

Civilian Marksmanship Program
Position Description

Position Title:

Writer/Editor

Division:

CMP Programs, CMP North

Fair Labor Standards Act Status:

Non-exempt, part-time position

Prepared Date:

25 January 2008

Approved By:

Gary Anderson, DCM

Position Summary: Responsible for researching, reporting, writing, and editing news reports and stories and taking photographs for print and electronic media, particularly the CMP's Internet-based magazine, *The First Shot* (www.odcmp.org).

Employment Location: Camp Perry, Ohio (near Port Clinton). The Writer/Editor must provide his/her own transportation to/from Camp Perry. All job-related travel will be performed in CMP vehicles or will be reimbursed.

Position Dimensions: Specific program assignments are determined by the Director and are subject to change. Current program assignments for this position are:

- Providing written and photographic coverage of CMP Events including the National Rifle and Pistol Matches.
- Editing articles submitted to the CMP for publication or on-line magazine posting.
- Developing story ideas, researching, and writing feature articles, especially about CMP sponsored youth training and competition events.
- Other duties and special projects related to corporate or program communications may be assigned.

Relationships:

Reports to: Manager, CMP Communications

Job Related Contacts: All levels of employees within the CMP, youth sports leaders, NRA National Matches staff, Military personnel, competition officials and participants, instructors and coaches.

Supervisory Responsibilities: None

Qualifications:

Education/Experience: Bachelors degree in English, Journalism, Public Relations or Communications plus one to three years experience in reporting, writing and editing is desired. Applicants may also be pursuing a Bachelors degree but must have strong writing/editing experience. Marksmanship experience is a plus but not necessary.

Requirements: Applicants must have a strong interest in news and journalism with excellent interpersonal (verbal/listening skills) and written communication skills with strong attention to detail. Ability to effectively and professionally communicate with CMP constituents is essential. Ability to use word processing/email and should possess a working knowledge of digital photography. Ability to work with a minimum of supervision; to set priorities and meet established time frames. Training will be provided to familiarize the individual with the proper nomenclature and etiquette for reporting marksmanship sports events.

Physical Requirements: Must be able to work outside for extended periods of time while providing coverage of CMP events. This includes the National Matches which run from 6 July-2 August (hours may vary during the National Matches).

Internship: This position may be used as an Internship provided your college and Journalism Department have a mechanism to grant academic credit for internship work experience.

Travel: Must be able to travel to various CMP events. All job-related travel will be performed in CMP vehicles or will be reimbursed.

Hourly Pay Rate: Based upon experience.

Application Process: Submit resume, three writing samples with images to CMP Communications Manager, Christine Elder. You may email materials to celder@odcmp.com or by mail at P.O. Box 576, Port Clinton, OH 43452, or call 419-635-2141 ext.1111 for more information. Visit the Civilian Marksmanship Program website at www.odcmp.org. **Applications accepted until the position is filled.**