



December 14, 2023

Elizabeth E. Goldin, Assistant Chief  
Investigations and Hearings Division  
Enforcement Bureau  
Federal Communications Commission  
45 L Street, N.E.  
Washington, D.C. 20554

Re: Craven Community College  
Response to EEO Audit Letter  
Non-Commercial Educational  
Stations WTEB(FM), New Bern, NC  
Facility ID No. 14356

Dear Ms. Goldin:

Through this letter and its attachments, Craven Community College, (the "College") licensee of non-commercial educational station WTEB(FM), Facility Identification Number 14356, New Bern, North Carolina, hereby responds to the random audit letter dated October 30, 2023 (the "EEO Audit Letter"), concerning its equal employment opportunity ("EEO") practices and compliance with the Commission's EEO rules and policies. WTEB(FM) is co-owned and included in the same employment unit with Stations WZNB(FM), Facility Identification Number 94050, New Bern, NC; WKNS, Facility ID Number 14368, Kinston, North Carolina; and WBJD(FM), Facility Identification Number 14357, Atlantic Beach, NC, all of which are also licensed to Craven. These employment unit stations are operated together by the College as Public Radio East. As all of the stations are included in the same employment unit, a consolidated response is being filed for all of the stations in the employment unit.

- 1) In response to Question 2(b)(i) of the EEO Audit Letter, copies of the two most recent public file reports (2021-22 and 2022-23) for the College/Public Radio East employment unit are provided in **Attachment A**.
- 2) The website for all of the stations in the employment unit is [www.publicradioeast.org](http://www.publicradioeast.org), and the most current annual public file report is linked at [www.publicradioeast.org](http://www.publicradioeast.org).
- 3) In response to Question 2(b)iii of the EEO Audit Letter, the College filled the following full-time positions during the applicable public file reporting periods.

News Reporter – August 1, 2021

Senior Administrative Assistant – December 1, 2021  
News Reporter – December 1, 2022  
Assistant General Manager – August 15, 2022  
Development Co-ordinator – October 15, 2022  
Accounting Assistant – October 1, 2022

The hiring process for this open position was undertaken through the College's separate Human Resources Department. Further information as to the hiring process is included in the attached public file reports. In addition, attached hereto at **Attachment B** are copies of the Vacancy Listings posted on the Craven Community College JobCenter website and emailed to the Craven Community College CCC Everyone ListServe, which includes all College employees. Also attached are the texts used for postings on Matchforce.com, NCMilitaryPipeline.com, and the North Carolina Community College System Job Search website, and the job postings for HigherEdJobs.com and current.org, as applicable. The licensee does retain copies of all notices sent to all recruitment sources.

- 4) In response to Question 2(b)(iv) of the EEO Audit Letter, there were the following number of interviewees from the listed sources:

Senior Administrative Assistant – 3 Interviewees  
Craven Community College NeoGov website – 2  
Other - 1<sup>1</sup>

News Reporter – 2 Interviewees  
Craven Community College Facebook Page – 1  
Other – 1

News Reporter – 1 interviewee  
North Carolina Community College System – 1

Assistant General Manager – 1 interviewee  
Employee Referral – 1

Development Co-ordinator – 1 interviewee  
Craven Community College NeoEd website

Accounting Assistant – 2 interviewees  
Craven Community College NeoEd website – 1  
Other - 1

---

<sup>1</sup> Please note that the College's employment application requests information as to the applicant's referral source and lists the sources commonly contacted, as well as a final choice of Other. The College did not obtain further details.

- 5) In response to Question 2(b)(v) of the EEO Audit Letter, a general description of the College's substantial involvement in employment activities in the communities served by Public Radio East is included in the employment unit's annual EEO public file reports. In particular, a part of the College's mission is to provide resources to job seekers to assist them in the process of seeking employment and to train them in the best methods of seeking an employment position. While the College employees engaged in these efforts generally are not also employed at the stations, the College is the stations' licensee, and the College's efforts in aiding job seekers thus necessarily brings the possibility of employment in broadcasters to the attention of members of the community at the very time that they are seeking employment. It serves this mission in part through the Small Business Center, which is located at Craven Community College.

Furthermore, the college participated in four job fairs sponsored by NCWorks/Craven Works., including the 2022 and 2023 Veteran's Day Job Fair, and two additional job fairs on March 29, 2023, and May 11, 2023.

Additionally, by contacting Marine Corps Air Station Cherry Point for each job opening, the College reaches a large pool of diverse potential applicants. Most importantly, because the office that assists Marines in transitioning to civilian jobs receives notices of the various positions that become available, they become aware of the variety of job opportunities available in broadcasting and can suggest to potentially suitable candidates that they apply for a job in broadcasting, whether at one of the College's stations or with another broadcasting company. As noted above, the pool of Marines transitioning to civilian life includes individuals from a wide variety of backgrounds and is quite diverse.

Furthermore, the College maintains memberships in a variety of community organizations, including the New Bern Area Chamber of Commerce, Craven 100 Alliance, the Swiss Bear Downtown Development Corporation, and the Havelock Chamber of Commerce. In addition, Public Radio East is itself a member of the Carteret, New Bern and Onslow Chambers of Commerce. This substantial involvement in multiple community organizations, many of which seek to serve a diverse array of community residents, serves to bring the availability of employment in broadcasting to the attention of a wide variety of residents and community leaders. Documentation of the College's participation in these community activities is attached hereto at Attachment D.

The station employment unit has a total of seven full-time employees. The New Bern metropolitan statistical area had a 2020 census population of 122,168 people. Thus, on both counts, the employment unit is required to perform two initiatives in a two-year period. The employment unit has met that obligation.

- 6) In response to Paragraph 2(b)(vi) of the EEO Audit Letter, there have been no complaints as to the employment practices of the employment unit, or as to employees working with the station, before any body having competent jurisdiction under federal, state, territorial or local law.
- 7) In response to Paragraph 2(b)(vii) of the EEO Audit Letter, all levels of management are charged with assuring that The College's Policies and Procedures are followed including those regarding EEO programs. Each employee is encouraged to discuss any concerns regarding discriminatory actions with their supervisor or with the College Human Resources Department directly. The College's EEO Program is clearly defined by the College's Board Policy. The College assures equity in pay, leave and promotion practices as outlined in the College's Board Procedures. These policies and procedures are routinely reviewed by the College's Board and amended as necessary.

Prospective and current employees are also informed of the EEO program, as all job announcements and correspondence contains language stating that the College is an Equal Opportunity Employer and Educational Institution.

- 8) In response to Paragraph 2(b)(viii) of the EEO Audit Letter, the College as a whole, however, has developed and adopted the following EEO policies for implementation College-wide.

Specifically, the Board has established a human resources and personnel system that provides for the recruitment, selection, and continuous development of an effective workforce that is responsive to the needs of the College community. It is the policy of the Board to comply with all applicable state and federal employment laws and regulations. The President is directed to implement this policy with those Administrative Procedures and policies consistent with the Board's directives. The Board also recognizes that periodic updates and revisions of the College's personnel policies will be necessary. Minor changes in personnel policies required by changes in State or federal law or regulation do not require approval by the Board. Changes deemed major by the President shall be presented to the Board as proposed amendments to the personnel policy. Changes in personnel policies adopted by the Board or required by the President will be communicated promptly to all employees.

The College is an equal opportunity employer. The College's policy, from recruitment through employment, job assignment, promotion, retirement, and all phases of the employment relationship, is to provide equal opportunity at all times without regard to age, race, color, religion, disability, sex, sexual orientation, national origin, genetic information, or other legally protected status. The President will ensure that all employment decisions are in accordance with these principles of equal employment opportunity. This Policy extends to all terms, conditions, and privileges of employment, as well as the use of the College's facilities and participation in all

activities sponsored by the College, including the following: (i) recruitment, advertising, and job application procedures; (ii) hiring, promotion, assignment, training, evaluation, discipline, advancement opportunity, discharge, and other terms and conditions of employment; and (iii) compensation, insurance, leave, training, social and recreational programs, and other benefits and privileges of employment.

- 9) In response to Paragraph 2(b)(ix), please see the College's policies stated above. Additionally, the college Board has authorized the President to implement a compensation plan that will provide for the equitable administration of the College's pay practices taking into consideration internal equity and external competitiveness. Under the College's salary plan, every staff employee position is classified into one of twenty-one position groupings that were determined through a classification/compensation study. Any new position description or significantly changed position must have a Position Questionnaire completed by the supervisor and approved by the Vice President of that unit. The President's Executive Leadership Team will determine when a current position's scope has been significantly changed, thus requiring the questionnaire to be completed. The Position Questionnaire is then sent to the Classification Committee to be factored and placed into the appropriate pay group using the Factor Evaluation System (FES). Staff positions are grouped into pay grades as indicated by the total scores obtained through the FES. The College may make annual adjustments to the salary plan based on analysis, legislative increases or any other budgetary conditions.

The employment unit does not have any union agreements.

- 10) Paragraph 2(b)(x) of the EEO Audit Letter is inapplicable.

- 11) Paragraph 4 of the EEO Audit Letter, dealing with time brokerage agreements, is also inapplicable.

I hereby certify that the foregoing information is true and correct to the best of my knowledge and belief.

Respectfully submitted,

CRAVEN COMMUNITY COLLEGE

By:  \_\_\_\_\_

Name: Jim Millard

Title: Vice President for Admin

Attachment A

EEO Public File Report  
Stations WTEB(FM), WKNS(FM), WBJD(FM) and WZNB(FM)  
August 1, 2021 - July 31, 2022

EEO Public File Report Stations WTEB(FM), WKNS(FM), WBJD(FM) and WZNB(FM) During the period August 1, 2021 through July 31, 2022, Craven Community College ("the College") hired two new employees for the stations employment unit consisting of noncommercial educational Stations WTEB(FM), New Bern, NC, WKNS(FM), Kinston, NC, WBJD(FM), Atlantic Beach, NC and WZNB(FM), New Bern, NC. These employment unit stations are operated together by the College as Public Radio East.

Information regarding these hires is as follows:

Position Filled: **Senior Administrative Assistant**

Recruitment Source of Hire: *Craven Community College NeoGov website*

Recruitment Sources of Contacted - The recruitment sources contacted in connection with seeking to employ someone to fill the open position, and the number of interviewees referred by each, as follows:

<u>Recruitment Source</u>	<u>Number of Applicants</u>
	5

Referred

*HigherEdjobs.com*

Kevin Varner - kevinv@higheredjobs.com

1010 Lake Street, Suite 611

Oak Park, IL 60301

814-861-3080 x204

*MatchForce.com* <http://www.matchforce.org>

*US Military Pipeline* <https://ncmilitarypipeline.org>

*NC Works* Reeshema Walker- [reeshema.walker@nccommerce.com](mailto:reeshema.walker@nccommerce.com)

*MCAS Cherry Point* [muravsky@usmc.mil](mailto:muravsky@usmc.mil)

*NC Division of Vocational Rehab* [lisa.temple@dhhs.nc.gov](mailto:lisa.temple@dhhs.nc.gov)

*NCCCS* [nccommunitycolleges.edu](http://nccommunitycolleges.edu)

200 West Jones Street

Raleigh, NC 27603

919-807-7100

*Craven Community College CCC Everyone ListServ*

*Craven Community College FaceBook Page*

*Craven Community College NeoGov website*

Katherine Tuttle – [tuttlek@cravencc.edu](mailto:tuttlek@cravencc.edu)  
800 College Court  
New Bern, NC 28562  
252-638-7335

Referral  
Other

Total Interviewees

Recruitment Source of Hiree:  
*website*

*Craven Community College NeoGov*

Recruitment Sources Contacted

The recruitment sources contacted in connection with seeking to employ someone to fill the open position, and the number of interviewees referred by each, are as follows:

Recruitment Source Number of Interviewees

Referred

*HigherEdjobs.com*

Kevin Varner – [kevinv@higheredjobs.com](mailto:kevinv@higheredjobs.com)

1010 Lake Street, Suite 611

Oak Park, IL 60301

814-861-3080 x204

*MatchForce.com* <http://www.matchforce.org>

*NC Military Pipeline* <https://ncmilitarypipeline.org>

*NC Works* Reeshema Walker– [reeshema.walker@nccommerce.com](mailto:reeshema.walker@nccommerce.com)

*MCAS Cherry Point* [muravsky@usmc.mil](mailto:muravsky@usmc.mil)

*NC Division of Vocational Rehab* [lisa.temple@dhhs.nc.gov](mailto:lisa.temple@dhhs.nc.gov)

*NCCCS* [nccommunitycolleges.edu](http://nccommunitycolleges.edu)

200 West Jones Street

Raleigh, NC 27603

919-807-7100

*Current.org*

*Craven Community College CCC Everyone ListServ*

*Craven Community College FaceBook Page*

*Craven Community College NeoGov website*

2

Katherine Tuttle – [tuttlek@cravencc.edu](mailto:tuttlek@cravencc.edu)

800 College Court

New Bern, NC 28562

252-638-7335

*Other*

1



Total Interviewees

3

Position Filled: **News Reporter**

Recruitment Source of Hire: *Other*

Recruitment Sources of Contacted - The recruitment sources contacted in connection with seeking to employ someone to fill the open position, and the number of interviewees referred by each, as follows:

Recruitment Source

Number of Applicants

11

Referred

*HigherEdjobs.com*

Kevin Varner - kevinv@higheredjobs.com

1010 Lake Street, Suite 611

Oak Park, IL 60301

814-861-3080 x204

*MatchForce.com* <http://www.matchforce.org>

*US Military Pipeline* <https://ncmilitarypipeline.org>

*NC Works* Reeshema Walker- [reeshema.walker@nccommerce.com](mailto:reeshema.walker@nccommerce.com)

*MCAS Cherry Point* [muravsky@usmc.mil](mailto:muravsky@usmc.mil)

*NC Division of Vocational Rehab* [lisa.temple@dhhs.nc.gov](mailto:lisa.temple@dhhs.nc.gov)

*NCCCS* [nccommunitycolleges.edu](http://nccommunitycolleges.edu)

200 West Jones Street

Raleigh, NC 27603

919-807-7100

*Current.org*

*Craven Community College CCC Everyone ListServ*

*Craven Community College FaceBook Page*

*Craven Community College NeoGov website*

Katherine Tuttle - [tuttlek@cravencc.edu](mailto:tuttlek@cravencc.edu)

800 College Court

New Bern, NC 28562

252-638-7335

Referral

Other

Total Interviewees

Recruitment Source of Hiree:

Other

Recruitment Sources Contacted

The recruitment sources contacted in connection with seeking to employ someone to fill the open position, and the number of interviewees referred by each, are as follows:

<u>Recruitment Source</u>	<u>Number of Interviewees</u>
---------------------------	-------------------------------

Referred

*HigherEdjobs.com*

Kevin Varner – kevinv@higheredjobs.com

1010 Lake Street, Suite 611

Oak Park, IL 60301

814-861-3080 x204

*MatchForce.com* <http://www.matchforce.org>

*US Military Pipeline* <https://ncmilitarypipeline.org>

*NC Works* Reeshema Walker – [reeshema.walker@nccommerce.com](mailto:reeshema.walker@nccommerce.com)

*MCAS Cherry Point* [muravsky@usmc.mil](mailto:muravsky@usmc.mil)

*NC Division of Vocational Rehab* [lisa.temple@dhhs.nc.gov](mailto:lisa.temple@dhhs.nc.gov)

*NCCCS* [nccommunitycolleges.edu](http://nccommunitycolleges.edu)

200 West Jones Street

Raleigh, NC 27603

919-807-7100

*Current.org*

*Craven Community College CCC Everyone ListServ*

*Craven Community College FaceBook Page*

1

*Craven Community College NeoGov website*

Katherine Tuttle – [tuttlek@cravencc.edu](mailto:tuttlek@cravencc.edu)

800 College Court

New Bern, NC 28562

252-638-7335

*Other*

1

Total Interviewees

2

The hiring process for open positions within the employment unit are undertaken through the College's separate Human Resources Department ("HRD").

General Outreach Efforts - The College routinely engages in extensive activities and programs designed to promote workforce development and employment and to raise

awareness of the availability of employment positions in broadcasting. Two such programs, which have long been available on the College's campus, include:

Small Business Center - The objective of Craven Community College's Small Business Center is to increase the success rate and the number of viable small businesses in Craven County by providing high quality, readily accessible assistance to prospective and existing small businesses. Many such small businesses are minority and/or female owned.

Craven County JobLink Career Center - The College is a partner with the Craven County JobLink Career Center, which represents the major workforce agencies of Craven County and provides comprehensive employment and training services for job seekers and employers in a convenient, one-stop Career Center.

In addition to those on-campus efforts to promote workforce development, the College supports economic and workforce development by collaborating with organizations that foster business vitality and job growth. For example, the College partners with the Craven Economic Development Commission and its support organization, the Committee of 100, which champion efforts that broadly, support economic development throughout the county. The College is also a member of New Bern Swiss Bear, which promotes and helps to coordinate the revitalization of the New Bern downtown and the redevelopment of the waterfront.

