

Contributor/Employee Handbook



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Welcome

The DC Voice provides an opportunity for residents, educational and religious institutions, and student contributors to become the predominant voice and major online presence for all things local to their communities. Communities of color are used as media interlopers who tend to focus on the negative influences within these communities or, on the other extreme, elevate high achievers as the exception. What tends to get overlooked are the dedicated, hard-working residents and businesses that make up the fabric of these communities. The mission of The DC Voice is to amplify and represent those voices.

The DC Voice adheres to two mottos "Always Forward" and "The Only way to change the narrative is to write the narrative". Always Forward was derived from the 10th Cavalry Regiment of the United States Army (Buffalo Soldiers). Its motto was Ready and Forward. As our mottos state, we are committed to "*Changing the narrative*" of communities of color, recognizing that "*The only way to change the narrative is to write the narrative.*"

Theodore Freeman – Founder
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Purpose of the Employee Handbook

The Contributor/Employee Handbook is used to inform you about your responsibilities, duties, code of conduct, and expectations set by The DC Voice for all employees.

Outlines all employees' job duties, expectations, and code of conduct. This Employee Handbook also details The DC Voice policies and procedures and provides guides and resources to assist you with your contributions.

Changes in Policy

- Word count for articles is capped at 500 (Unless overridden by your agreement)
- Video Length is limited to 25 minutes

Employee Forms

- An Independent contractor contract is provided to you upon hire.
- Timesheets and direct deposit information will be provided by the Homebase payroll system.

Terms and Definitions

At-Will Employment

You are an employee “at will.” The employer can terminate the employee at any time and for any reason.

Types of Employees:

- Independent Contractor/Freelance Writer

An independent contractor/freelance writer is a person or firm sourced by The DC Voice to perform duties outlined in the Employee Responsibilities section of this document. As an independent Contractor, you are responsible for paying your own taxes and are not eligible for benefits through the company.

➤ Intern

An intern is a person who performs work for The DC Voice on a paid, unpaid (for academic credit) basis in exchange for the work experience gained to prepare for their careers.

➤ Internship For Credit

According to your university's rules, you are required to complete 120 hours. Your internship is expected to run for 10 weeks beginning at the start of the semester until the end at which time, a grade or recommendation will be submitted to your school.

Payroll

- Timesheet Completion and Submission

All DCV team members both paid and unpaid, must submit their weekly timesheet no later than midnight every Friday. Failure to do so may result in the delay of pay.

- Salary Compensation

Please refer to your contract

(Employee) Contributor Responsibilities

Contributing writers are responsible for providing standard content, such as news reports, reviews, and features. A successful media journalist needs to have the determination and the ability to research and write accurate stories as well as meet deadlines. Responsibilities include:

- Seeking out and researching stories via your contacts, press releases, and other media,
- Interviewing via videoconferencing link (Zoom, Google Meets, Webex, etc.).
- Producing concise and accurate copy according to the newspaper's house style and adherence to deadlines
- Creating and uploading news content for the newspaper website

Writers must:

- Work well with diverse populations, including gender, race, and sexual orientation.

- Research new interviewing opportunities to build relationships with the community (Refer to Effective Interviewing Tips Resource Manual)
- Develop engaging and relevant content
- Writers are required to submit 2 projects per month unless stated otherwise in your agreement
- Are required to meet all scheduled submission deadlines
- All topics must be submitted to the DCV manager as requested for approval
- At least 1 project must be submitted as a field or Zoom interview (no longer than 25 minutes).
- Written projects must be APA compliant. Refer to the D Voice Style Guide)

NOTE to the intern for Credit: The DC Voice Internship Coordinator will oversee your development and progress throughout the internship program. The coordinator directs the student intern's day-to-day activities, meeting every week for follow-ups and reviewing projects for readiness to ensure projects are well-researched, well-written, and have well-developed storylines.

The intern is to meet with their respective professors on a weekly/biweekly basis to provide updates.

Social Media Contributor

- Content creation: Develop engaging and relevant content The DC Voice across various social media platforms (Facebook, Instagram, TikTok, X-Twitter)
- Post content a minimum of three days a week
- Scheduling and posting: Manage content calendars and schedule posts
- Onsite Content Capture: Be present onsite at some events to capture photos and videos for social media use
- Analytics: Analyzes analytics to gauge the success of campaigns and provide reports and feedback
- Market Research: Stay updated on industry trends, competitor activities, and emerging social media platforms to identify new opportunities
- Research new opportunities to build relationships with influencers and thought leaders online
- Ability to work well with diverse populations, including gender, race, and sexual orientation

Attendance

Unless otherwise noted, the DCV team meets on the 3rd Thursday of each month. These meetings are mandatory. All members are required to attend. If you cannot participate in a scheduled meeting, you must notify the DCV Editors immediately. Multiple absences may result in termination.

Equal Opportunity Employment Policy

The DC Voice is an equal opportunity employer. The DC voice is an enterprise where everyone has a voice. We believe in inclusiveness and diversity and do not discriminate based on race, color, religion, sex, or national origin. The DC Voice ensures equality of opportunity in all aspects of employment.