

Job Title: Southeast Mississippi Planner Producer (Student Worker)

Location: Roy Howard Community Journalism Center, The University of Southern Mississippi (Hattiesburg Campus)

Position Type: Part-Time (20 hours per week, flexible scheduling)

About the Role

The Roy Howard Community Journalism Center is seeking a Southeast Mississippi Planner Producer to help manage a key section of our website that keeps communities informed about local government activity, public meetings, community events, and regional announcements. As the Producer, you will curate and maintain county-specific pages featuring government meeting agendas and minutes; in-person meeting recaps that may include written, photo, and video elements; summaries of press releases; and submitted information from community members, such as events and other items of public interest.

Key Responsibilities

- Curate and update county-level Planner pages with timely and relevant information.
- Monitor and gather agendas, minutes, and notices from government meetings.
- Attend select public meetings to produce short written recaps and supporting photo or video content.
- Review and format submitted community events and public notices before publishing.
- Write clear, accurate summaries of press releases in AP Style.
- Maintain a calendar of upcoming meetings and events.
- Produce weekly “What to Watch This Week” features and social media-ready highlights.
- Coordinate with reporters and other center staff members to connect Planner items with related coverage.

What We’re Looking For

- Strong writing, editing, and organizational skills
- Close attention to detail and a commitment to accuracy and fairness
- Interest in community journalism, public meetings, or civic life
- Ability to manage your time effectively and meet weekly deadlines
- Willingness to learn tools like WordPress and other digital publishing platforms
- A clear, professional communication style and the ability to collaborate across teams

Benefits of This Role

- Build hands-on experience in community journalism and digital publishing.
- Develop your writing, reporting, and multimedia production skills.
- Gain exposure to how local governments operate and how civic information flows.
- Publish meaningful, community-centered content that connects residents to what matters.

- Work alongside student journalists and professional mentors in a supportive newsroom environment.

How to Apply

- Interested students should apply at www.rhcjcnews.com/jobs.
- We encourage students from all majors and backgrounds to apply. You do not need to be a journalism major — just someone who is curious, reliable, and committed to keeping your community informed.