In addition, Public Radio East is itself a member of the Carteret, New Bern and Onslow Chambers of Commerce.

These activities and relationships increase the College's visibility among potential sources of job candidates and thus promote outreach generally.

Additionally, Denise Salerno, Executive Director of HR, regularly participated in the Craven County Annual Job Fair and maintained an extensive recruitment listing to post job openings.

EEO Public File Report  
Stations WTEB(FM), WKNS(FM), WBJD(FM) and WZNB(FM)  
August 1, 2022 – July 31, 2023

EEO Public File Report Stations WTEB(FM), WKNS(FM), WBJD(FM) and WZNB(FM) During the period August 1, 2022 through July 31, 2023, Craven Community College (“the College”) hired 4 new employees for the stations employment unit consisting of noncommercial educational Stations WTEB(FM), New Bern, NC, WKNS(FM), Kinston, NC, WBJD(FM), Atlantic Beach, NC and WZNB(FM), New Bern, NC. These employment unit stations are operated together by the College as Public Radio East.

Information regarding these hires is as follows:

**Position Filled: News Reporter**

Recruitment Source of Hire: NCCCS

Recruitment Sources of Contacted - The recruitment sources contacted in connection with seeking to employ someone to fill the open position, and the number of interviewees referred by each, as follows:

<u>Recruitment Source</u>	<u>Number of Applicants</u>
	2

Referred

*HigherEdjobs.com*

Kevin Varner – kevinv@higherjobs.com

1010 Lake Street, Suite 611

Oak Park, IL 60301

814-861-3080 x204

*US Military Pipeline* <https://ncmilitarypipeline.org>

*NC Works* Reeshema Walker– [reeshema.walker@nccommmerce.com](mailto:reeshema.walker@nccommmerce.com)

*MCAS Cherry Point* [muravsky@usmc.mil](mailto:muravsky@usmc.mil)

*NC Division of Vocational Rehab* [lisa.temple@dhhs.nc.gov](mailto:lisa.temple@dhhs.nc.gov)

*NCCCS* [nccommunitycolleges.edu](http://nccommunitycolleges.edu)

200 West Jones Street

Raleigh, NC 27603

919-807-7100

*Craven Community College CCC Everyone ListServ*

*Craven Community College FaceBook Page*

Craven Community College NeoEd website  
Marie Mynster – mynsterm@cravencc.edu  
800 College Court  
New Bern, NC 28562  
252-638-7335

Referral

Other

Total Interviewees

Recruitment Source of Hire:

NCCCS

Recruitment Sources Contacted

The recruitment sources contacted in connection with seeking to employ someone to fill the open position, and the number of interviewees referred by each, are as follows:

Recruitment Source

Number of Interviewees

Referred

*HigherEdjobs.com*

Kevin Varner – kevinv@higheredjobs.com

1010 Lake Street, Suite 611

Oak Park, IL 60301

814-861-3080 x204

*US Military Pipeline* <https://ncmilitarypipeline.org>

NC Works Reeshema Walker- [reeshema.walker@nccommmerce.com](mailto:reeshema.walker@nccommmerce.com)

MCAS Cherry Point [muravsky@usmc.mil](mailto:muravsky@usmc.mil)

-NC Division of Vocational Rehab [lisa.temple@dhhs.nc.gov](mailto:lisa.temple@dhhs.nc.gov)

NCCCS [nccommunitycolleges.edu](http://nccommunitycolleges.edu)

1

200 West Jones Street

Raleigh, NC 27603

919-807-7100

*Craven Community College CCC Everyone ListServ*

*Craven Community College FaceBook Page*

*Craven Community College NeoEd website*

Marie Mynster – mynsterm@cravencc.edu

800 College Court

New Bern, NC 28562

252-638-7335

*Other*

Total Interviewees

1

**Position Filled: Assistant General Manager**

Recruitment Source of Hire: *Employee Referral*

Recruitment Sources of Contacted - The recruitment sources contacted in connection with seeking to employ someone to fill the open position, and the number of interviewees referred by each, as follows:

<u>Recruitment Source</u>	<u>Number of Applicants</u>
	5

Referred

*HigherEdjobs.com*

Kevin Varner - kevinv@higheredjobs.com

1010 Lake Street, Suite 611

Oak Park, IL 60301

814-861-3080 x204

*US Military Pipeline* <https://ncmilitarypipeline.org>

*NC Works* Reeshema Walker- [reeshema.walker@nccommerce.com](mailto:reeshema.walker@nccommerce.com)

*MCAS Cherry Point* [muravsky@usmc.mil](mailto:muravsky@usmc.mil)

*NC Division of Vocational Rehab* [lisa.temple@dhhs.nc.gov](mailto:lisa.temple@dhhs.nc.gov)

*NCCCS* [ncccommunitycolleges.edu](http://ncccommunitycolleges.edu)

200 West Jones Street

Raleigh, NC 27603

919-807-7100

*Craven Community College CCC Everyone ListServ*

*Craven Community College FaceBook Page*

*Craven Community College NeoEd website*

Marie Mynster - [mynsterm@cravencc.edu](mailto:mynsterm@cravencc.edu)

800 College Court

New Bern, NC 28562

252-638-7335

Employee Referral

Other

Total Interviewees

Recruitment Source of Hire:

*Employee Referral*

Recruitment Sources Contacted

The recruitment sources contacted in connection with seeking to employ someone to fill the open position, and the number of interviewees referred by each, are as follows:

<u>Recruitment Source</u>	<u>Number of Interviewees</u>
---------------------------	-------------------------------

Referred

HigherEdjobs.com

Kevin Varner – kevinv@higheredjobs.com

1010 Lake Street, Suite 611

Oak Park, IL 60301

814-861-3080 x204

US Military Pipeline <https://ncmilitarypipeline.org>

NC Works Reeshema Walker– [reeshema.walker@nccommerce.com](mailto:reeshema.walker@nccommerce.com)

MCAS Cherry Point [muravsky@usmc.mil](mailto:muravsky@usmc.mil)

NC Division of Vocational Rehab [lisa.temple@dhhs.nc.gov](mailto:lisa.temple@dhhs.nc.gov)

NCCCS [nccommunitycolleges.edu](http://nccommunitycolleges.edu)

200 West Jones Street

Raleigh, NC 27603

919-807-7100

Craven Community College CCC Everyone ListServ

Craven Community College FaceBook Page

Craven Community College NeoEd website

Marie Mynster – [mynsterm@cravencc.edu](mailto:mynsterm@cravencc.edu)

800 College Court

New Bern, NC 28562

252-638-7335

Employee Referral

1

Other

Total Interviewees

1

Position Filled: **Development Coordinator**

Recruitment Source of Hire: *College Website*

Recruitment Sources of Contacted - The recruitment sources contacted in connection with seeking to employ someone to fill the open position, and the number of interviewees referred by each, as follows:

Recruitment Source

Number of Applicants

2

Referred

HigherEdjobs.com

Kevin Varner – kevinv@higheredjobs.com

1010 Lake Street, Suite 611  
Oak Park, IL 60301  
814-861-3080 x204  
US Military Pipeline <https://ncmilitarypipeline.org>  
NC Works Reeshema Walker- [reeshema.walker@nccommerce.com](mailto:reeshema.walker@nccommerce.com)  
MCAS Cherry Point [muravsky@usmc.mil](mailto:muravsky@usmc.mil)  
NC Division of Vocational Rehab [lisa.temple@dhhs.nc.gov](mailto:lisa.temple@dhhs.nc.gov)  
NCCCS [ncccommunitycolleges.edu](http://ncccommunitycolleges.edu)  
200 West Jones Street  
Raleigh, NC 27603  
919-807-7100

Craven Community College CCC Everyone ListServ  
Craven Community College FaceBook Page  
Craven Community College NeoEd website  
Marie Mynster - [mynsterm@cravencc.edu](mailto:mynsterm@cravencc.edu)  
800 College Court  
New Bern, NC 28562  
252-638-7335

Employee Referral  
Other

Total Interviewees

Recruitment Source of Hire:

*College Website*

Recruitment Sources Contacted

The recruitment sources contacted in connection with seeking to employ someone to fill the open position, and the number of interviewees referred by each, are as follows:

Recruitment Source

Number of Interviewees

Referred

*HigherEdjobs.com*

Kevin Varner - [kevinv@higheredjobs.com](mailto:kevinv@higheredjobs.com)  
1010 Lake Street, Suite 611  
Oak Park, IL 60301  
814-861-3080 x204  
US Military Pipeline <https://ncmilitarypipeline.org>  
NC Works Reeshema Walker- [reeshema.walker@nccommerce.com](mailto:reeshema.walker@nccommerce.com)  
MCAS Cherry Point [muravsky@usmc.mil](mailto:muravsky@usmc.mil)  
NC Division of Vocational Rehab [lisa.temple@dhhs.nc.gov](mailto:lisa.temple@dhhs.nc.gov)  
NCCCS [ncccommunitycolleges.edu](http://ncccommunitycolleges.edu)



200 West Jones Street

Raleigh, NC 27603

919-807-7100

Craven Community College CCC Everyone ListServ

Craven Community College FaceBook Page

Craven Community College NeoEd website

1

Marie Mynster - mynsterm@cravencc.edu

800 College Court

New Bern, NC 28562

252-638-7335

Employee Referral

Other

Total Interviewees

1

**Position Filled: Accounting Assistant**

Recruitment Source of Hire: *College Website*

Recruitment Sources of Contacted - The recruitment sources contacted in connection with seeking to employ someone to fill the open position, and the number of interviewees referred by each, as follows:

Recruitment Source

Number of Applicants

7

Referred

*HigherEdjobs.com*

Kevin Varner - kevinv@higheredjobs.com

1010 Lake Street, Suite 611

Oak Park, IL 60301

814-861-3080 x204

*US Military Pipeline* <https://ncmilitarypipeline.org>

*NC Works* Reeshema Walker- [reeshema.walker@nccommerce.com](mailto:reeshema.walker@nccommerce.com)

MCAS Cherry Point [muravsky@usmc.mil](mailto:muravsky@usmc.mil)

NC Division of Vocational Rehab [lisa.temple@dhhs.nc.gov](mailto:lisa.temple@dhhs.nc.gov)

NCCCS [nccommunitycolleges.edu](http://nccommunitycolleges.edu)  
200 West Jones Street  
Raleigh, NC 27603  
919-807-7100  
*Craven Community College CCC Everyone ListServ*  
*Craven Community College FaceBook Page*  
*Craven Community College NeoEd website*  
Marie Mynster – [mynsterm@cravencc.edu](mailto:mynsterm@cravencc.edu)  
800 College Court  
New Bern, NC 28562  
252-638-7335  
Employee Referral  
Other

Total Interviewees

Recruitment Source of Hire:

*College Website*

Recruitment Sources Contacted

The recruitment sources contacted in connection with seeking to employ someone to fill the open position, and the number of interviewees referred by each, are as follows:

Recruitment Source

Number of Interviewees

Referred

*HigherEdjobs.com*

Kevin Varner – [kevinv@higheredjobs.com](mailto:kevinv@higheredjobs.com)

1010 Lake Street, Suite 611

Oak Park, IL 60301

814-861-3080 x204

*US Military Pipeline* <https://ncmilitarypipeline.org>

*NC Works* Reeshema Walker– [reeshema.walker@nccommmerce.com](mailto:reeshema.walker@nccommmerce.com)

*MCAS Cherry Point* [muravsky@usmc.mil](mailto:muravsky@usmc.mil)

*NC Division of Vocational Rehab* [lisa.temple@dhhs.nc.gov](mailto:lisa.temple@dhhs.nc.gov)

NCCCS [nccommunitycolleges.edu](http://nccommunitycolleges.edu)

200 West Jones Street

Raleigh, NC 27603

919-807-7100

*Craven Community College CCC Everyone ListServ*

*Craven Community College FaceBook Page*

*Craven Community College NeoEd website*

Marie Mynster – [mynsterm@cravencc.edu](mailto:mynsterm@cravencc.edu)

800 College Court  
New Bern, NC 28562  
252-638-7335  
Employee Referral  
*Other*

1

Total Interviewees

2

The hiring process for open positions within the employment unit are undertaken through the College's separate Human Resources Department ("HRD").

General Outreach Efforts - The College routinely engages in extensive activities and programs designed to promote workforce development and employment and to raise awareness of the availability of employment positions in broadcasting. Two such programs, which have long been available on the College's campus, include:

Small Business Center - The objective of Craven Community College's Small Business Center is to increase the success rate and the number of viable small businesses in Craven County by providing high quality, readily accessible assistance to prospective and existing small businesses. Many such small businesses are minority and/or female owned.

Craven County JobLink Career Center - The College is a partner with the Craven County JobLink Career Center, which represents the major workforce agencies of Craven County and provides comprehensive employment and training services for job seekers and employers in a convenient, one-stop Career Center.

In addition to those on-campus efforts to promote workforce development, the College supports economic and workforce development by collaborating with organizations that foster business vitality and job growth. For example, the College partners with the Craven Economic Development Commission and its support organization, the Committee of 100, which champion efforts that broadly, support economic development throughout the county. The College is also a member of New Bern Swiss Bear, which promotes and helps to coordinate the revitalization of the New Bern downtown and the redevelopment of the waterfront.

In addition, Public Radio East is itself a member of the Carteret, New Bern and Onslow Chambers of Commerce.

These activities and relationships increase the College's visibility among potential sources of job candidates and thus promote outreach generally.

Additionally, Denise Salerno, Executive Director of HR, regularly participated in the Craven County Annual Job Fair and maintained an extensive recruitment listing to post job openings.

Attachment B

News Reporter  
(August 1, 2021)

HR Position Posting Check-off List - NEOED

Position: News Reporter PRF

Salary/Hiring Range: 31K - 34K

(Date Received/Completed)

5/17  
5/17  
5/17

Approved request to advertise Received

Verification J/D has been loaded to NEOED Received

Vacancy Announcement Posted to NEOED

• Application Deadline: 6/7/21

• Employment Date: 7/1/21

5/25 ✓

Verification search committee has been set in NEOGOV received

6/8 ✓

Email to Search Committee with Timeline & Selection Packet

✓

Level I Interviews Scheduled with candidates

✓

President's Approval received

✓

Committee Paperwork returned to HR

Background Check e-vite sent

Position Accepted By:

M. [Redacted] R. [Redacted]

New Position Processing Checklist

Item	New Vacancy Processes	Method	Date Rec'd	Time Rec'd	Vacancy Listing Rec'd	Job Desc. Rec'd	Attention	Posting Notes
#1	Email from VP	Received	5/					All FT & PT perm
#2	Approval from President	Received						All FT & PT perm
#3	Instructions from HR Director	Received						All FT & PT perm
#4	NEOGOV (3 weeks for Prof., 2 weeks for others)	Post online						All FT & PT perm
#5	CCC Everyone	Email to	17				CCC Everyone	All FT & PT perm
#6	NCCCS	Post online	5/18				<a href="http://www.nccommunitycolleges.edu/jobs/">http://www.nccommunitycolleges.edu/jobs/</a>	All FT & PT perm
#7	Division of Employment Security (formerly ESC) Reeshema Walker & Eileen McLaughley & Laronda Boone updated Aug. 2020	Email to includes	5/				reeshema.walker@ncommerce.com Eileen.McLaughley@ncommerce.com Laronda.B Boone@ncommerce.com	All FT & PT perm
#8	Transitional Asst. Coord., Shane Muravsky, MCAS Cherry Point	Email to includes includes includes					Cherry Point USMC muravsky@usmc.mil patrice.bryant@usmc.mil ranza.thurman@usmc.mil	All FT & PT perm
#9	NC Div of Vocational Rehab	Email to	17				lisa.temple@dhs.nc.gov, terris.loveille@dhs.nc.gov	All FT & PT perm

News Reporter  
PFE



New Position Advertising Checklist

Item	Media to Place Ads With	Method	Submitted	Email	Publication Day	Deadline for Submission
#1	Matchforce.com	Post online	5/18	http://www.matchforce.org/	open	
#2	Military Pipeline	post online	5/18	https://usmilitarypipeline.com/sign_in	open	
#19	CCC Facebook page	post online Must have site permission to post	Holly or Marketing will post	facebook.com CravenCommunityCollege	open	
#3	higheredjobs.com automatic through NEOED	Post online (unlimited)	auto	http://www.higheredjobs.com/default.cfm	open	
#4	CommunityCollegejobs.com they pull info from NEOED	online	auto			
#12	Jacksonville Daily News & Sun Journal Gwen Landry	Email to		Gwen.landry@localiq.com		
#2	Chronicle of Higher Ed, The (MAJOR PROFESSIONAL) (must have P.O. # prior)	Email print		bayly.unger@chronicle.com		12 days prior
#3	chronicle.com (MAJOR PROFESSIONAL) (must have P.O. # prior)	Post online		http://chronicle.com/section/Home/5	open	
#4	Cox Daily Reflector/Greenville (Frankie Steffens)	Email to		Fsteffens@reflector.com		
#8	HBCUConnect.com (William R. Moss III)	Email Vacancy Announcement		wrmoss@hbcuconnect.com	open	
#9	HealthFacultyJobs.com (John Crosley)	Email Vacancy Announcement		jcrosley@healthfacultyjobs.com	open	

Note: BOLD faced are frequently used  
Print Ads (local newspapers) are rarely used anymore

*Current - 000 5/18*





**CRAVEN COMMUNITY COLLEGE**  
invites applications for the position of:

## **News Reporter - Public Radio East**

---

<b>SALARY:</b>	\$31,000.00 - \$34,000.00 Annually
<b>DIVISION:</b>	Administration
<b>DEPARTMENT:</b>	Public Radio East
<b>OPENING DATE:</b>	05/17/21
<b>CLOSING DATE:</b>	06/07/21 05:00 PM

### **OCCUPATIONAL SUMMARY:**

The News Reporter for Public Radio East (PRE) is responsible for preparing spot news, in-depth news reporting, writing and delivering newscasts and hosting locals breaks as needed, following the guidelines set by the News Coordinator and General Manager, as well as the program's and the College's mission, and the best practices of public radio. The News Reporter participates in on-air fund drives and other station events and serves as backup for covering air shifts as needed and is committed as part of the "24 hour On-Call" emergency team, which includes responsibility for routine software maintenance and verification of programming audio for PRE's automation system. This position works with PRE staff to develop and present timely and creative news programming; has keen understanding of news and issues relative to the community in which PRE and Craven Community College serves, and contributes to the overall success of PRE and the College.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Identifies, researches, analyzes or interprets events to develop and produce spot news and in-depth reports for all Public Radio East (PRE) stations and online content in keeping with PRE and the College's missions
- Conducts investigative interviews and writes and delivers newscasts, opinion columns or other commentary
- Serves as backup host and voice track talent for PRE News and Ideas
- Generates story ideas and adapts for multiple platforms
- Works with the News Coordinator and other members of PRE to engage community members through PRE News social and engagement channels; monitors social media forums to identify and report relevant stories to PRE's audience
- Participates in assigned fund-raising and outreach activities, on air and off
- Participates in appropriate committees and task forces as assigned
- Performs other job-related duties and projects as assigned in support of PRE's and the College's mission, core values and goals

### **MINIMUM QUALIFICATIONS:**

Associate's degree in journalism, broadcasting or related field from a regionally accredited college or university.

