



**LEGACY
FOUNDATION**

Lake County's Community Foundation

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www.legacyfdn.org



Press Forward >>
Lake County

WJOB Writer/Journalist Internship Legacy Foundation News Internship Program

Legacy Foundation, the community foundation for Lake County, Indiana, recently launched Press Forward Lake County to strengthen communities by supporting local news and information. As part of Press Forward Lake County, Legacy Foundation has launched the Legacy Foundation News Internship Program to support local journalism in Lake County, Indiana, by funding paid internships at community-focused news organizations.

The writer/journalist intern will work alongside Jim Dedelow, Adrianna Alvarez, and other producers and hosts on news reporting. Regarding news reporting, the intern will assist in creating a news podcast as well as assist other producers and hosts with creating news reports for the air. The intern will gain practical experience in professional journalism while contributing to the mission of WJOB and the Legacy Foundation to strengthen journalism and community engagement in Lake County.

Key Responsibilities

- Contributing to the host and producers by providing news reports twice a week (Monday and Thursday).
- Assisting with the creation of a news podcast that will be posted daily
- Learning how to use the equipment, as well as editing software (cameras, microphones, and Adobe Premiere Pro)

Qualifications and Desired Skills

- This position is open to current undergraduate and graduate students.
- Have your own laptop that can support editing software (Adobe, Libsyn, and Dropbox).
- Intermediate journalism skills.
- Beginner editing skills in Adobe (preferred but not required).
- Creating and editing audio from multiple sources, including news stories, weather reports, and local media.
- Recording your voice and making different pre-recorded reports for morning shows.
- Excellent communication and relationship-building skills.
- Independently complete tasks, provide regular status updates, assist in developing project plans and summaries, and document procedures for work completed.
- Must be self-motivated and able to take initiative.
- Reliable transportation and a valid driver's license.

Physical Demand

- Ability to move around equipment of no more than 20lb

Time Commitment and Compensation

- Approximately 18 hours per week
- Up to 16 weeks from date of hire, with opportunity for extension.
- \$15/hour

- The selected intern will be hired as a Legacy Foundation staff member. Legacy Foundation will handle the HR management of the position, and WJOB will be managing the selected intern on a day-to-day basis.

Please submit your resume and cover letter by November 14, 2025 to: Adrianna Alvarez: (219)-201-6107, adrianna@wjob1230.com

About Legacy Foundation

Legacy Foundation is the community foundation for Lake County, Indiana. Our mission is to transform Lake County by providing strategic leadership and impactful philanthropic support to ensure equitable opportunity for all communities that we serve. Through the generosity of a wide base of donors, Legacy Foundation has awarded over \$50 million in grants and scholarships to nonprofit organizations and individuals since its founding in 1992. The foundation manages over \$84 million in assets and is governed by a volunteer board of directors representing a diverse spectrum of business, education, and the nonprofit and public sectors. Learn more at www.legacyfdn.org.

About WJOB

WJOB is a community-driven radio station based in Hammond, Indiana, serving Northwest Indiana for 102 years. Broadcasting on AM 1230 and 104.7 FM, WJOB has been a trusted local voice for news, sports, talk, and entertainment since 1923. Known for its strong connection to the community, the station features live, local programming that highlights the people, businesses, and events shaping the Region. With a commitment to authentic storytelling and grassroots engagement, WJOB continues to be the hub where Northwest Indiana tunes in to stay informed and connected.

This job description is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of the writer/journalist Intern. Other duties and responsibilities may be assigned.

fullest potential. Our experience has shown us that when we work together, there is positive, meaningful, and long-lasting change. Legacy Foundation is an equal employment opportunity employer. All employment is decided on the basis of qualifications, merit, and business needs.

WJOB Culture: community-first, local, and authentic. Unlike big national stations that focus on syndicated shows, WJOB thrives on being the voice of Northwest Indiana. While professional, WJOB carries a relaxed, conversational style. The hosts and staff are approachable, down-to-earth, and strongly connected to the community. Though it's an old station with deep roots (founded in 1923), WJOB embraces new platforms like live-streaming and podcasting, while still honoring the tradition of local radio.