



## **Part-Time Reporter, School Beat**

Eden Prairie Local News (EPLN) is an independent, nonprofit newsroom dedicated to high-quality, nonpartisan journalism covering the city of Eden Prairie, Minnesota. Founded in 2020 by local residents, EPLN provides essential coverage of local government, business, public safety, schools, and community issues.

As a member of the Institute for Nonprofit News (INN) and Tiny News Collective (TNC), EPLN is committed to fact-based, community-driven reporting that reflects the city's evolving demographics and economy.

### **About the Role**

EPLN is seeking a part-time reporter/writer/photographer to cover the schools.

The primary responsibility of this position is to cover the Eden Prairie School Board and related school events and write stories to inform EPLN's readers of important school news.

The reporter is expected to attend or view meetings, interview sources, research background information, write and edit between 6 and 8 stories per month (approximately 20 hours per week).

This position is fully remote but requires weekly in-person editorial meetings and regular on-location reporting. The ideal candidate will be a motivated, independent journalist who thrives in a collaborative, digital-first newsroom.

### **Responsibilities**

- Attend or view Eden Prairie Schools' school board meetings once a month, including special meetings as they occur
- Attend or view Eden Prairie Schools' school board workshops, based on news worthiness after discussion with the editor-in-chief or managing editor.
- Cover school board elections. Research issues and develop questions. Solicit backgrounds on candidates and fact-check responses to candidate questionnaires.
- Collect, verify and analyze information provided by the school district. Provide readers with context, which may include comparative policy facts and statistics.
- Assemble findings into cohesive and well-organized stories.

- Monitor the school district's website and social media postings.
- Write and deliver news stories with the reader's perspective in mind.
- Receive assignments or investigate news leads/tips; may include feature or enterprise stories.
- Contact, interview and research sources.
- Stay up-to-date with school happenings and related topics and cultivate sources (e.g., by attending events, following relevant topics, etc.)
- Cover other schools in Eden Prairie as required (e.g., International School, Hennepin Tech, Performing Institute of Minnesota).
- Capture basic photos to accompany stories. (Smartphone is sufficient; EPLN also works with freelance photographers.)
- Cooperate with and assist other reporters and editors, as needed.
- Sign and abide by the Society of Professional Journalists Code of Ethics.
- Participate in weekly editorial meetings (currently held via Zoom) to update the group on stories in progress and to share story ideas and discuss other issues.

### **Qualifications**

- Prefer working experience as a journalist or writer.
- Provide a portfolio of published articles or newscasts.
- Strongwriting, reporting, interviewing, and news judgment skills. Ability to gather, write and edit news.
- Ability to work independently, meet deadlines, and balance breaking news with long-term projects.
- Adept with photography; open to creating video content.
- Computer proficiency (e.g., Wordpress, MS Office, Google Suite, digital editing, web search, databases).
- Passion for community journalism and school-related topics. Excellent communication and active listening skills.
- Prefer degree in journalism or mass communications.

### **Compensation and Work Environment**

- Salary: \$21,500 for ½ time
- Fully remote newsroom – work independently while maintaining regular communication with editors via Slack, email, and Zoom.

- Weekly in-person editorial meetings required.
- Flexible scheduling, though some evening and weekend reporting is required.
- Professional development opportunities through EPLN's partnerships with nonprofit journalism organizations.
- Your choice of six of the ten federal holidays, plus 6 days PTO (half day earned monthly).

### **About Eden Prairie**

Eden Prairie is a diverse and evolving suburb of Minneapolis with a population of 65,000. It is home to major employers, a strong public school system, and an expanding immigrant community. The city features a thriving business sector, extensive parks and recreation offerings, and increasing racial and cultural diversity. A new light rail connection to Minneapolis and St. Paul is expected by 2027, further shaping the city's development.

### **To Apply**

Send your resume, cover letter, and 3-5 published clips to [amy.nylander@eplocalnews.org](mailto:amy.nylander@eplocalnews.org). Please use the subject line: School Beat Reporter Application – [Your Name].

*Eden Prairie Local News is committed to diversity, equity, and inclusion in our reporting and our newsroom. We encourage applications from candidates of all backgrounds, especially those who bring unique perspectives and lived experiences that reflect the evolving demographics of Eden Prairie.*