Demonstrable portfolio of published articles with strong sense of NPR style reporting.

Demonstrable record of community engagement and collaboration.

Valid NC drivers' license.

**Preferred:**

Professional experience in journalism.

Media Touch Automation Software experience.

NPR station experience.

Professional experience working with digital editing: Audacity, Audition or Pro Tools.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### **Knowledge**

- Public media news programming standards and values
- Broadcast production, web content, news writing and news editing
- Investigative news reporting
- Current trends in broadcasting
- FCC rules and regulations
- Broad knowledge of local and regional issues

### **Skills**

- Compiling and summarizing information into concise editorials, opinion columns or other commentary
- Effectively engages and collaborates with the community in which PRE serves; in a variety of settings and populations
- Demonstrated proficiency in the use of computer, technical and industry tools including automation and audio editing software
- Demonstrated proficiency in online research and multimedia production
- Demonstrated proficiency in recognizing and recalling facts and specifics for reporting, using various methods and sources
- Consistently completes assignments accurately with attention to detail
- Effective communication and presentation skills, balances listening and talking, speaking and writing clearly and accurately, keeping others informed
- Systematic and dependable planning, coordination and organizational skills and dependable follow-up

### **Abilities**

- Work within a live program environment
- Interpret and present information to various audiences
- Use voice effectively for radio
- Meet daily deadlines under potentially stressful conditions
- Maintain objectivity in order to be fair and accurate in the treatment of interviews and reporting
- Establish and maintain effective working relationships with those contacted in the course of work
- Handle confidential information with absolute discretion
- Commitment to diversity, equity and inclusion; demonstrated ability to work effectively with a culturally diverse workforce, including those with different levels of academic preparation and varying physical and learning abilities, and socioeconomic levels

<http://www.cravencc.edu>

NEWS REPORTER - PUBLIC RADIO EAST  
KT

800 College Court  
New Bern, NC 28562  
252-638-7335

[hr@cravencc.edu](mailto:hr@cravencc.edu)

---

### **News Reporter - Public Radio East Supplemental Questionnaire**

\* 1. Do you have a valid NC driver's license?

Yes  No

\* Required Question

# News Reporter - Public Radio East



(<http://agency.governmentjobs.com/cravencc/job/jobID=3085691&sharedWindow=C>)



APPLY

<b>Salary</b> ⓘ	\$31,000.00 - \$34,000.00 Annually	<b>Location</b> ⓘ	New Bern, NC
<b>Job Type</b>	Full-Time	<b>Division</b>	Administration
<b>Job Number</b>	2021-00070		
<b>Closing</b>	6/7/2021 5:00 PM Eastern		

## DESCRIPTION

## BENEFITS

## QUESTIONS

### Occupational Summary

The News Reporter for Public Radio East (PRE) is responsible for preparing spot news, in-depth news reporting, writing and delivering newscasts and hosting locals breaks as needed, following the guidelines set by the News Coordinator and General Manager, as well as the program's and the College's mission, and the best practices of public radio. The News Reporter participates in on-air fund drives and other station events and serves as backup for covering air shifts as needed and is committed as part of the "24 hour On-Call" emergency team, which includes responsibility for routine software maintenance and verification of programming audio for PRE's automation system. This position works with PRE staff to develop and present timely and creative news programming; has keen understanding of news and issues relative to the community in which PRE and Craven Community College serves, and contributes to the overall success of PRE and the College.

### Essential Duties & Responsibilities

- Identifies, researches, analyzes or interprets events to develop and produce spot news and in-depth reports for all Public Radio East (PRE) stations and online content in keeping with PRE and the College's missions
- Conducts investigative interviews and writes and delivers newscasts, opinion columns or other commentary
- Serves as backup host and voice track talent for PRE News and Ideas
- Generates story ideas and adapts for multiple platforms
- Works with the News Coordinator and other members of PRE to engage community members through PRE News social and engagement channels; monitors social media forums to identify and report relevant stories to PRE's audience
- Participates in assigned fund-raising and outreach activities, on air and off
- Participates in appropriate committees and task forces as assigned

- Performs other job-related duties and projects as assigned in support of PRE's and the College's mission, core values and goals

**Minimum Qualifications**

Associate's degree in journalism, broadcasting or related field from a regionally accredited college or university.

Demonstrable portfolio of published articles with strong sense of NPR style reporting.

Demonstrable record of community engagement and collaboration.

Valid NC drivers' license.

**Preferred:**

Professional experience in journalism.

Media Touch Automation Software experience.

NPR station experience.

Professional experience working with digital editing: Audacity, Audition or Pro Tools.

**Knowledge, Skills and Abilities****Knowledge**

- Public media news programming standards and values
- Broadcast production, web content, news writing and news editing
- Investigative news reporting
- Current trends in broadcasting
- FCC rules and regulations
- Broad knowledge of local and regional issues

**Skills**

- Compiling and summarizing information into concise editorials, opinion columns or other commentary
- Effectively engages and collaborates with the community in which PRE serves; in a variety of settings and populations
- Demonstrated proficiency in the use of computer, technical and industry tools including automation and audio editing software
- Demonstrated proficiency in online research and multimedia production
- Demonstrated proficiency in recognizing and recalling facts and specifics for reporting, using various methods and sources
- Consistently completes assignments accurately with attention to detail
- Effective communication and presentation skills, balances listening and talking, speaking and writing clearly and accurately, keeping others informed
- Systematic and dependable planning, coordination and organizational skills and dependable follow-up

**Abilities**

- Work within a live program environment
- Interpret and present information to various audiences
- Use voice effectively for radio
- Meet daily deadlines under potentially stressful conditions
- Maintain objectivity in order to be fair and accurate in the treatment of interviews and reporting
- Establish and maintain effective working relationships with those contacted in the course of work
- Handle confidential information with absolute discretion
- Commitment to diversity, equity and inclusion; demonstrated ability to work effectively with a culturally diverse workforce, including those with different levels of academic preparation and varying physical and learning abilities, and socioeconomic levels

**Agency**

Craven Community College

**Address**

800 College Court

New Bern, North Carolina, 28562

**Phone**

252-638-7335

**Website**

<http://www.cravencc.edu> (<http://www.cravencc.edu>)





## Democratizing journalism: City Bureau's public access reporting model

By Mike Janssen, Digital Editor | 21 hours ago

Watch our Local that Works webinar about how City Bureau is engaging diverse audiences, training grassroots journalists and holding government agencies accountable.

Know it all.  
Get Current's  
newsletter.

### FEATURED JOBS

News Reporter- Public Radio East  
New Bern, NC  
Craven Community College

Director of Major Giving  
Los Angeles, CA  
USC Radio Group

Director of Content and Audience  
Development

Job Flash  
email package  
#429



## News Reporter- Public Radio East

Spotlight Preferred  
Craven Community College New Bern, North Carolina, United States  
less than an hour ago

APPLY NOW



### Description

## News Reporter - Public Radio East

**SALARY:** \$31,000.00 - \$34,000.00 Annually  
**DIVISION:** Administration  
**DEPARTMENT:** Public Radio East  
**OPENING DATE:** 05/17/21  
**CLOSING DATE:** 06/07/21 05:00 PM

### OCCUPATIONAL SUMMARY:

The News Reporter for Public Radio East (PRE) is responsible for preparing spot news, in-depth news reporting, writing and delivering newscasts and hosting locals breaks as needed, following the guidelines set by the News Coordinator and General Manager, as well as the program's and the College's mission, and the best practices of public radio. The News Reporter participates in on-air fund drives and other station events and serves as backup for covering air shifts as needed and is committed as part of the "24 hour On-Call" emergency team, which includes responsibility for routine software maintenance and verification of programming audio for PRE's automation system. This position works with PRE staff to develop and present timely and creative news programming; has keen understanding of news and issues relative to the community in which PRE and Craven Community College serves, and contributes to the overall success of PRE and the College.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

- Identifies, researches, analyzes or interprets events to develop and produce spot news and in-depth reports for all Public Radio East (PRE) stations and online content in keeping with PRE and the College's missions
- Conducts investigative interviews and writes and delivers newscasts, opinion columns or other commentary
- Serves as backup host and voice track talent for PRE News and Ideas
- Generates story ideas and adapts for multiple platforms
- Works with the News Coordinator and other members of PRE to engage community members through PRE News social and engagement channels; monitors social media forums to identify and report relevant stories to PRE's audience
- Participates in assigned fund-raising and outreach activities, on air and off
- Participates in appropriate committees and task forces as assigned
- Performs other job-related duties and projects as assigned in support of PRE's and the College's mission, core values and goals

### MINIMUM QUALIFICATIONS:

Associate's degree in Journalism, broadcasting or related field from a regionally accredited college or university.

Demonstrable portfolio of published articles with strong sense of NPR style reporting.

Demonstrable record of community engagement and collaboration.

Valid NC drivers' license.

### Preferred:

Professional experience in journalism.

Media Touch Automation Software experience.

NPR station experience.

Professional experience working with digital editing: Audacity, Audition or Pro Tools.

### KNOWLEDGE, SKILLS AND ABILITIES:

### Job Information

Job ID: 56955296

### Location:

New Bern, North Carolina, United States

Position Title: News Reporter- Public Radio East

Company Name: Craven Community College

Industry: Public Radio

Job Function: Journalism

Job Type: Full-Time

Job Duration: Indefinite

Min Education: Associates Degree

Min Experience: 1-2 Years

Required Travel: 25-50%

Salary: \$31,000.00 - \$34,000.00 (Yearly Salary)

#### Knowledge

- Public media news programming standards and values
- Broadcast production, web content, news writing and news editing
- Investigative news reporting
- Current trends in broadcasting
- FCC rules and regulations
- Broad knowledge of local and regional issues

#### Skills

- Compiling and summarizing information into concise editorials, opinion columns or other commentary
- Effectively engages and collaborates with the community in which PRE serves; in a variety of settings and populations
- Demonstrated proficiency in the use of computer, technical and industry tools including automation and audio editing software
- Demonstrated proficiency in online research and multimedia production
- Demonstrated proficiency in recognizing and recalling facts and specifics for reporting, using various methods and sources
- Consistently completes assignments accurately with attention to detail
- Effective communication and presentation skills, balances listening and talking, speaking and writing clearly and accurately, keeping others informed
- Systematic and dependable planning, coordination and organizational skills and dependable follow-up

#### Abilities

- Work within a live program environment
- Interpret and present information to various audiences
- Use voice effectively for radio
- Meet daily deadlines under potentially stressful conditions
- Maintain objectivity in order to be fair and accurate in the treatment of interviews and reporting
- Establish and maintain effective working relationships with those contacted in the course of work
- Handle confidential information with absolute discretion
- Commitment to diversity, equity and inclusion; demonstrated ability to work effectively with a culturally diverse workforce, including those with different levels of academic preparation and varying physical and learning abilities, and socioeconomic levels

APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.schooljobs.com/careers/cravencc/jobs/3085091/news-reporter-public-radio-east>

800 College Court  
New Bern, NC 28562  
252-638-7335

Position #2021-00070  
NEWS REPORTER - PUBLIC  
RADIO EAST  
KT

[hr@cravencc.edu](mailto:hr@cravencc.edu)

#### Requirements

See description

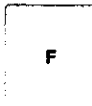


Craven Community College  
Education / Teaching / Administration  
New Bern, NC, US

Craven At A Glance Fast Facts Founded in 1965, Craven Community College is a comprehensive community college with campuses in New Bern and Havelock-Cherry Point. Craven serves more than 3,200 curriculum students and nearly 10,000 continuing education students each year. CCC features a wide range of programs, including college transfer courses, career and occupational offerings, partnerships with four-year universities, specialized workforce training options, developmental studies and basic skills classes. The College...

[View Full Profile](#)

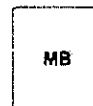
Jobs You May Like



WHQR Community Fellowship  
Friends of Public Radio, Inc.  
Wilmington, NC, United States



WHQR Community Fellowship  
Friends of Public Radio, Inc.  
Wilmington, NC, United States



Radio New  
MSU Billing  
Billings, MT.

Job sites powered by **ymcareers**  
by communitybrands

Contact ([/?mode=send\\_message&userId=8937&messageName=RE: News+Reporter+-+Public+Radio+East](/?mode=send_message&userId=8937&messageName=RE: News+Reporter+-+Public+Radio+East))

Posted By: Craven Community College ([/?mode=view\\_business&businessId=5318](/?mode=view_business&businessId=5318))

Job Title: News Reporter - Public Radio East

City: New Bern

County: Craven

Number of Positions: 1

Salary Range: \$20,000 - \$40,000

Education Level(s): Associate Degree

Type of Position(s): Full Time

Job Summary: News Reporter - Public Radio East

SALARY: \$31,000.00 - \$34,000.00 Annually  
 DIVISION: Administration  
 DEPARTMENT: Public Radio East  
 OPENING DATE: 05/17/21  
 CLOSING DATE: 06/07/21 05:00 PM

**OCCUPATIONAL SUMMARY:**

The News Reporter for Public Radio East (PRE) is responsible for preparing spot news, in-depth news reporting, writing and delivering newscasts and hosting locals breaks as needed, following the guidelines set by the News Coordinator and General Manager, as well as the program's and the College's mission, and the best practices of public radio. The News Reporter participates in on-air fund drives and other station events and serves as backup for covering air shifts as needed and is committed as part of the "24 hour On-Call" emergency team, which includes responsibility for routine software maintenance and verification of programming audio for PRE's automation system. This position works with PRE staff to develop and present timely and creative news programming; has keen understanding of news and issues relative to the community in which PRE and Craven Community College serves, and contributes to the overall success of PRE and the College.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

Identifies, researches, analyzes or interprets events to develop and produce spot news and in-depth reports for all Public Radio East (PRE) stations and online content in keeping with PRE and the College's missions  
 Conducts investigative interviews and writes and delivers newscasts, opinion columns or other commentary  
 Serves as backup host and voice track talent for PRE News and Ideas

Generates story ideas and adapts for multiple platforms  
 Works with the News Coordinator and other members of PRE to engage community members through PRE News social and engagement channels; monitors social media forums to identify and report relevant stories to PRE's audience  
 Participates in assigned fund-raising and outreach activities, on air and off  
 Participates in appropriate committees and task forces as assigned  
 Performs other job-related duties and projects as assigned in support of PRE's and the College's mission, core values and goals

#### MINIMUM QUALIFICATIONS:

Associate's degree in journalism, broadcasting or related field from a regionally accredited college or university.

Demonstrable portfolio of published articles with strong sense of NPR style reporting.

