
Diversity and Equity Coordinator

JOB DESCRIPTION

OVERVIEW

5 days per week, on call as needed

\$100 per pay period

The diversity and inclusion coordinator is a newsroom leader who ensures the print and digital content produced by The State News are aligned with the newsroom's diversity goals and initiatives. They are responsible for The State News outreach to the diverse communities on and around MSU's campus to better understand those communities and how The State News can serve them.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Ensuring story pitches have a range of perspectives involving age, race, income status, geographic location, religion, etc.
- Directly involved in the editing process, has authority to halt publication until it meets an appropriate standard.
- Ensure compliance with diversity initiatives, including demographic surveys, and source engagement/tracking
- Responsible for the upkeep of the source engagement/tracking leaderboard, sending out the top ten reporters on that list every week and identify coverage shortfalls
- Works with Editor-in-Chief, Managing Editor, and Culture Desk Editor to create a semesterly diversity report and provides recommendations for the next round of leadership/hiring in that report.
- Responsible for mediating concerns of discrimination surrounding coverage and hiring decisions
- Guides the hiring process for editors, reporters, social media managers, photographers and videographers alongside Managing Editor and Editor in Chief to ensure an accurate reflection of community demographics
- Present on print production days to ensure content accurately reflects The State News diversity standards.
- Coordinate outreach with organizations on campus alongside Audience Engagement Editor and Editor in Chief.

- Look for new ways to integrate diversity and inclusion initiatives within and throughout the newsroom
- Provides a uniform list of questions for every reporter to ask each source they interview with a prepared script, including questions about gender, race, student status, age, religion, political ideology, and unique student identities: first-generation, in-state, out of state, international.
- Attends daily budget meetings to review articles before they are published online for diversity and inclusion standards
- Attends weekly editorial board meetings and contributes ideas for editorials and his/her/their personal opinion on editorial topics.