

Journalist/Photojournalist Assistant

Description:

- KLI's newsletter, Illumine, is published on a trimester basis and is a publication of the Kravis Leadership Institute which highlights the current leadership research and Institute programs. Assistance is needed in developing, editing, and launching each issue. Journalist/Photojournalist Assistant will report to Nancy Flores, Assistant to the Directors and/or Joleen Archibald, Program Logistics Coordinator.

Requirements:

- This position requires the ability to meet deadlines consistently while working in cooperation with the KLI Team. Time management skills are essential for success in this job as the team together will rely on your submitted deliverables. This portion requires a full academic year commitment. Excellent writing skills are desired and applicants with previous writing experience, such as in yearbook, blogging, etc., are encouraged to apply. Photographic coverage of KLI events is also an aspect of this position.
- Skills Needed:
 - Working knowledge of Microsoft Office, Publisher, Adobe Acrobat software (PDF's creating/merging), and CS4, In-design
 - Excellent grammar for article construction and proofreading

Job Responsibilities:

- Assist with the publication of the Illumine trimester newsletter through article submissions
- Working with KLI team to write and gather article submissions
- Editing and proofreading
- Submitting photos and other content to ensure that all updates are disseminated
- Assist in the writing of KLI blog
- Commitment to attend KLI sponsored events for journalistic coverage
- Other duties as assigned

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