Demonstrable record of community engagement and collaboration.

Valid NC drivers' license.

#### Preferred:

Professional experience in journalism.

Media Touch Automation Software experience.

NPR station experience.

Professional experience working with digital editing: Audacity, Audition or Pro Tools.

#### KNOWLEDGE, SKILLS AND ABILITIES:

##### Knowledge

Public media news programming standards and values  
 Broadcast production, web content, news writing and news editing  
 Investigative news reporting  
 Current trends in broadcasting  
 FCC rules and regulations  
 Broad knowledge of local and regional issues

##### Skills

Compiling and summarizing information into concise editorials, opinion columns or other commentary  
 Effectively engages and collaborates with the community in which PRE serves; in a variety of settings and populations  
 Demonstrated proficiency in the use of computer, technical and industry tools including automation and audio editing software  
 Demonstrated proficiency in online research and multimedia production  
 Demonstrated proficiency in recognizing and recalling facts and specifics for reporting, using various methods and sources  
 Consistently completes assignments accurately with attention to detail  
 Effective communication and presentation skills, balances listening and talking, speaking and

writing clearly and accurately, keeping others informed  
Systematic and dependable planning, coordination and organizational skills and dependable follow-up

Abilities

- Work within a live program environment
- Interpret and present information to various audiences
- Use voice effectively for radio
- Meet daily deadlines under potentially stressful conditions
- Maintain objectivity in order to be fair and accurate in the treatment of interviews and reporting
- Establish and maintain effective working relationships with those contacted in the course of work
- Handle confidential information with absolute discretion
- Commitment to diversity, equity and inclusion; demonstrated ability to work effectively with a culturally diverse workforce, including those with different levels of academic preparation and varying physical and learning abilities, and socioeconomic levels

APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.schooljobs.com/careers/cravencc/jobs/3085691/news-reporter-public-radio-east>

800 College Court  
New Bern, NC 28562  
252-638-7335

[hr@cravencc.edu](mailto:hr@cravencc.edu)

Position #2021-00070  
NEWS REPORTER - PUBLIC RADIO EAST  
KT

Opening Date: 2021-05-17

Closing Date: 2021-06-07

Start Date: 2021-07-01

Point of Contact: [tuttlek@cravencc.edu](mailto:tuttlek@cravencc.edu)

Special Instructions: Apply online: <https://www.schooljobs.com/careers/cravencc/jobs/3085691/news-reporter-public-radio-east>

Want to see your business here? **Advertise Here**

Contact Us For Information and Prices

# NCMBC Events

# About

[About MatchForce](#) (/?mode=about)

[NCMBC](http://www.ncmbc.us) (http://www.ncmbc.us)

[GovTide](http://www.govtide.com) (http://www.govtide.com)



[AIT](http://www.ait.com) (http://www.ait.com) [jobseeker](#) (/?mode=register) jobseeker\_step\_1)

[Business](#) (/?mode=register) business)

[Government](#) (/?

mode=register\_government\_step\_1)

Powered by GovTide® copyright ©2005-2021 All Rights Reserved

 (http://www.ait.com)  (http://www.govtide.com)



# US MILITARY PIPELINE

[Account Settings](#) | [Sign Out](#)

- [Dashboard](#)
- [Manage Jobs](#)
- [Search »](#)

[Feedback & Support](#)  
[Reports](#)

[Click here to edit this job post.](#)

## News Reporter- Public Radio East

### Craven Community College

[Apply Now](#)

#### JOB DESCRIPTION

News Reporter - Public Radio East

SALARY: \$31,000.00 - \$34,000.00 Annually

DIVISION: Administration

DEPARTMENT: Public Radio East

OPENING DATE: 05/17/21

CLOSING DATE: 06/07/21 05:00 PM

#### OCCUPATIONAL SUMMARY:

The News Reporter for Public Radio East (PRE) is responsible for preparing spot news, in-depth news reporting, writing and delivering newscasts and hosting locals breaks as needed, following the guidelines set by the News Coordinator and General Manager, as well as the program's and the College's mission, and the best practices of public radio. The News Reporter participates in on-air fund drives and other station events and serves as backup for covering air shifts as needed and is committed as part of the "24 hour On-Call" emergency team, which includes responsibility for routine software maintenance and verification of programming audio for PRE's automation system. This position works with PRE staff to develop and present timely and creative news programming; has keen understanding of news and issues relative to the community in which PRE and Craven Community College serves, and contributes to the overall success of PRE and the College.

#### ESSENTIAL DUTIES & RESPONSIBILITIES:

Identifies, researches, analyzes or interprets events to develop and produce spot news and in-depth reports for all Public Radio East (PRE) stations and online content in keeping with PRE and the College's missions  
 Conducts investigative interviews and writes and delivers newscasts, opinion columns or other commentary  
 Serves as backup host and voice track talent for PRE News and Ideas  
 Generates story ideas and adapts for multiple platforms  
 Works with the News Coordinator and other members of PRE to engage community members through PRE News social and engagement channels; monitors social media forums to identify and report relevant stories to

**PRE's audience**

Participates in assigned fund-raising and outreach activities, on air and off

Participates in appropriate committees and task forces as assigned

Performs other job-related duties and projects as assigned in support of PRE's and the College's mission, core values and goals

**MINIMUM QUALIFICATIONS:**

Associate's degree in journalism, broadcasting or related field from a regionally accredited college or university.

Demonstrable portfolio of published articles with strong sense of NPR style reporting.

Demonstrable record of community engagement and collaboration.

Valid NC drivers' license.

Preferred:

Professional experience in journalism.

Media Touch Automation Software experience.

NPR station experience.

Professional experience working with digital editing: Audacity, Audition or Pro Tools.

**KNOWLEDGE, SKILLS AND ABILITIES:****Knowledge**

Public media news programming standards and values

Broadcast production, web content, news writing and news editing

Investigative news reporting

Current trends in broadcasting

FCC rules and regulations

Broad knowledge of local and regional issues

**Skills**

Compiling and summarizing information into concise editorials, opinion columns or other commentary

Effectively engages and collaborates with the community in which PRE serves; in a variety of settings and populations

Demonstrated proficiency in the use of computer, technical and industry tools including automation and audio editing software

Demonstrated proficiency in online research and multimedia production

Demonstrated proficiency in recognizing and recalling facts and specifics for reporting, using various methods and sources

Consistently completes assignments accurately with attention to detail

Effective communication and presentation skills, balances listening and talking, speaking and writing clearly and accurately, keeping others informed

Systematic and dependable planning, coordination and organizational skills and dependable follow-up

**Abilities**

Work within a live program environment

Interpret and present information to various audiences

Use voice effectively for radio

Meet daily deadlines under potentially stressful conditions

Maintain objectivity in order to be fair and accurate in the treatment of interviews and reporting

Establish and maintain effective working relationships with those contacted in the course of work

Handle confidential information with absolute discretion

Commitment to diversity, equity and inclusion; demonstrated ability to work effectively with a culturally diverse workforce, including those with different levels of academic preparation and varying physical and learning abilities, and socioeconomic levels

APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.schooljobs.com/careers/cravencc/jobs/3085691/news-reporter-public-radio-east>

800 College Court  
New Bern, NC 28562  
252-638-7335

[hr@cravencc.edu](mailto:hr@cravencc.edu)





Position #2021-00070  
NEWS REPORTER - PUBLIC RADIO EAST  
KT

---

## ABOUT CRAVEN COMMUNITY COLLEGE

Job Details  
Company  
Craven Community College  
Location  
New Bern, NC 28562  
Job Type  
Full Time

[Contact Support](#) | [Terms of Use](#) | [Privacy Policy](#)

© Copyright 2021 Futures Inc. All rights reserved.    



(<http://www.nccommunitycolleges.edu>)

[About Us](#)

[Jobs](#)

[Directory](#)

[Foundation](#)

[State Board](#)

[Find a College](#)

[Jobs Home](#)

[For Colleges](#)

[For Students](#)

## News Reporter - Public Radio East

### News Reporter - Public Radio East Employer

Craven Community College

800 College Court

New Bern, NC 28562

Phone: 252-638-7200

#### Job Location

New Bern, NC

#### Salary/Grade

Hiring Range is \$31,000.-\$34,000.

#### Benefits

FT Benefit Package

#### Job Category

#### Application Period

Opens: Monday, May 17, 2021

Closes: Monday, June 7, 2021

#### Target Start Date

Thursday, July 1, 2021

#### Expected Work Hours

M-F 40 hours per week

#### Reports to

Program Director

#### Employment Type

FT

#### Minimum Qualifications

Associate's degree in journalism, broadcasting or related field from a regionally accredited college or university.

Demonstrable portfolio of published articles with strong sense of NPR style reporting.

Demonstrable record of community engagement and collaboration.

Valid NC drivers' license.

### **Preferred Qualifications**

Professional experience in journalism.

Media Touch Automation Software experience.

NPR station experience.

Professional experience working with digital editing: Audacity, Audition or Pro Tools.

### **Position Description**

News Reporter - Public Radio East

SALARY: \$31,000.00 - \$34,000.00 Annually

DIVISION: Administration

DEPARTMENT: Public Radio East

OPENING DATE: 05/17/21

CLOSING DATE: 06/07/21 05:00 PM

#### **OCCUPATIONAL SUMMARY:**

The News Reporter for Public Radio East (PRE) is responsible for preparing spot news, in-depth news reporting, writing and delivering newscasts and hosting locals breaks as needed, following the guidelines set by the News Coordinator and General Manager, as well as the program's and the College's mission, and the best practices of public radio. The News Reporter participates in on-air fund drives and other station events and serves as backup for covering air shifts as needed and is committed as part of the "24 hour On-Call" emergency team, which includes responsibility for routine software maintenance and verification of programming audio for PRE's automation system. This position works with PRE staff to develop and present timely and creative news programming; has keen understanding of news and issues relative to the community in which PRE and Craven Community College serves, and contributes to the overall success of PRE and the College.

#### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Identifies, researches, analyzes or interprets events to develop and produce spot news and in-depth reports for all Public Radio East (PRE) stations and online content in keeping with PRE and the College's missions
- Conducts investigative interviews and writes and delivers newscasts, opinion columns or other commentary
- Serves as backup host and voice track talent for PRE News and Ideas
- Generates story ideas and adapts for multiple platforms

- Works with the News Coordinator and other members of PRE to engage community members through PRE News social and engagement channels; monitors social media forums to identify and report relevant stories to PRE's audience
- Participates in assigned fund-raising and outreach activities, on air and off
- Participates in appropriate committees and task forces as assigned
- Performs other job-related duties and projects as assigned in support of PRE's and the College's mission, core values and goals

#### MINIMUM QUALIFICATIONS:

Associate's degree in journalism, broadcasting or related field from a regionally accredited college or university.

Demonstrable portfolio of published articles with strong sense of NPR style reporting.

Demonstrable record of community engagement and collaboration.

Valid NC drivers' license.

#### **Preferred:**

Professional experience in journalism.

Media Touch Automation Software experience.

NPR station experience.

Professional experience working with digital editing: Audacity, Audition or Pro Tools.

#### KNOWLEDGE, SKILLS AND ABILITIES:

##### **Knowledge**

- Public media news programming standards and values
- Broadcast production, web content, news writing and news editing
- Investigative news reporting
- Current trends in broadcasting
- FCC rules and regulations
- Broad knowledge of local and regional issues

##### **Skills**

- Compiling and summarizing information into concise editorials, opinion columns or other commentary
- Effectively engages and collaborates with the community in which PRE serves; in a variety of settings and populations
- Demonstrated proficiency in the use of computer, technical and industry tools including automation and audio editing software
- Demonstrated proficiency in online research and multimedia production
- Demonstrated proficiency in recognizing and recalling facts and specifics for reporting, using various methods and sources
- Consistently completes assignments accurately with attention to detail

- Effective communication and presentation skills, balances listening and talking, speaking and writing clearly and accurately, keeping others informed
- Systematic and dependable planning, coordination and organizational skills and dependable follow-up

### **Abilities**

- Work within a live program environment
- Interpret and present information to various audiences
- Use voice effectively for radio
- Meet daily deadlines under potentially stressful conditions
- Maintain objectivity in order to be fair and accurate in the treatment of interviews and reporting
- Establish and maintain effective working relationships with those contacted in the course of work
- Handle confidential information with absolute discretion
- Commitment to diversity, equity and inclusion; demonstrated ability to work effectively with a culturally diverse workforce, including those with different levels of academic preparation and varying physical and learning abilities, and socioeconomic levels

APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.schooljobs.com/careers/cravencc/jobs/3085691/news-reporter-public-radio-east>

800 College Court  
New Bern, NC 28562  
252-638-7335

[hr@cravencc.edu](mailto:hr@cravencc.edu)

Position #2021-00070  
NEWS REPORTER - PUBLIC RADIO EAST  
KT

### **How to Apply**

Apply online:

<https://www.schooljobs.com/careers/cravencc/jobs/3085691/news-reporter-public-radio-east>

### **Job Post Contact**

Craven Community College

[For Colleges](#)

[For Students](#)

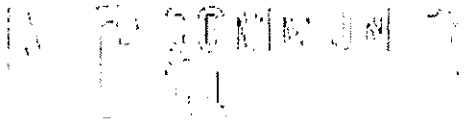
[Jobs](#)

[Directory](#)

[Contact Us](#)

5/18/2021

News Reporter - Public Radio East | NC Community Colleges Jobs



200 West Jones Street

Raleigh, North Carolina 27603

919-807-7100 | [View Mailing Address](#) | [Contact Us](#)

CREATING SUCCESS

• [Facebook](#)

• [Twitter](#)

• [YouTube](#)

© 2014-2021



Your order has been completed and a receipt emailed to you. It may take up to 30 minutes to receive the receipt.  
[Click here](#) to return to your account.

Job sites powered by **ymcareers**  
communityconnect

Call Us   
(202) 885-6412

4400 Massachusetts NW,  
Washington,  
Dist. Columbia 20016

## Katherine Tuttle

---

**From:** Katherine Tuttle  
**Sent:** Monday, May 17, 2021 4:36 PM  
**To:** McGaughey, Eileen T; Walker, Reeshema; muravsky@usmc.mil;  
ranza.thurman@usmc.mil; patrice.bryant@usmc.mil; lisa.temple@dhhs.nc.gov; Lovelle,  
Terris L  
**Cc:** Katherine Tuttle  
**Subject:** Position Vacancies at Craven Community College

Good afternoon,

The Human Resources office would like to announce that the college is currently recruiting for the following positions:

### New Reporter – Public Radio East

### Receptionist/Administrative Assistant – President’s Office (PT 29 Hours)

Please click on a link above to see the Job Description. Anyone interested in applying, please go to the Human Resources link of the college's Web site, Click on the links for Job Opportunities, NeoGov Job Search.

We would appreciate your passing this information along to anyone you may know that would be interested.

In addition, please remember to check our Adjunct Faculty and Temporary Staff Position needs often as they frequently change.

Should you have any questions or need additional information, please feel free to contact the Human Resources office at extension X7335 (Kate).

Katherine (Kate) Tuttle  
Craven Community College HR Technician  
252.638.7335  
[tuttlek@cravenc.edu](mailto:tuttlek@cravenc.edu)  
Brock #235  
800 College Court  
New Bern, NC 28562

*"It's my pleasure to assist you!"*



**Katherine Tuttle**

---

**From:** Katherine Tuttle  
**Sent:** Monday, May 17, 2021 4:38 PM  
**To:** CCC Everyone  
**Subject:** Position Vacancies at Craven Community College

Good afternoon,

The Human Resources office would like to announce that the college is currently recruiting for the following positions:

**New Reporter – Public Radio East**

**Receptionist/Administrative Assistant – President’s Office (PT 29 Hours)**

Please click on a link above to see the Job Description. Anyone interested in applying, please go to the Human Resources link of the college's Web site, Click on the links for Job Opportunities, NeoGov Job Search.

We would appreciate your passing this information along to anyone you may know that would be interested.

In addition, please remember to check our Adjunct Faculty and Temporary Staff Position needs often as they frequently change.

Should you have any questions or need additional information, please feel free to contact the Human Resources office at extension X7335 (Kate).

Katherine (Kate) Tuttle  
Craven Community College HR Technician  
252.638.7335  
[tuttlek@cravenc.edu](mailto:tuttlek@cravenc.edu)  
Brock #235  
800 College Court  
New Bern, NC 28562

*"It's my pleasure to assist you!"*





**Katherine Tuttle**

---

**From:** Raymond Staats  
**Sent:** Monday, May 17, 2021 2:48 PM  
**To:** Jim Millard; LIST Personnel Changes  
**Subject:** RE: Request to Advertise: News Reporter - PRE

Approved.

