



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.

