- Creates long and short videos for use across web platforms, including WordPress, Facebook, and Instagram
- Delivers finished videos to digital coordinator to meet daily deadlines
- Uses video-editing software
- Acts with journalistic integrity and abides by the Youth in Government Code of Ethics

PHOTOGRAPHER

The photographer reports to the digital coordinator and is responsible for capturing events of Youth in Government with quality photographs. A camera will be provided. The photographer is encouraged to use photo-editing software to enhance shots. The photographer can use his or her own applications or use the Picasa application on a YMCA computer.

Duties:

- Photographs items identified on a daily shot list, provided by the digital coordinator
- Writes informative, creative captions
- Conducts brief, on-the-spot interviews for identifying information
- Delivers photos, including images for social media, to digital coordinator based on daily deadlines
- Acts with journalistic integrity and abides by the Youth in Government Code of Ethics