**Dr. Ray Staats**  
President



800 College Court  
New Bern, NC 28582  
(252) 638-7202

**From:** Jim Millard  
**Sent:** Monday, May 17, 2021 2:46 PM  
**To:** LIST Personnel Changes <LIST-Personnel-Changes@cravencc.edu>; Raymond Staats <staatsr@cravencc.edu>  
**Subject:** Request to Advertise: News Reporter - PRE

Good afternoon sir,

I respectfully request permission to advertise for the following position:

**News Reporter - PRE**

This position was approved at ELT on 5/17/21 for a range of \$31,000 to \$34,000. The vacancy announcement and job description are on file in HR. The advertisement will be posted for three weeks.

Thank you for your time and consideration of this request sir. --Jim

Very Respectfully,

Jim Millard  
Vice President for Administration



Brock Building, Suite 223  
800 College Court  
New Bern, NC 28562  
(252) 638-7266

Senior Administrative Assistant



**CRAVEN COMMUNITY COLLEGE**  
invites applications for the position of:

## **Senior Administrative Assistant- Public Radio East**

---

**SALARY:** \$31,000.00 - \$35,000.00 Annually  
**DIVISION:** Administration  
**DEPARTMENT:** Public Radio East  
**OPENING DATE:** 09/29/21  
**CLOSING DATE:** 10/13/21 05:00 PM

### **OCCUPATIONAL SUMMARY:**

The Senior Administrative Assistant for Public Radio East is responsible for performing a wide range of technical, administrative, accounting and project support tasks in a fast-paced broadcasting atmosphere. This position maintains current general knowledge or appropriate college and departmental policies, processes and procedures in an effort to ensure efficiency and integrity of the department. Serves as primary point of administrative contact for internal and external customers of Public Radio East and the Public Radio East Foundation Board.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Provides excellent customer service and assistance to internal and external customers through walk-in, telephone and email
- Performs accounting functions for all monetary transactions to PRE on a daily basis, maintaining an accurate record of funds and general ledger distribution within the database
- Receives, records, reconciles and reports transactions timely and accurately on behalf of PRE; managing Allegiance software to ensure workflow and status updates
- Prepares monthly PRE financial reports and reconciles data between Allegiance software and the college's Colleague system
- Schedules, organizes and attends PRE Foundation Board meetings; takes, prepares and publishes minutes
- Prepares financial materials in coordination with Financial Services to support the PRE Foundation Board and meetings
- Monitors all PRE budgets; processes requisition requests to order supplies and equipment
- Prepares travel requests, submissions and final settlements
- Receives charitable gifts made to the PRE Foundation; records gift transactions and prepares appropriate documentation including tax information, property transfers and gift disposition consistent with organizational policies
- Communicates as necessary with donors and internal/external stakeholders regarding gift transactions
- Assists with on-air membership campaigns

- Maintains accurate records and files to comply with audit information needs
- Participates in appropriate committees and task forces as assigned
- Performs other job-related duties and projects as assigned in support of PRE's and the college's mission, core values and goals

## MINIMUM QUALIFICATIONS:

Associate's degree in Business Administration, Accounting, Information Technology or closely related field from a regionally accredited institution of higher learning.

Two (2) years' professional experience in an office environment performing accounting or administrative tasks.

**Preferred:**

Bachelor's degree from a regionally accredited institution of higher learning.

Experience with Allegiance and Colleague.

## KNOWLEDGE, SKILLS AND ABILITIES:

### Knowledge

- Intermediate knowledge of accounting principles and practices
- Intermediate knowledge of clerical processes and procedures and standard office procedures, practices and equipment
- Intermediate knowledge of report preparation
- Intermediate knowledge of record control and statistical record keeping
- Donor communications

### Skills

- Advanced computer skills and technical proficiency in Microsoft Office applications
- Effective verbal, listening and written communications skills
- Attention to detail and high level of accuracy
- Effective planning, coordination and organizational skills to meet work deadlines
- Interpersonal skills with proven ability to work in a team environment

### Abilities

- Ability to record multiple transactions daily with strong attention to detail and accuracy
- Establish and maintain effective working relationships with those contacted in the course of work
- Ability to display tact and poise at all times
- Ability to learn and perform budget information data entry
- Ability to handle confidential information with absolute discretion
- Commitment to diversity, equity and inclusion; demonstrated ability to work effectively with a culturally diverse workforces, including those with different levels of academic preparation and varying physical and learning abilities, and socioeconomic levels

---

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.cravencc.edu>

800 College Court  
New Bern, NC 28562

Position #2021-00096  
SENIOR ADMINISTRATIVE ASSISTANT- PUBLIC  
RADIO EAST  
KT



252-638-7335

[hr@cravencc.edu](mailto:hr@cravencc.edu)

---

New Position Processing Checklist

Item	New Vacancy Processes	Method	Date Rec'd	Time Rec'd	Vacancy Listing Rec'd	Job Desc. Rec'd	Attention	Posting Notes
#1	Email from VP	Received	4/28					All FT & PT perm
#2	Approval from President	Received	4/28					All FT & PT perm
#3	Instructions from HR Director	Received	4/28					All FT & PT perm
#4	NEOGOV (3 weeks for Prof., 2 weeks for others)	Post online	4/28					All FT & PT perm
#5	CCC-Everyone	Email to	4/28					All FT & PT perm
#6	NCCCS	Post online	4/28					All FT & PT perm
#7	Division of Employment Security (formerly ESC) Reeshema Walker & Eileen McGaughey & Laronda Boone updated Aug 2020	Email to includes	4/28				http://www.nccommunitycolleges.edu/jobs/ NC Works reeshema.walker@nccommerce.com Eileen.McGaughey@nccommerce.com Laronda.Boone@nccommerce.com	All FT & PT perm
#8	Transitional Asst. Coord., Shane Muravsky, MCAS Cherry Point	Email to includes includes includes	4/28				Cherry Point USMC muravsky@usmc.mil patrice.bryant@usmc.mil ranza.thurman@usmc.mil;	All FT & PT perm
#9	NC Div of Vocational Rehab	Email to	4/28				lisa.temple@dhhs.nc.gov, terris.lovelle@dhhs.nc.gov	All FT & PT perm

SR KA PRE

Processing

New Position Advertising Checklist

Item	Media to Place Ads With	Method	Submitted	Email	Publication Day	Deadline for Submission
#1	Matchforce.com	Post online	2/29	<a href="http://www.matchforce.org/">http://www.matchforce.org/</a>	open	
#2	Military Pipeline	post online	2/29	<a href="https://usmilitarypipeline.com/sign_in">https://usmilitarypipeline.com/sign_in</a>	open	
#19	CCC Facebook page	post online Must have site permission to post	Holly or Marketing will post	facebook.com CravenCommunityCollege	open	
#3	higherjobs.com automatic through NEOED	Post online (unlimited)	auto	<a href="http://www.higheredjobs.com/default.cfm">http://www.higheredjobs.com/default.cfm</a>	open	
#4	CommunityCollegeJobs.com they pull info from NEOED	online	auto			
#12	Jacksonville Daily News & Sun Journal Gwen Landry	Email to		Gwen.landry@localiq.com		
#2	Chronicle of Higher Ed, The (MAJOR PROFESSIONAL) (must have P.O. # prior)	Email print		bayly.unger@chronicle.com	open	12 days prior
#3	chronicle.com (MAJOR PROFESSIONAL) (must have P.O. # prior)	Post online		<a href="http://chronicle.com/section/Home/5">http://chronicle.com/section/Home/5</a>	open	
#4	Cox Daily Reflector/Greenville (Frankie Steffens)	Email to		Fsteffens@reflector.com		
#8	HBCUConnect.com (William R. Moss III)	Email Vacancy Announcement		wrmoss@hbcuconnect.com	open	
#9	HealthFacultyJobs.com (John Crosley)	Email Vacancy Announcement		jcrosley@healthfacultyjobs.com	open	

Note: BOLD faced are frequently used  
Print Ads (local newspapers) are rarely used anymore

HR Position Posting Check-off List - NEOED

Position: SR AA PRE

Salary/Hiring Range: 31K - 35,000

(Date Received/Completed)

✓

Approved request to advertise Received

✓

Verification J/D has been loaded to NEOED Received

\_\_\_\_\_

Vacancy Announcement Posted to NEOED

• Application Deadline: 10/13/2021

• Employment Date: 12/01/2021

\_\_\_\_\_

Verification search committee has been set in NEOGOV received

\_\_\_\_\_

Email to Search Committee with Timeline & Selection Packet

\_\_\_\_\_

Level I Interviews Scheduled with candidates

\_\_\_\_\_

President's Approval received

\_\_\_\_\_

Committee Paperwork returned to HR

\_\_\_\_\_

Background Check e-vite sent

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Position Accepted By: \_\_\_\_\_

Contact (/?mode=send\_message&userId=8937&messageName=RE: Senior+Administrative+Assistant--+Public+Radio+East)

Posted By: Craven Community College (/?mode=view\_business&businessId=5318)

Job Title: Senior Administrative Assistant- Public Radio East

City: New Bern

County: Craven

Number of Positions: 1

Salary Range: \$20,000 - \$40,000

Education Level(s): Associate Degree

Type of Position(s): Full Time

Job Summary: Senior Administrative Assistant- Public Radio East

SALARY: \$31,000.00 - \$35,000.00 Annually  
DIVISION: Administration  
DEPARTMENT: Public Radio East  
OPENING DATE: 09/29/21  
CLOSING DATE: 10/13/21 05:00 PM

**OCCUPATIONAL SUMMARY:**

The Senior Administrative Assistant for Public Radio East is responsible for performing a wide range of technical, administrative, accounting and project support tasks in a fast-paced broadcasting atmosphere. This position maintains current general knowledge or appropriate college and departmental policies, processes and procedures in an effort to ensure efficiency and integrity of the department. Serves as primary point of administrative contact for internal and external customers of Public Radio East and the Public Radio East Foundation Board.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Provides excellent customer service and assistance to internal and external customers through walk-in, telephone and email
- Performs accounting functions for all monetary transactions to PRE on a daily basis, maintaining an accurate record of funds and general ledger distribution within the database
- Receives, records, reconciles and reports transactions timely and accurately on behalf of PRE; managing Allegiance software to ensure workflow and status updates
- Prepares monthly PRE financial reports and reconciles data between Allegiance software and the college's Colleague system
- Schedules, organizes and attends PRE Foundation Board meetings; takes, prepares and publishes minutes
- Prepares financial materials in coordination with Financial Services to support the PRE Foundation Board and meetings
- Monitors all PRE budgets; processes requisition requests to order supplies and equipment
- Prepares travel requests, submissions and final settlements
- Receives charitable gifts made to the PRE Foundation; records gift transactions and prepares appropriate documentation including tax information, property transfers and gift disposition consistent with

organizational policies

Communicates as necessary with donors and internal/external stakeholders regarding gift transactions

Assists with on-air membership campaigns

Maintains accurate records and files to comply with audit information needs

Participates in appropriate committees and task forces as assigned

Performs other job-related duties and projects as assigned in support of PRE's and the college's mission, core values and goals

**MINIMUM QUALIFICATIONS:**

Associate's degree in Business Administration, Accounting, Information Technology or closely related field from a regionally accredited institution of higher learning.

Two (2) years' professional experience in an office environment performing accounting or administrative tasks.

**Preferred:**

Bachelor's degree from a regionally accredited institution of higher learning.

Experience with Allegiance and Colleague.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge**

Intermediate knowledge of accounting principles and practices

Intermediate knowledge of clerical processes and procedures and standard office procedures, practices and equipment

Intermediate knowledge of report preparation

Intermediate knowledge of record control and statistical record keeping

Donor communications

**Skills**

Advanced computer skills and technical proficiency in Microsoft Office applications

Effective verbal, listening and written communications skills

Attention to detail and high level of accuracy

Effective planning, coordination and organizational skills to meet work deadlines

Interpersonal skills with proven ability to work in a team environment

**Abilities**

Ability to record multiple transactions daily with strong attention to detail and accuracy

Establish and maintain effective working relationships with those contacted in the course of work

Ability to display tact and poise at all times

Ability to learn and perform budget information data entry

Ability to handle confidential information with absolute discretion

Commitment to diversity, equity and inclusion; demonstrated ability to work effectively with a culturally diverse workforces, including those with different levels of academic preparation and varying physical and learning abilities, and socioeconomic levels

**APPLICATIONS MAY BE FILED ONLINE AT:**

<https://www.schooljobs.com/careers/cravencc/jobs/3250857/senior-administrative-assistant-public-radio-east>

800 College Court  
New Bern, NC 28562  
252-638-7335

hr@cravencc.edu

Position #2021-00096  
SENIOR ADMINISTRATIVE ASSISTANT- PUBLIC RADIO EAST  
KT

Opening Date: 2021-09-29

Closing Date: 2021-10-13

Start Date: 2021-12-01

Point of Contact: tuttlek@cravencc.edu

Special Instructions: Apply online:  
<https://www.schooljobs.com/careers/cravencc/jobs/3250857/senior-administrative-assistant-public-radio-east>

Want to see your business here? **Advertise Here**

Contact Us For Information and Prices

NCMBC Events

About

NCMBC Blog (<http://www.ncmbc.us>)

NCMBC (<http://www.ncmbc.us>)

GovTide (<http://www.govtide.com>)

Register (<http://www.ait.com>)

Job seeker (<http://www.ait.com>) jobseeker\_step\_1)

Business (<http://www.ait.com>)/?mode=feedback\_business)

Government (<http://www.ait.com>)/?mode=register\_government\_step\_1)

Powered by GovTide® copyright ©2005-2021 All Rights Reserved

AIT (<http://www.ait.com>) **GovTide** (<http://www.govtide.com>)

# US MILITARY PIPELINE

[Account Settings](#) | [Sign Out](#)

- [Dashboard](#)
- [Manage Jobs](#)
- [Search »](#)

[Feedback & Support](#)  
[Reports](#)

[Click here to edit this job post.](#)

## Senior Administrative Assistant- Public Radio East

### Craven Community College

[Apply Now](#)

#### **JOB DESCRIPTION**

Senior Administrative Assistant- Public Radio East

**SALARY:** \$31,000.00 - \$35,000.00 Annually

**DIVISION:** Administration

**DEPARTMENT:** Public Radio East

**OPENING DATE:** 09/29/21

**CLOSING DATE:** 10/13/21 05:00 PM

#### **OCCUPATIONAL SUMMARY:**

The Senior Administrative Assistant for Public Radio East is responsible for performing a wide range of technical, administrative, accounting and project support tasks in a fast-paced broadcasting atmosphere. This position maintains current general knowledge or appropriate college and departmental policies, processes and procedures in an effort to ensure efficiency and integrity of the department. Serves as primary point of administrative contact for internal and external customers of Public Radio East and the Public Radio East Foundation Board.

#### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

Provides excellent customer service and assistance to internal and external customers through walk-in, telephone and email

Performs accounting functions for all monetary transactions to PRE on a daily basis, maintaining an accurate record of funds and general ledger distribution within the database

Receives, records, reconciles and reports transactions timely and accurately on behalf of PRE; managing Allegiance software to ensure workflow and status updates

Prepares monthly PRE financial reports and reconciles data between Allegiance software and the college's Colleague system

Schedules, organizes and attends PRE Foundation Board meetings; takes, prepares and publishes minutes

Prepares financial materials in coordination with Financial Services to support the PRE Foundation Board and



meetings

Monitors all PRE budgets; processes requisition requests to order supplies and equipment

Prepares travel requests, submissions and final settlements

Receives charitable gifts made to the PRE Foundation; records gift transactions and prepares appropriate documentation including tax information, property transfers and gift disposition consistent with organizational policies

Communicates as necessary with donors and internal/external stakeholders regarding gift transactions

Assists with on-air membership campaigns

Maintains accurate records and files to comply with audit information needs

Participates in appropriate committees and task forces as assigned

Performs other job-related duties and projects as assigned in support of PRE's and the college's mission, core values and goals

#### MINIMUM QUALIFICATIONS:

Associate's degree in Business Administration, Accounting, Information Technology or closely related field from a regionally accredited institution of higher learning.

Two (2) years' professional experience in an office environment performing accounting or administrative tasks.

#### Preferred:

Bachelor's degree from a regionally accredited institution of higher learning.

Experience with Allegiance and Colleague.

#### KNOWLEDGE, SKILLS AND ABILITIES:

##### Knowledge

Intermediate knowledge of accounting principles and practices

Intermediate knowledge of clerical processes and procedures and standard office procedures, practices and equipment

Intermediate knowledge of report preparation

Intermediate knowledge of record control and statistical record keeping

Donor communications

##### Skills

Advanced computer skills and technical proficiency in Microsoft Office applications

Effective verbal, listening and written communications skills

Attention to detail and high level of accuracy

Effective planning, coordination and organizational skills to meet work deadlines

Interpersonal skills with proven ability to work in a team environment

##### Abilities

Ability to record multiple transactions daily with strong attention to detail and accuracy

Establish and maintain effective working relationships with those contacted in the course of work

Ability to display tact and poise at all times

Ability to learn and perform budget information data entry

Ability to handle confidential information with absolute discretion

Commitment to diversity, equity and inclusion; demonstrated ability to work effectively with a culturally diverse workforces, including those with different levels of academic preparation and varying physical and learning abilities, and socioeconomic levels

#### APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.schooljobs.com/careers/cravencc/jobs/3250857/senior-administrative-assistant-public-radio-east>

800 College Court

9/29/21, 10:13 AM

US Military Pipeline | Senior Administrative Assistant - Public Radio East

New Bern, NC 28562  
252-638-7335

hr@cravencc.edu

Position #2021-00096  
SENIOR ADMINISTRATIVE ASSISTANT- PUBLIC RADIO EAST  
KT

---

## ABOUT CRAVEN COMMUNITY COLLEGE

Job Details  
Company  
Craven Community College  
Location  
New Bern, NC 28562  
Job Type  
Full Time

[Contact Support](#) | [Terms of Use](#) | [Privacy Policy](#)

© Copyright 2021 Futures Inc. All rights reserved.    



