



STAFF WRITER PTOC JOB POSTING

POSTING DATE: March 18, 2025

REPORTS TO: A. Peterson, Director of Communications

This position is responsible for writing and editing articles regarding news, events, human interest and community issues in the Rossmoor News, a once-weekly newspaper serving the 9,000-plus residents of the senior community of Rossmoor in Walnut Creek. An ideal candidate can wear many hats – reporter, editor, web producer, designer and photographer – while efficiently multitasking in a fast-paced, deadline environment. Strong organizational skills and time management are crucial in this position; creativity, curiosity and thinking outside of the box are strongly desired. This position requires on-site coverage of meetings in Rossmoor. This is a Part-time On Call position with no benefits available.

Duties and Responsibilities:

- Writes major news and feature articles as assigned; arranges and conducts interviews; attends and reports on assigned meetings, community events, assigned Walnut Creek news, events and issues;
- Generate story ideas for staff assignments;
- Edits assigned articles and club news and announcements;
- Works with Rossmoor residents and club representatives to prepare news releases and announcements;
- Assists with editorial content layout as well as other duties as assigned falling within the purview of the Sr. Manager Communications.
- Other duties as directed by Supervisor.

Qualifications:

- At least three years of newspaper experience as a reporter and/or editor.
- Writing and editing experience with critical thinking and strong spelling and grammar skills, along with knowledge of AP style, are a must.
- Demonstrated good interviewing skills, including active listening and accurate reporting
- Proficiency with Microsoft, WordPress and Google applications are required.
- Familiarity with laying out dummies, designing pages and taking photographs are a major plus (note level of experience with each on resume).
- Strong organizational skills and an ability to work in a fast-paced, deadline-driven, multitask environment are essential.
- Minimum associate's degree in journalism, English, Communications or related field
- 2 years' experience in newspaper reporting, editing or writing

Additional Requirements:

- Clean and valid California driver license and satisfactory driving record are conditions of initial and continuing employment;
- Ability to meet the Dept. of Homeland Security requirements confirming identity and right to work in the United States is required;
- Offer is contingent upon satisfactorily passing pre-employment background check and drug test;
- Previous employment must be verifiable.

CONTACT: To apply, email resume and cover letter to: recruiting@rossmoor.com

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