



Title of Position: Journalist
Hiring Manager: Deputy Director, Journalism
Recruiter: Operations Functions Generalist, Human Resources
Date Posted: March 16, 2011
Send Application to: hr@utchinese.org
Writing sample must be sent along with the application to the above email address for consideration

UTChinese Magazine is a leading not-for-profit Chinese student organization in Canada. Founded in Summer 2006 and based at the University of Toronto, our Mission is “to build the best platform for students to interact and to express themselves in relation to ideas, arts and culture, as well as to create the best value for their lives, their academic endeavors and their future careers”.

We are searching for enthusiastic, energetic, bold and decisive team players as Journalists to our Editorial Department. The objective of this exciting and rewarding role is to produce high quality stories for our publications, and ensure that the contents of the publications further the objects of our organization. The minimum work load is producing five (5) stories per year.

Main Responsibilities

- Produce stories by developing story ideas, contacting and interviewing people, taking pictures, and generating reports for *UTChinese* or *WhoCares?* magazines
- Participate in selection of journal articles for each magazine issue
- Proof-read and edit journal articles to ensure error-free magazines
- Establish and maintain active relationships with interviewees
- Participate in *ad hoc* requests supporting departmental or organizational activities

Requirements

- Proficiency in spoken Chinese or English
- Excellent communication, interpersonal and time management skills
- Team player with respect of diverse opinions and beliefs
- Proficiency in written Chinese or English is a strong asset
- Strong ability to identify or predict hot topics is a strong asset
- Photography skills are preferred
- Knowledge of Chinese history, art, culture, thoughts, and spirit is an asset
- Demonstrated ability to manage confidentiality