<http://www.nccommunitycolleges.edu>

- [About Us](#)
- [Jobs](#)
- [Directory](#)
- [Foundation](#)
- [State Board](#)
- [Find a College](#)

- [Jobs Home](#)
- [For Colleges](#)
- [For Students](#)

## **Senior Administrative Assistant- Public Radio East**

### **Senior Administrative Assistant- Public Radio East Employer**

Craven Community College  
800 College Court  
New Bern, NC 28562  
Phone: 252-638-7200

#### **Job Location**

New Bern, NC

#### **Salary/Grade**

Hiring range \$31,000.-\$35,000.

#### **Benefits**

FT Benefit Package

#### **Job Category**

#### **Application Period**

Opens: Wednesday, September 29, 2021

Closes: Wednesday, October 13, 2021

#### **Target Start Date**

Wednesday, December 1, 2021

#### **Expected Work Hours**

M-F 40 hours per week

#### **Reports to**

General Manager, Public Radio East

#### **Employment Type**

FT

#### **Minimum Qualifications**

Associate's degree in Business Administration, Accounting, Information Technology or closely related field from a regionally accredited institution of higher learning.

Two (2) years' professional experience in an office environment performing accounting or administrative tasks.

## **Preferred Qualifications**

Bachelor's degree from a regionally accredited institution of higher learning.

Experience with Allegiance and Colleague.

## **Position Description**

### **Senior Administrative Assistant- Public Radio East**

SALARY:\$31,000.00 - \$35,000.00. Annually

DIVISION:Administration

DEPARTMENT:Public Radio East

OPENING DATE:09/29/21

CLOSING DATE:10/13/21 05:00 PM

### **OCCUPATIONAL SUMMARY:**

The Senior Administrative Assistant for Public Radio East is responsible for performing a wide range of technical, administrative, accounting and project support tasks in a fast-paced broadcasting atmosphere. This position maintains current general knowledge or appropriate college and departmental policies, processes and procedures in an effort to ensure efficiency and integrity of the department. Serves as primary point of administrative contact for internal and external customers of Public Radio East and the Public Radio East Foundation Board.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Provides excellent customer service and assistance to internal and external customers through walk-in, telephone and email
- Performs accounting functions for all monetary transactions to PRE on a daily basis, maintaining an accurate record of funds and general ledger distribution within the database
- Receives, records, reconciles and reports transactions timely and accurately on behalf of PRE; managing Allegiance software to ensure workflow and status updates
- Prepares monthly PRE financial reports and reconciles data between Allegiance software and the college's Colleague system
- Schedules, organizes and attends PRE Foundation Board meetings; takes, prepares and publishes minutes
- Prepares financial materials in coordination with Financial Services to support the PRE Foundation Board and meetings
- Monitors all PRE budgets; processes requisition requests to order supplies and equipment
- Prepares travel requests, submissions and final settlements
- Receives charitable gifts made to the PRE Foundation; records gift transactions and prepares appropriate documentation including tax information, property transfers and gift disposition consistent with organizational policies

- Communicates as necessary with donors and internal/external stakeholders regarding gift transactions
- Assists with on-air membership campaigns
- Maintains accurate records and files to comply with audit information needs
- Participates in appropriate committees and task forces as assigned
- Performs other job-related duties and projects as assigned in support of PRE's and the college's mission, core values and goals

**MINIMUM QUALIFICATIONS:**

Associate's degree in Business Administration, Accounting, Information Technology or closely related field from a regionally accredited institution of higher learning.

Two (2) years' professional experience in an office environment performing accounting or administrative tasks.

**Preferred:**

Bachelor's degree from a regionally accredited institution of higher learning.

Experience with Allegiance and Colleague.KNOWLEDGE, SKILLS AND ABILITIES:

**Knowledge**

- Intermediate knowledge of accounting principles and practices
- Intermediate knowledge of clerical processes and procedures and standard office procedures, practices and equipment
- Intermediate knowledge of report preparation
- Intermediate knowledge of record control and statistical record keeping
- Donor communications

**Skills**

- Advanced computer skills and technical proficiency in Microsoft Office applications
- Effective verbal, listening and written communications skills
- Attention to detail and high level of accuracy
- Effective planning, coordination and organizational skills to meet work deadlines
- Interpersonal skills with proven ability to work in a team environment

**Abilities**

- Ability to record multiple transactions daily with strong attention to detail and accuracy
- Establish and maintain effective working relationships with those contacted in the course of work
- Ability to display tact and poise at all times
- Ability to learn and perform budget information data entry
- Ability to handle confidential information with absolute discretion
- Commitment to diversity, equity and inclusion; demonstrated ability to work effectively with a culturally diverse workforces, including those with different levels of academic preparation and varying physical and learning abilities, and socioeconomic levels

APPLICATIONS MAY BE FILED ONLINE AT:

**<https://www.schooljobs.com/careers/cravencc/jobs/3250857/senior->**

**administrative-assistant-public-radio-east**

800 College Court  
New Bern, NC 28562  
252-638-7335

**hr@cravencc.edu**

Position #2021-00096  
SENIOR ADMINISTRATIVE ASSISTANT- PUBLIC RADIO EAST  
KT

**How to Apply**

Apply online:

**<https://www.schooljobs.com/careers/cravencc/jobs/3250857/senior-administrative-assistant-public-radio-east>**

**Job Post Contact**

Craven Community College

**For Colleges**

**For Students**

**Jobs**

**Directory**

**Contact Us**



200 West Jones Street  
Raleigh, North Carolina 27603  
919-807-7100 | **[View Mailing Address](#)** | **[Contact Us](#)**

• **[Facebook](#)**

- **[Twitter](#)**
- **[YouTube](#)**

© 2014-2021

## Katherine Tuttle

---

**From:** Katherine Tuttle  
**Sent:** Wednesday, September 29, 2021 9:36 AM  
**To:** McGaughey, Eileen T; Walker, Reeshema; muravsky@usmc.mil;  
ranza.thurman@usmc.mil; patrice.bryant@usmc.mil; lisa.temple@dhhs.nc.gov; Lovelle,  
Terris L  
**Cc:** Katherine Tuttle  
**Subject:** Position Vacancy Craven Community College

Good morning,

The Human Resources office would like to announce that the college is currently recruiting for the following full-time position:

### **Senior Administrative Assistant – Public Radio East**

Please click on a link above to see the Job Description. Anyone interested in applying, please go to the Employment Opportunities link of the college's Web site.

We would appreciate your passing this information along to anyone you may know that would be interested.

In addition, please remember to check our Adjunct Faculty and Temporary Staff Position needs often as they frequently change.

Should you have any questions or need additional information, please feel free to contact the Human Resources office at extension X7335 (Kate).

Katherine (Kate) Tuttle  
Craven Community College HR Technician  
252.638.7335  
[tuttlek@cravenc.c.edu](mailto:tuttlek@cravenc.c.edu)  
Brock #235  
800 College Court  
New Bern, NC 28562

*"It's my pleasure to assist you!"*



## **Katherine Tuttle**

---

**From:** Katherine Tuttle  
**Sent:** Wednesday, September 29, 2021 9:35 AM  
**To:** CCC Everyone  
**Subject:** Position Vacancy Craven Community College

Good morning,

The Human Resources office would like to announce that the college is currently recruiting for the following full-time position:

### **Senior Administrative Assistant – Public Radio East**

Please click on a link above to see the Job Description. Anyone interested in applying, please go to the Employment Opportunities link of the college's Web site.

We would appreciate your passing this information along to anyone you may know that would be interested.

In addition, please remember to check our Adjunct Faculty and Temporary Staff Position needs often as they frequently change.

Should you have any questions or need additional information, please feel free to contact the Human Resources office at extension X7335 (Kate).

**Katherine (Kate) Tuttle**  
Craven Community College HR Technician  
252.638.7335  
[tuttlek@cravencc.edu](mailto:tuttlek@cravencc.edu)  
Brock #235  
800 College Court  
New Bern, NC 28562

*"It's my pleasure to assist you!"*







# Senior Administrative Assistant- Public Radio East

Class Code:  
1160

CRAVEN COMMUNITY COLLEGE  
Revision Date: Jun 29, 2020

## SALARY RANGE

\$0.00 Annually

## OCCUPATIONAL SUMMARY:

The Senior Administrative Assistant for Public Radio East is responsible for performing a wide range of technical, administrative, accounting and project support tasks in a fast-paced broadcasting atmosphere. This position maintains current general knowledge or appropriate college and departmental policies, processes and procedures in an effort to ensure efficiency and integrity of the department. Serves as primary point of administrative contact for internal and external customers of Public Radio East and the Public Radio East Foundation Board.

## ESSENTIAL DUTIES & RESPONSIBILITIES:

- Provides excellent customer service and assistance to internal and external customers through walk-in, telephone and email
- Performs accounting functions for all monetary transactions to PRE on a daily basis, maintaining an accurate record of funds and general ledger distribution within the database
- Receives, records, reconciles and reports transactions timely and accurately on behalf of PRE; managing Allegiance software to ensure workflow and status updates
- Prepares monthly PRE financial reports and reconciles data between Allegiance software and the college's Colleague system
- Schedules, organizes and attends PRE Foundation Board meetings; takes, prepares and publishes minutes
- Prepares financial materials in coordination with Financial Services to support the PRE Foundation Board and meetings
- Monitors all PRE budgets; processes requisition requests to order supplies and equipment
- Prepares travel requests, submissions and final settlements
- Receives charitable gifts made to the PRE Foundation; records gift transactions and prepares appropriate documentation including tax information, property transfers and gift disposition consistent with organizational policies

- Communicates as necessary with donors and internal/external stakeholders regarding gift transactions
- Assists with on-air membership campaigns
- Maintains accurate records and files to comply with audit information needs
- Participates in appropriate committees and task forces as assigned
- Performs other job-related duties and projects as assigned in support of PRE's and the college's mission, core values and goals

## **MINIMUM QUALIFICATIONS:**

Associate's degree in Business Administration, Accounting, Information Technology or closely related field from a regionally accredited institution of higher learning.

Two (2) years' professional experience in an office environment performing accounting or administrative tasks.

**Preferred:**

Bachelor's degree from a regionally accredited institution of higher learning.

Experience with Allegiance and Colleague.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### **Knowledge**

- Intermediate knowledge of accounting principles and practices
- Intermediate knowledge of clerical processes and procedures and standard office procedures, practices and equipment
- Intermediate knowledge of report preparation
- Intermediate knowledge of record control and statistical record keeping
- Donor communications

### **Skills**

- Advanced computer skills and technical proficiency in Microsoft Office applications
- Effective verbal, listening and written communications skills
- Attention to detail and high level of accuracy
- Effective planning, coordination and organizational skills to meet work deadlines
- Interpersonal skills with proven ability to work in a team environment

### **Abilities**

- Ability to record multiple transactions daily with strong attention to detail and accuracy
- Establish and maintain effective working relationships with those contacted in the course of work
- Ability to display tact and poise at all times
- Ability to learn and perform budget information data entry
- Ability to handle confidential information with absolute discretion

- Commitment to diversity, equity and inclusion; demonstrated ability to work effectively with a culturally diverse workforces, including those with different levels of academic preparation and varying physical and learning abilities, and socioeconomic levels



**Katherine Tuttle**

---

**From:** Raymond Staats  
**Sent:** Tuesday, September 28, 2021 4:11 PM  
**To:** Jim Millard; LIST Personnel Changes  
**Cc:** Ben Donnelly  
**Subject:** RE: Request to Advertise Senior Admin Assistant-PRE

9/29/21  
10/13/21

Approved.

**Dr. Ray Staats**  
President



800 College Court  
New Bern, NC 28562  
(252) 638-7201

**From:** Jim Millard  
**Sent:** Tuesday, September 28, 2021 4:07 PM  
**To:** Raymond Staats <staatsr@cravenc.edu>; LIST Personnel Changes <LIST-Personnel-Changes@cravenc.edu>  
**Cc:** Ben Donnelly <donnelyb@cravenc.edu>  
**Subject:** Request to Advertise Senior Admin Assistant-PRE

Good Afternoon Sir,

I respectfully request permission to advertise the following position:

**Senior Administrative Assistant Position - PRE**

This position will replace Karen Lee who recently resigned. This request was approved at ELT on September 28, 2021 for a range of \$31,000.00 to \$35,000.00. The vacancy announcement and job description are on file in HR. The advertisement will be posted for two weeks.

Thank you for your consideration of this request. -- Jim

Very Respectfully,

Jim Millard  
Vice President for Administration



Brock Building, Suite 223  
800 College Court  
New Bern, NC 28562  
(252) 638-7266

Assistant General Manager

Position: Assistant GM-IRE Salary Range: \$45,000 - \$55,000  
 Closing Date: 7/29/22 Start Date of Position: 9/1/22

Steps:	Completion Date
Approval by President to post the position	✓
Check with EDHR if the position is ready for posting in NEOED	✓
Make the Job Jacket	✓
Post position in NEOED	✓
Send out CCC Everyone email	✓
Post position with various agencies	✓
NCCCS	✓
Email Employment Security	✓
Email MCAS Cherry Point	✓
Email Vocational Rehab	✓
Matchforce	X
Military Pipeline	✓
Other Speciality Sources	✓
Update Vacancy Status Table on website and Current Vacancy Status Spreadsheet with Accepting Applications	✓
Assign the Job Posting in NEOED to the person screening the applications	✓
Begin screening applications as they come in	✓
Put names of those who currently work at the college on the Current Vacancy Status Report	✓
Modify the requisition in NEOED to add committee members	✓
Refer the candidates to the committee	✓
Send Search Committee Appointment email with job posting and Selection Committee Guidelines attached	✓
Update Vacancy Status Table on website and Current Vacancy Status Spreadsheet with In Committee Review	✓
Receive list of chosen candidates and interview dates/times from committee	✓
Book room for the interviews	✓
Schedule first level interviews in NEOED	✓
Final interview schedule emailed to committee along with interview questions and candidate evaluation forms	✓
Update Vacancy Status Table on website and Current Vacancy Status Report to First Level Interview	✓
Receive list of second level interview recommendations (memo or email)	✓
Receive all original interview materials (evaluation forms and interview scripts)	✓
Veterans preference candidates sent to the Unit VP	✓
Put second level interviewee names in NEOED	✓
Update Vacancy Status Table on website and Current Vacancy Status Report to Second Level Interview	✓
Unit VP sends a request to hire to ListPersonnel	✓
President approves request to hire	✓
Reference checks are conducted on the chosen candidate	N/A
Reference checks are reviewed by EDHR (if necessary)	N/A
Email is sent to candidate about the evite and further hiring steps	N/A
Criminal background check is issued; motor vehicle check is issued if required by position	N/A
CBC and motor vehicle checks reviewed by EDHR (if necessary)	N/A
Update hiring process in NEOED	✓
Issue new hire documents in NEOED	N/A
Notify second level candidates via phone; make sure VP has talked to internal second level candidates	N/A
Notify all candidates in OHC (first level interview status and referred status)	✓
Notify all candidates in Insight	✓
Mark requisition as filled in NEOED	✓
Update Vacancy Status Table on website and Current Vacancy Status Report to Position Filled	✓
Update Annual Recruitment Report	✓
Close out Job Jacket and file	✓

Position Accepted By: [Signature]

