WRITER

Professional Description:
The Writer directly reports to the General Manager or Marketing Manager 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.

Essential Duties and Responsibilities:
• 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 in order to publicize 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 and procedures.
• Establish and maintain cooperative working relationships.
• Perform other related duties as required.

Educational and Qualifying Experience, Abilities, Skills, Licenses, Credentials:
• 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.
• Excellent oral and written communication skills.
• 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.
• Complete familiarity with 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 communiqués
• Respect and preserve confidential nature of work handled for GVB.
• Perform difficult time-sensitive work, and meet deadlines;
• Meet the public tactfully and courteously.
• Ability to be flexible with time frames and be able to make changes with very short notice.
• Deal with 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 position.
• Experience writing for a newspaper, magazine or company newspaper is desired.
• Possession of a Bachelor’s degree in journalism and/or related field from an accredited college or university is required.
• Possession of a current Guam Business License and proof of insurance is required.