**News assistant / internship with the Pittsburgh Media Partnership**

**Terms of Appointment:**

Fall 2020 semester. Renewable. Twenty hours per week, Monday through Friday, with occasional evenings; flexible work schedule is required. Position is remote.

**Salary:**

The news assistant / internship includes a monthly stipend of $10 per hour, up to a maximum of $800 per month. This position is NOT eligible for tuition remission.

**Qualifications:**

Candidates must be a newly accepted or current undergraduate (sophomore, junior or senior) in the School of Communication or graduate student in the MA in Media Communication program or MA in Community Psychology program.

Please apply if you are:

* A writer / storyteller
* Organized and reliable
* Careful about the details
* Interested in local news and how communities not often reported on are covered
* Familiar with and willing to work within the Society of Professional Journalists’ Ethics Code.

**About the job**

You will work on project-based assignments related to a grant-funded collaborative journalism

initiative known as the Pittsburgh Media Partnership. The Partnership includes 22 local news organizations, which offers the person in this position the opportunity to work with a number of different editors leading both for-profit and nonprofit newsrooms. To learn more about the Pittsburgh Media Partnership and its members, visit [thebigstorypgh.com](https://thebigstorypgh.com/).

The Pittsburgh Media Partnership is committed to helping media organizations increase representation of underrepresented communities within their own newsrooms and to helping those newsrooms improve coverage of communities whose stories are not often told. We especially encourage students familiar with those issues to apply.

**Duties/Responsibilities**

This work will often require research, writing, online event planning, and meeting facilitation support. That said, there are two primary areas where we are eager to find someone with skills and a desire to learn and experiment with us. If your interests align strongly with one of these areas, please apply!

Connecting with audiences / building a community

This will include responsibilities such as:

* Design and execute audience engagement strategies that amplify the work of the partner organizations. This will include helping to maintain, update and create resources for [thebigstorypgh.com](https://thebigstorypgh.com/) and its related social media accounts.
* Facilitate remote meetings and conversations, including internal project calls with the editors of the 22 news organizations and external conversations / panel discussions with community members about news coverage and media accountability.

Research and storytelling

This will include responsibilities such as:

* Conduct fact-checking and other news research (which could include interviewing, reading through documents, collecting data, etc.)
* Help create tools and guides for both the partners’ newsrooms (sourcing resources, for example) and for their audiences (How-tos and Where-to-finds).

Other responsibilities may also be assigned based on the strengths and interests of the right candidate as well as the overall project’s needs.

**Application Materials Required**

Resume and a letter of interest. In your letter of interest, please tell us what appeals to you the most about this work, how you think your background and/or set of skills can help us, and what goals you’d like us to help you achieve through the internship.

**How to apply**

Qualified applicants should submit their letter and resume by email to AmyJo Brown, project editor of the Pittsburgh Media Partnership, amyjo@pghmediapartnership.com.

The deadline to apply is midnight, Sept. 20.