2022-00059

Position: A-EM PRE 1202  
 Closing Date: 6/16/22

Salary Range: \$45,000 - \$55,000  
 Start Date of Position: 9/1/22

Steps:	Completion Date
Approval by President to post the position	✓
Check with EDHR if the position is ready for posting in NEOED	✓
Make the Job Jacket	✓
Post position in NEOED	✓
Send out CCC Everyone email	✓
Post position with various agencies	✓
NCCCS	✓
Email Employment Security	✓
Email MCAS Cherry Point	✓
Email Vocational Rehab	✓
Matchforce	✓
Military Pipeline	✓
Other Speciality Sources	✓
Update Vacancy Status Table on website and Current Vacancy Status Spreadsheet with Accepting Applications	✓
Assign the Job Posting in NEOED to the person screening the applications	✓
Begin screening applications as they come in	✓
Put names of those who currently work at the college on the Current Vacancy Status Report	✓ <i>WJA</i>
Modify the requisition in NEOED to add committee members	✓
Refer the candidates to the committee	✓
Send Search Committee Appointment email with job posting and Selection Committee Guidelines attached	N/A
Update Vacancy Status Table on website and Current Vacancy Status Spreadsheet with In Committee Review	✓
Receive list of chosen candidates and interview dates/times from committee	N/A
Book room for the interviews	N/A
Schedule first level interviews in NEOED	N/A
Final interview schedule emailed to committee along with interview questions and candidate evaluation forms	N/A
Update Vacancy Status Table on website and Current Vacancy Status Report to First Level Interview	✓
Receive list of second level interview recommendations (memo or email)	N/A
Receive all original interview materials (evaluation forms and interview scripts)	N/A
Veterans preference candidates sent to the Unit VP	N/A
Put second level interviewee names in NEOED	✓
Update Vacancy Status Table on website and Current Vacancy Status Report to Second Level Interview	✓
Unit VP sends a request to hire to ListPersonnel	N/A
President approves request to hire	N/A
Reference checks are conducted on the chosen candidate	N/A
Reference checks are reviewed by EDHR (if necessary)	N/A
Email is sent to candidate about the evite and further hiring steps	N/A
Criminal background check is issued; motor vehicle check is issued if required by position	N/A
CBC and motor vehicle checks reviewed by EDHR (if necessary)	N/A
Update hiring process in NEOED	N/A
Issue new hire documents in NEOED	N/A
Notify second level candidates via phone; make sure VP has talked to internal second level candidates	N/A
Notify all candidates in OHC (first level interview status and referred status)	N/A
Notify all candidates in Insight	✓
Mark requisition as filled in NEOED	✓
Update Vacancy Status Table on website and Current Vacancy Status Report to Position Filled	✓
Update Annual Recruitment Report	✓
Close out Job Jacket and file	✓

Position Accepted By: Failed Search

2022-00045



# US MILITARY PIPELINE

[Account Settings](#) | [Sign Out](#)

- [Dashboard](#)
- [Manage Jobs](#)
- [Search »](#)

[Search Jobs](#)  
[Feedback & Support](#)  
[Reports](#)

[Click here to edit this job post.](#)



## Assistant General Manager – Public Radio East

### Craven Community College

[Apply Now](#)

#### JOB DESCRIPTION

Assistant General Manager - Public Radio East

SALARY: \$45,000.00 - \$55,000.00 Annually

DIVISION: Administration

DEPARTMENT: Public Radio East

OPENING DATE: 6/29/22

CLOSING DATE: 7/29/22 05:00 PM

#### OCCUPATIONAL SUMMARY:

The Assistant General Manager (AGM) directly supports the General Manager (GM) in the operations and management of Public Radio East (PRE) in compliance with federal, state and industry mandated requirements and all special licenses. Assists the GM to develop and implement a comprehensive strategic vision for the Public Radio East Network that includes budgeting, underwriting, external agency relations, publicity and advertising, and broadcast philosophy. Maintains viability of the PRE Networks, including programming, operations, expansion engineering, and corporate and member services. Provides leadership, supervision, mentorship, and training to PRE staff, on-air hosts, and volunteers. Oversees Craven Community College students participating in PRE-sponsored curriculum and workforce development courses. Provides administrative support to the PRE Foundation Board. The AGM performs all duties of the GM during his/her absence.

#### ESSENTIAL DUTIES & RESPONSIBILITIES:

Assists the GM in the operations and management of PRE

Ensures compliance with Federal Communications Commission (FCC) and Corporation for Public Broadcasting (CPB) requirements

Develops and implements the PRE strategic vision, strategic plan, and goals

Develops and manages major donor programs, direct mail solicitations, telemarketing programs, and commercial marketing of sub-carrier channels and PRE tower space (vertical real estate)

Reviews and selects program material best suited for PRE listeners; researches and develops strategies to increase listenership in the PRE broadcast area

Develops the annual operating and capital projects budgets for approval by the Vice President for Administration and the PRE Foundation

Performs the duties of the GM during periods of GM absence

Recruits, trains, and schedules volunteers for station fundraising events

Supports curriculum and workforce development courses and programs related to broadcasting and journalism in partnership with College Deans and academic program managers

Supervises the PRE underwriting program

Generates fiscal revenue via public radio underwriting challenge grants; meets monthly, quarterly, and annual financial and new client goals and objectives

Provides training, assistance and supervision to PRE commission-based underwriters; maintains and strengthens valued relationships with current underwriting clients

Completes underwriting acknowledgments for broadcasts that meet established PRE standards and FCC regulations

Oversees the preparation of all required internal sales documentation for review and approval

Oversees the preparation and entering of sales contract information, daily logs, and billing using PRE's radio traffic software

Provides support for the community outreach program in the PRE broadcast area

Develops and manages an "Emergency Repair/Response" plan in the event of a major equipment failure or another incident in which the station could be taken off the air

Performs other job-related duties and projects as assigned in support of PRE Networks and the College's mission, core values and goals

#### MINIMUM QUALIFICATIONS:

Bachelor's degree in Communications, Broadcasting, Journalism, Business Administration, Public Administration or closely related field from a regionally accredited institution of higher learning AND four (4) years' experience in performing professional-level work in the field of activity OR an equivalent combination of education and qualifying professional experience that would provide the skills, knowledge, and ability needed to fulfill the duties assigned to the position.

#### Preferred:

Master's degree in Communications, Broadcasting, Journalism, Business Administration, Public Administration or closely related field from a regionally accredited institution of higher learning.

Experience utilizing membership database software (Allegiance) and listener database (Arbitron).

Public radio experience.

#### KNOWLEDGE, SKILLS AND ABILITIES:

##### Knowledge

Knowledge of FCC and Corporation for Public Broadcasting policies related to non-profit fundraising and development

Knowledge of current trends in broadcasting; including technology, programming and fundraising

Knowledge of program evaluation techniques and methodology

Knowledge of applicable laws, codes, regulations, policies and procedures related to public broadcasting

Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, production methods, and coordination of people and resources

Knowledge of major gifts solicitation, practices and principles

## Skills

Demonstrated record of community engagement and collaboration, and of developing partnerships with individuals and organizations

Demonstrated development experience, including major gift solicitation, on-line giving, on-air fundraising and planned giving

Personnel management through motivating, training, development and directing people

Advanced computer, technical, and industry tools literacy in word processing, spreadsheets, fundraising software systems, accounting software, presentation software and field of activity equipment, software and industry tools

Excellent organization and prioritization skills with the ability to balance multiple issues and projects in a fast-paced environment

## Abilities

Ability to identify, strategize, implement and deliver programs and activities that result in positive and financially supportive relationships

Ability to interpret laws and regulations and apply this knowledge to the performance of daily duties and responsibilities

Ability to write and edit promotional or editorial copy

Ability to communicate effectively in oral and written form

Ability to work in and foster, a collaborative and team-oriented work style and environment

Ability to prepare and maintain accurate records and reports in conformance with Federal Communications Commission (FCC) rules and regulations and resolve inaccuracies

Ability to understand, be sensitive to and respect the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Craven Community College's students, employees and community

## APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.schooljobs.com/careers/cravencc/jobs/3571464/assistant-general-manager-public-radio-east>

800 College Court  
New Bern, NC 28562  
252-638-7335

[hr@cravencc.edu](mailto:hr@cravencc.edu)

Position #2022-00045

ASSISTANT GENERAL MANAGER - PUBLIC RADIO EAST  
MM

---

## ABOUT CRAVEN COMMUNITY COLLEGE





Community College  
Job Details  
Company  
Craven Community College  
Location  
New Bern, NC 28562  
Job Type  
Full Time

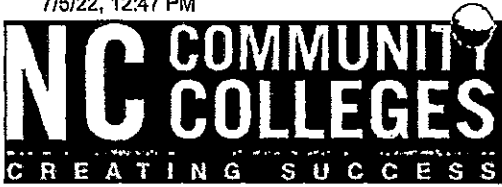
7/5/22, 12:45 PM

US Military Pipeline | Assistant General Manager – Public Radio East

Requisition #  
2022-00059

[Contact Support](#) | [Terms of Use](#) | [Privacy Policy](#)

© Copyright 2022 Futures Inc. All rights reserved.    



<http://www.nccommunitycolleges.edu>

- [About Us](#)
- [Jobs](#)
- [Directory](#)
- [Foundation](#)
- [State Board](#)
- [Find a College](#)

- [Jobs Home](#)
- [For Colleges](#)
- [For Students](#)

## **Assistant General Manager - Public Radio East**

### **Assistant General Manager - Public Radio East Employer**

Craven Community College  
 800 College Court  
 New Bern, NC 28562  
 Phone: 252-638-7200

#### **Job Location**

Craven Community College  
 800 College Court  
 New Bern, NC 28562

#### **Salary/Grade**

\$45,000-\$55,000/annually

#### **Benefits**

Full Time Benefits

#### **Job Category**

#### **Application Period**

Opens: Wednesday, June 29, 2022

Closes: Friday, July 29, 2022

#### **Target Start Date**

Thursday, September 1, 2022

#### **Expected Work Hours**

40 hours

#### **Reports to**

General Manager, Public Radio East

#### **Employment Type**

Full Time

**Minimum Qualifications**

Bachelor's degree in Communications, Broadcasting, Journalism, Business Administration, Public Administration or closely related field from a regionally accredited institution of higher learning **AND** four (4) years' experience in performing professional-level work in the field of activity **OR** an equivalent combination of education and qualifying professional experience that would provide the skills, knowledge, and ability needed to fulfill the duties assigned to the position.

**Preferred Qualifications**

Master's degree in Communications, Broadcasting, Journalism, Business Administration, Public Administration or closely related field from a regionally accredited institution of higher learning.

Experience utilizing membership database software (Allegiance) and listener database (Arbitron).

Public radio experience.

**Position Description**

Assistant General Manager - Public Radio East

SALARY:\$45,000.00 - \$55,000.00 Annually

DIVISION:Administration

DEPARTMENT:Public Radio East

OPENING DATE:05/26/22

CLOSING DATE:06/16/22 05:00 PM

**OCCUPATIONAL SUMMARY:**

The Assistant General Manager (AGM) directly supports the General Manager (GM) in the operations and management of Public Radio East (PRE) in compliance with federal, state and industry mandated requirements and all special licenses. Assists the GM to develop and implement a comprehensive strategic vision for the Public Radio East Network that includes budgeting, underwriting, external agency relations, publicity and advertising, and broadcast philosophy.

Maintains viability of the PRE Networks, including programming, operations, expansion engineering, and corporate and member services. Provides leadership, supervision, mentorship, and training to PRE staff, on-air hosts, and volunteers. Oversees Craven Community College students participating in PRE-sponsored curriculum and workforce development courses. Provides administrative support to the PRE Foundation Board. The AGM performs all duties of the GM during his/her absence.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Assists the GM in the operations and management of PRE
  - Ensures compliance with Federal Communications Commission (FCC) and Corporation for Public Broadcasting (CPB) requirements
  - Develops and implements the PRE strategic vision, strategic plan, and goals

- Develops and manages major donor programs, direct mail solicitations, telemarketing programs, and commercial marketing of sub-carrier channels and PRE tower space (vertical real estate)
- Reviews and selects program material best suited for PRE listeners; researches and develops strategies to increase listenership in the PRE broadcast area
- Develops the annual operating and capital projects budgets for approval by the Vice President for Administration and the PRE Foundation
- Performs the duties of the GM during periods of GM absence
- Recruits, trains, and schedules volunteers for station fundraising events
- Supports curriculum and workforce development courses and programs related to broadcasting and journalism in partnership with College Deans and academic program managers
- Supervises the PRE underwriting program
  - Generates fiscal revenue via public radio underwriting challenge grants; meets monthly, quarterly, and annual financial and new client goals and objectives
  - Provides training, assistance and supervision to PRE commission-based underwriters; maintains and strengthens valued relationships with current underwriting clients
  - Completes underwriting acknowledgments for broadcasts that meet established PRE standards and FCC regulations
- Oversees the preparation of all required internal sales documentation for review and approval
- Oversees the preparation and entering of sales contract information, daily logs, and billing using PRE's radio traffic software
- Provides support for the community outreach program in the PRE broadcast area
- Develops and manages an "Emergency Repair/Response" plan in the event of a major equipment failure or another incident in which the station could be taken off the air
- Performs other job-related duties and projects as assigned in support of PRE Networks and the College's mission, core values and goals

#### MINIMUM QUALIFICATIONS:

Bachelor's degree in Communications, Broadcasting, Journalism, Business Administration, Public Administration or closely related field from a regionally accredited institution of higher learning **AND** four (4) years' experience in performing professional-level work in the field of activity **OR** an equivalent combination of education and qualifying professional experience that would provide the skills, knowledge, and ability needed to fulfill the duties assigned to the position

#### Preferred:

Master's degree in Communications, Broadcasting, Journalism, Business Administration, Public Administration or closely related field from a regionally accredited institution of higher learning.

Experience utilizing membership database software (Allegiance) and listener database (Arbitron).

Public radio experience.

#### KNOWLEDGE, SKILLS AND ABILITIES:

##### Knowledge

- Knowledge of FCC and Corporation for Public Broadcasting policies related to non-profit fundraising and development

- Knowledge of current trends in broadcasting; including technology, programming and fundraising
- Knowledge of program evaluation techniques and methodology
- Knowledge of applicable laws, codes, regulations, policies and procedures related to public broadcasting
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, production methods, and coordination of people and resources
- Knowledge of major gifts solicitation, practices and principles

## Skills

- Demonstrated record of community engagement and collaboration, and of developing partnerships with individuals and organizations
- Demonstrated development experience, including major gift solicitation, on-line giving, on-air fundraising and planned giving
- Personnel management through motivating, training, development and directing people
- Advanced computer, technical, and industry tools literacy in word processing, spreadsheets, fundraising software systems, accounting software, presentation software and field of activity equipment, software and industry tools
- Excellent organization and prioritization skills with the ability to balance multiple issues and projects in a fast-paced environment

## Abilities

- Ability to identify, strategize, implement and deliver programs and activities that result in positive and financially supportive relationships
- Ability to interpret laws and regulations and apply this knowledge to the performance of daily duties and responsibilities
- Ability to write and edit promotional or editorial copy
- Ability to communicate effectively in oral and written form
- Ability to work in and foster, a collaborative and team-oriented work style and environment
- Ability to prepare and maintain accurate records and reports in conformance with Federal Communications Commission (FCC) rules and regulations and resolve inaccuracies
- Ability to understand, be sensitive to and respect the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Craven Community College's students, employees and community

APPLICATIONS MAY BE FILED ONLINE AT:

**<https://www.schooljobs.com/careers/cravencc/jobs/3616517/assistant-general-manager-public-radio-east>**

800 College Court  
New Bern, NC 28562  
252-638-7335



[hr@cravencc.edu](mailto:hr@cravencc.edu)

Position #2022-00059  
ASSISTANT GENERAL MANAGER - PUBLIC RADIO EAST

## How to Apply

APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.schooljobs.com/careers/cravencc/jobs/3616517/assistant-general-manager-public-radio-east>

## Job Post Contact

Craven Community College

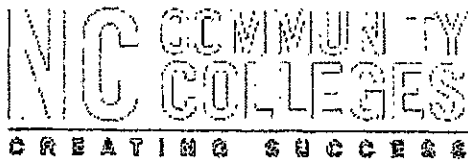
[For Colleges](#)

[For Students](#)

[Jobs](#)

[Directory](#)

[Contact Us](#)



200 West Jones Street  
Raleigh, North Carolina 27603  
919-807-7100 | [View Mailing Address](#) | [Contact Us](#)

• [Facebook](#)

• [Twitter](#)

• [YouTube](#)

© 2014-2022

**Marie Mynster**

---

**From:** Denise Salerno  
**Sent:** Wednesday, June 29, 2022 5:02 PM  
**To:** CCC Everyone  
**Subject:** Position Vacancy at Craven Community College

The Human Resources office would like to announce that the college is currently recruiting for the following full-time position:

**Assistant General Manager- Public Radio East 2022-00059**  
**(Repost)**

Please click on a link above to see the Job Description. Anyone interested in applying, please go to the [Employment Opportunities](#) link of the college's Web site.

We would appreciate your passing this information along to anyone you may know that would be interested.

In addition, please remember to check our [Adjunct Faculty](#) and [Temporary Staff Position](#) needs often as they frequently change.

Should you have any questions or need additional information, please feel free to contact the Human Resources office at extension 7335 (Marie).

