

Requisition Posting Details

Requisition #: 23-1427 - News Research Associate

Requisition Location: Albuquerque, New Mexico

About Us: Mountains, streams, deserts, ancient ruins, world-class art, varied culture and a crazy-good brew and food scene. That's the New Mexico life KOB 4 employees enjoy every day. The variety represented in our state drives a news organization that covers a wide range of stories from award-winning investigations and special projects to heart-touching profiles of people and real life issues you won't find anywhere else. Sound good? Come live in an amazing state and join the KOB 4 team as we proudly "Stand 4 New Mexico"!

Job Overview: This position is responsible for conducting news research, and compiling and writing summaries, linking associated data for online database, and updating regularly.

Job Responsibilities:

- Working under the direction of the News department, conduct research on specifically assigned topics and create a comprehensive database of information that encompasses historical data with the ability to add updates moving forward.
- Perform work that is detailed and accurate.
- Write brief summaries, complete with embedded links and graphics, suitable for posting on the station website.
- Offer ideas that would enhance or improve the way workflow is completed.
- Report to work on time and work established schedule/hours. Ability to work other hours or alternative schedules as needed.
- Complete other duties as needed or requested. Completes satisfactorily other duties and special projects as assigned.

Qualification:

- Experience with aggregating data and building databases
- Strong internet research skills
- High School Diploma; Some college preferred
- The ability to write in clear and concise language, breaking down complex issues for greater public understanding.
- Web design graphic skills a plus
- Follow directions and instructions well and offer solutions or ideas.
- Strong team player. Work well with others. Foster a spirit of cooperation and helpfulness.
- Ability to work established schedule and other hours as needed.
- Ability to establish and maintain good working relationships with a variety of individuals.
- Physical requirements
 - Sits, stands and walks on a regular basis.
 - Ability to communicate in English both verbally and in writing.
 - Ability to hear and see clearly.
 - Dexterity to manipulate computer keys and other office equipment
 - Requires the ability to think critically, analyze data, notice trends and to articulate information in clear, concise manner to others.
 - Work under pressure, meeting tight deadlines.
 - Good vision to see computer screen.
 - Prepare reports, business correspondence, and business proposals.

Compensation and Benefits: When extending an offer, the company considers a variety of factors such as (but not limited to) the candidate's work experience, education/training & key skills as well as internal peer equity and other market and business considerations. For information regarding our benefits, please copy the link below and paste in your browser: <https://hubbardbroadcasting.com/our-company/working-here/>

Diversity Statement: Hubbard Broadcasting has been committed to representing the communities we serve since our founding over 100 years ago. The same holds true today. We know the best way to accomplish this is by recruiting and retaining top talent from diverse cultures, life experiences, and world views. With dignity and respect, we value YOU and everything that makes YOU uniquely YOU.

EEO Statement: We are an equal opportunity employer, including disability/vets.