



## WRITER

### Professional Description:

The Writer directly reports to the Vice President or Director of Global Marketing and is responsible for support of the office of communications including crafting daily press releases; edit, proof; and do other related work as required. This professional will perform a variety of duties related to the research and development of data for publication and is assigned events and committees to cover. The Writer will have a solid understanding of computers particularly in the application and use of Apple (Mac)G5 including several word and graphic design software.

### Qualifications/Requirements:

- Bachelor's degree in journalism and/or related field from an accredited college or university or any equivalent combination of experience and training which provides the knowledge and ability to perform fully the work involved with the position
- Possession of a valid Guam Business License and proof of insurance

### Essential Functions:

- Develop feature news stories, press releases, letters, flyers, and other materials for publication in the promotion of Guam; and to review and edit stories for accuracy, content, grammar, style and layout
- Report on news with an eye toward helping the reader gain a better understanding of Guam
- Gather, analyze, evaluate, and interpret information and data for brochures, newspapers, and other promotional materials
- Write headlines, press releases, and assist in the production of all promotional materials
- Generate and develop story ideas
- Establish and maintain constant communication with GVB before publication of any events to the media.
- Shoot still photography, and to generate and develop photo or graphic ideas
- Attend meetings and conferences, take and transcribe notes into summary format
- Plan and organize follow-up activities to ensure operational timelines are met
- Learn and interpret laws, rules, and policies, and to apply them with good judgment in a variety of situations
- Compile and maintain accurate and complete records and reports
- Adhere and enforce to all GVB departmental policies, procedures, and guidelines
- Establish and maintain cooperative working relationships
- Performs other related duties as assigned



### Key Competencies:

- Must have a solid understanding of computers with experience in the application and use of Apple (Mac); including several word and graphic design software programs
- Superior command of the English language, both verbal and written
- Ability to write clear, concise summaries of committee sessions, as well as other stories of special interest
- Must have excellent oral and written communication skills
- Must give attention to detail
- Interpersonal skills using tact, patience, and courtesy
- Establish and maintain cooperative working relationships
- Ability to be highly organized and have good planning skills
- Complete familiarity with the topics, names of officers and delegates, and schedules of the committee meetings and other GVB related events covered
- Knowledge of GVB's purpose, objectives, standards, duties, and staff obligations to ensure that all material is on time and meets the requirements for submittal in the daily communiqué.
- Must be flexible with time and ability to make unforeseen changes with short notice
- Apply policies procedures and guidelines related to the assigned duties and responsibilities as required
- Perform difficult time-sensitive work and meet deadlines
- Meet the public tactfully and courteously
- Must be able to handle a variety of projects simultaneously and be able to coordinate effectively with other departments
- Apply policies and procedures related to the assigned duties and responsibilities of the professional description
- Experience writing for a newspaper, magazine or company newspaper is desired
- Respect and preserve confidential information of work handled by and for GVB

### Other Duties:

This professional description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the Writer. Duties, responsibilities, and activities may change at any time with or without notice