Denise Salerno, SPHR  
Executive Director of Human Resources  
Craven Community College  
800 College Court  
New Bern, NC 28562  
252-638-7225 (p)  
252-672-7516 (f)  
[salernod@cravenc.edu](mailto:salernod@cravenc.edu)



**CRAVEN COMMUNITY COLLEGE**  
invites applications for the position of:

## **Assistant General Manager - Public Radio East (Repost)**

---

<b>SALARY:</b>	\$45,000.00 - \$55,000.00 Annually
<b>DIVISION:</b>	Administration
<b>DEPARTMENT:</b>	Public Radio East
<b>OPENING DATE:</b>	06/29/22.
<b>CLOSING DATE:</b>	07/29/22 05:00 PM

### **OCCUPATIONAL SUMMARY:**

The Assistant General Manager (AGM) directly supports the General Manager (GM) in the operations and management of Public Radio East (PRE) in compliance with federal, state and industry mandated requirements and all special licenses. Assists the GM to develop and implement a comprehensive strategic vision for the Public Radio East Network that includes budgeting, underwriting, external agency relations, publicity and advertising, and broadcast philosophy. Maintains viability of the PRE Networks, including programming, operations, expansion engineering, and corporate and member services. Provides leadership, supervision, mentorship, and training to PRE staff, on-air hosts, and volunteers. Oversees Craven Community College students participating in PRE-sponsored curriculum and workforce development courses. Provides administrative support to the PRE Foundation Board. The AGM performs all duties of the GM during his/her absence.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Assists the GM in the operations and management of PRE
  - Ensures compliance with Federal Communications Commission (FCC) and Corporation for Public Broadcasting (CPB) requirements
  - Develops and implements the PRE strategic vision, strategic plan, and goals
  - Develops and manages major donor programs, direct mail solicitations, telemarketing programs, and commercial marketing of sub-carrier channels and PRE tower space (vertical real estate)
  - Reviews and selects program material best suited for PRE listeners; researches and develops strategies to increase listenership in the PRE broadcast area
  - Develops the annual operating and capital projects budgets for approval by the Vice President for Administration and the PRE Foundation
  - Performs the duties of the GM during periods of GM absence
- Recruits, trains, and schedules volunteers for station fundraising events
- Supports curriculum and workforce development courses and programs related to broadcasting and journalism in partnership with College Deans and academic program managers
- Supervises the PRE underwriting program
  - Generates fiscal revenue via public radio underwriting challenge grants; meets monthly, quarterly, and annual financial and new client goals and objectives

- Provides training, assistance and supervision to PRE commission-based underwriters; maintains and strengthens valued relationships with current underwriting clients.
- Completes underwriting acknowledgments for broadcasts that meet established PRE standards and FCC regulations
- Oversees the preparation of all required internal sales documentation for review and approval
- Oversees the preparation and entering of sales contract information, daily logs, and billing using PRE's radio traffic software
- Provides support for the community outreach program in the PRE broadcast area
- Develops and manages an "Emergency Repair/Response" plan in the event of a major equipment failure or another incident in which the station could be taken off the air
- Performs other job-related duties and projects as assigned in support of PRE Networks and the College's mission, core values and goals

## MINIMUM QUALIFICATIONS:

Bachelor's degree in Communications, Broadcasting, Journalism, Business Administration, Public Administration or closely related field from a regionally accredited institution of higher learning **AND** four (4) years' experience in performing professional-level work in the field of activity **OR** an equivalent combination of education and qualifying professional experience that would provide the skills, knowledge, and ability needed to fulfill the duties assigned to the position.

### Preferred:

Master's degree in Communications, Broadcasting, Journalism, Business Administration, Public Administration or closely related field from a regionally accredited institution of higher learning.

Experience utilizing membership database software (Allegiance) and listener database (Arbitron).

Public radio experience.

## KNOWLEDGE, SKILLS AND ABILITIES:

### Knowledge

- Knowledge of FCC and Corporation for Public Broadcasting policies related to non-profit fundraising and development
- Knowledge of current trends in broadcasting; including technology, programming and fundraising
- Knowledge of program evaluation techniques and methodology
- Knowledge of applicable laws, codes, regulations, policies and procedures related to public broadcasting
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, production methods, and coordination of people and resources
- Knowledge of major gifts solicitation, practices and principles

### Skills

- Demonstrated record of community engagement and collaboration, and of developing partnerships with individuals and organizations
- Demonstrated development experience, including major gift solicitation, on-line giving, on-air fundraising and planned giving
- Personnel management through motivating, training, development and directing people
- Advanced computer, technical, and industry tools literacy in word processing, spreadsheets, fundraising software systems, accounting software, presentation software and field of activity equipment, software and industry tools
- Excellent organization and prioritization skills with the ability to balance multiple issues and projects in a fast-paced environment

### Abilities

- Ability to identify, strategize, implement and deliver programs and activities that result in positive and financially supportive relationships
- Ability to interpret laws and regulations and apply this knowledge to the performance of daily duties and responsibilities
- Ability to write and edit promotional or editorial copy
- Ability to communicate effectively in oral and written form
- Ability to work in and foster, a collaborative and team-oriented work style and environment
- Ability to prepare and maintain accurate records and reports in conformance with Federal Communications Commission (FCC) rules and regulations and resolve inaccuracies
- Ability to understand, be sensitive to and respect the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Craven Community College's students, employees and community

---

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.cravencc.edu>

Position #2022-00059  
ASSISTANT GENERAL MANAGER - PUBLIC RADIO  
EAST (REPOST)  
DS

800 College Court  
New Bern, NC 28562  
252-638-7335

[hr@cravencc.edu](mailto:hr@cravencc.edu)

---

**Denise Salerno**

---

**From:** Raymond Staats  
**Sent:** Wednesday, June 29, 2022 3:04 PM  
**To:** Jim Millard; LIST Personnel Changes  
**Cc:** Ben Donnelly  
**Subject:** Re: Failed Search - Request to Re-Advertise - Assistant General Manager - Public Radio East

Approved.

Dr. Ray Staats

---

**From:** Jim Millard <millardj@cravenc.edu>  
**Sent:** Wednesday, June 29, 2022 2:45:20 PM  
**To:** LIST Personnel Changes <LIST-Personnel-Changes@cravenc.edu>; Raymond Staats <staatsr@cravenc.edu>  
**Cc:** Ben Donnelly <donnelyb@cravenc.edu>  
**Subject:** Failed Search - Request to Re-Advertise - Assistant General Manager - Public Radio East

Good Afternoon Sir,

I respectfully request permission to re-advertise the following position, as the initial search failed:

**Assistant General Manager - PRE**

This is a new position. This request was approved at ELT on 5/17/22 for a range of \$45,000 to \$55,000. The vacancy announcement and job description are on file in HR. The advertisement will be posted for 30 days.

Thank you for your consideration of this request. -- Jim

Very Respectfully,

Jim Millard  
Vice President for Administration  
Chief Financial Officer



Brock Building, Suite 223  
800 College Court  
New Bern, NC 28562  
(252) 638-7266

---

**From:** Raymond Staats <staatsr@cravenc.edu>  
**Sent:** Wednesday, May 25, 2022 5:36 PM  
**To:** Jim Millard <millardj@cravenc.edu>; LIST Personnel Changes <LIST-Personnel-Changes@cravenc.edu>

Cc: Ben Donnelly <donnellyb@craven.edu>  
Subject: Re: Assistant General Manager – Public Radio East

Approved.

Dr. Ray Staats

---

From: Jim Millard <millardj@cravenc.edu>  
Sent: Wednesday, May 25, 2022 5:29:56 PM  
To: LIST Personnel Changes <LIST-Personnel-Changes@cravenc.edu>; Raymond Staats <staatsr@cravenc.edu>  
Cc: Ben Donnelly <donnellyb@cravenc.edu>  
Subject: Assistant General Manager – Public Radio East

Good afternoon sir,

I respectfully request permission to advertise for the following position:

**Assistant General Manager – Public Radio East**

This position will replace the Business Account Executive position. This request was approved at ELT on 5/17/22 for a range of \$45,000 to \$55,000. The vacancy announcement and job description are on file in HR. The advertisement will be posted for three weeks.

Thank you for your time and consideration of this request sir. --Jim

Very Respectfully,

Jim Millard  
Vice President for Administration  
Chief Financial Officer



Brock Building, Suite 223  
800 College Court  
New Bern, NC 28562  
(252) 638-7266



(<http://www.nccommunitycolleges.edu>)

- [About Us](#)
- [Jobs](#)
- [Directory](#)
- [Foundation](#)
- [State Board](#)
- [Find a College](#)

- [Jobs Home](#)
- [For Colleges](#)
- [For Students](#)

## **Assistant General Manager - Public Radio East**

### **Assistant General Manager - Public Radio East Employer**

Craven Community College  
 800 College Court  
 New Bern, NC 28562  
 Phone: 252-638-7200

#### **Job Location**

Craven Community College  
 800 College Court  
 New Bern, NC 28562

#### **Salary/Grade**

\$45,000-\$55,000/annually

#### **Benefits**

Full Time Benefits

#### **Job Category**

#### **Application Period**

Opens: Thursday, May 26, 2022  
 Closes: Thursday, June 16, 2022

#### **Target Start Date**

Monday, August 1, 2022

#### **Expected Work Hours**

40 hours

#### **Reports to**

General Manager, Public Radio East

#### **Employment Type**



Full Time

**Minimum Qualifications**

Bachelor's degree in Communications, Broadcasting, Journalism, Business Administration, Public Administration or closely related field from a regionally accredited institution of higher learning **AND** four (4) years' experience in performing professional-level work in the field of activity **OR** an equivalent combination of education and qualifying professional experience that would provide the skills, knowledge, and ability needed to fulfill the duties assigned to the position.

**Preferred Qualifications**

Master's degree in Communications, Broadcasting, Journalism, Business Administration, Public Administration or closely related field from a regionally accredited institution of higher learning.

Experience utilizing membership database software (Allegiance) and listener database (Arbitron).

Public radio experience.

**Position Description**

Assistant General Manager - Public Radio East

SALARY:\$45,000.00 - \$55,000.00 Annually

DIVISION:Administration

DEPARTMENT:Public Radio East

OPENING DATE:05/26/22

CLOSING DATE:06/16/22 05:00 PM

**OCCUPATIONAL SUMMARY:**

The Assistant General Manager (AGM) directly supports the General Manager (GM) in the operations and management of Public Radio East (PRE) in compliance with federal, state and industry mandated requirements and all special licenses. Assists the GM to develop and implement a comprehensive strategic vision for the Public Radio East Network that includes budgeting, underwriting, external agency relations, publicity and advertising, and broadcast philosophy.

Maintains viability of the PRE Networks, including programming, operations, expansion engineering, and corporate and member services. Provides leadership, supervision, mentorship, and training to PRE staff, on-air hosts, and volunteers. Oversees Craven Community College students participating in PRE-sponsored curriculum and workforce development courses. Provides administrative support to the PRE Foundation Board. The AGM performs all duties of the GM during his/her absence.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Assists the GM in the operations and management of PRE
  - Ensures compliance with Federal Communications Commission (FCC) and Corporation for Public Broadcasting (CPB) requirements
  - Develops and implements the PRE strategic vision, strategic plan, and goals

- Develops and manages major donor programs, direct mail solicitations, telemarketing programs, and commercial marketing of sub-carrier channels and PRE tower space (vertical real estate)
- Reviews and selects program material best suited for PRE listeners; researches and develops strategies to increase listenership in the PRE broadcast area
- Develops the annual operating and capital projects budgets for approval by the Vice President for Administration and the PRE Foundation
- Performs the duties of the GM during periods of GM absence
- Recruits, trains, and schedules volunteers for station fundraising events
- Supports curriculum and workforce development courses and programs related to broadcasting and journalism in partnership with College Deans and academic program managers
- Supervises the PRE underwriting program
  - Generates fiscal revenue via public radio underwriting challenge grants; meets monthly, quarterly, and annual financial and new client goals and objectives
  - Provides training, assistance and supervision to PRE commission-based underwriters; maintains and strengthens valued relationships with current underwriting clients
  - Completes underwriting acknowledgments for broadcasts that meet established PRE standards and FCC regulations
- Oversees the preparation of all required internal sales documentation for review and approval
- Oversees the preparation and entering of sales contract information, daily logs, and billing using PRE's radio traffic software
- Provides support for the community outreach program in the PRE broadcast area
- Develops and manages an "Emergency Repair/Response" plan in the event of a major equipment failure or another incident in which the station could be taken off the air
- Performs other job-related duties and projects as assigned in support of PRE Networks and the College's mission, core values and goals

#### MINIMUM QUALIFICATIONS:

Bachelor's degree in Communications, Broadcasting, Journalism, Business Administration, Public Administration or closely related field from a regionally accredited institution of higher learning **AND** four (4) years' experience in performing professional-level work in the field of activity **OR** an equivalent combination of education and qualifying professional experience that would provide the skills, knowledge, and ability needed to fulfill the duties assigned to the position

#### Preferred:

Master's degree in Communications, Broadcasting, Journalism, Business Administration, Public Administration or closely related field from a regionally accredited institution of higher learning.

Experience utilizing membership database software (Allegiance) and listener database (Arbitron).

Public radio experience.

#### KNOWLEDGE, SKILLS AND ABILITIES:

##### Knowledge

- Knowledge of FCC and Corporation for Public Broadcasting policies related to non-profit fundraising and development

- Knowledge of current trends in broadcasting; including technology, programming and fundraising
- Knowledge of program evaluation techniques and methodology
- Knowledge of applicable laws, codes, regulations, policies and procedures related to public broadcasting
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, production methods, and coordination of people and resources
- Knowledge of major gifts solicitation, practices and principles

## **Skills**

- Demonstrated record of community engagement and collaboration, and of developing partnerships with individuals and organizations
- Demonstrated development experience, including major gift solicitation, on-line giving, on-air fundraising and planned giving
- Personnel management through motivating, training, development and directing people
- Advanced computer, technical, and industry tools literacy in word processing, spreadsheets, fundraising software systems, accounting software, presentation software and field of activity equipment, software and industry tools
- Excellent organization and prioritization skills with the ability to balance multiple issues and projects in a fast-paced environment

## **Abilities**

- Ability to identify, strategize, implement and deliver programs and activities that result in positive and financially supportive relationships
- Ability to interpret laws and regulations and apply this knowledge to the performance of daily duties and responsibilities
- Ability to write and edit promotional or editorial copy
- Ability to communicate effectively in oral and written form
- Ability to work in and foster, a collaborative and team-oriented work style and environment
- Ability to prepare and maintain accurate records and reports in conformance with Federal Communications Commission (FCC) rules and regulations and resolve inaccuracies
- Ability to understand, be sensitive to and respect the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Craven Community College's students, employees and community

APPLICATIONS MAY BE FILED ONLINE AT:

**<https://www.schooljobs.com/careers/cravencc/jobs/3571464/assistant-general-manager-public-radio-east>**

800 College Court  
New Bern, NC 28562  
252-638-7335

[hr@cravencc.edu](mailto:hr@cravencc.edu)

Position #2022-00045

ASSISTANT GENERAL MANAGER - PUBLIC RADIO EAST

## How to Apply

APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.schooljobs.com/careers/cravencc/jobs/3571464/assistant-general-manager-public-radio-east>

## Job Post Contact

Craven Community College

[For Colleges](#)

[For Students](#)

[Jobs](#)

[Directory](#)

[Contact Us](#)



200 West Jones Street

Raleigh, North Carolina 27603

919-807-7100 | [View Mailing Address](#) | [Contact Us](#)

• [Facebook](#)

• [Twitter](#)

• [YouTube](#)

© 2014-2022

# US MILITARY PIPELINE

[Account Settings](#) | [Sign Out](#)

- [Dashboard](#)
- [Manage Jobs](#)
- [Search »](#)

[Feedback & Support Reports](#)

[Click here to edit this job post.](#)



## Assistant General Manager – Public Radio East

### Craven Community College

[Apply Now](#)

#### JOB DESCRIPTION

Assistant General Manager - Public Radio East

SALARY: \$45,000.00 - \$55,000.00 Annually

DIVISION: Administration

DEPARTMENT: Public Radio East

OPENING DATE: 05/26/22

CLOSING DATE: 06/16/22 05:00 PM

#### OCCUPATIONAL SUMMARY:

The Assistant General Manager (AGM) directly supports the General Manager (GM) in the operations and management of Public Radio East (PRE) in compliance with federal, state and industry mandated requirements and all special licenses. Assists the GM to develop and implement a comprehensive strategic vision for the Public Radio East Network that includes budgeting, underwriting, external agency relations, publicity and advertising, and broadcast philosophy. Maintains viability of the PRE Networks, including programming, operations, expansion engineering, and corporate and member services. Provides leadership, supervision, mentorship, and training to PRE staff, on-air hosts, and volunteers. Oversees Craven Community College students participating in PRE-sponsored curriculum and workforce development courses. Provides administrative support to the PRE Foundation Board. The AGM performs all duties of the GM during his/her absence.

#### ESSENTIAL DUTIES & RESPONSIBILITIES:

Assists the GM in the operations and management of PRE

Ensures compliance with Federal Communications Commission (FCC) and Corporation for Public Broadcasting (CPB) requirements

Develops and implements the PRE strategic vision, strategic plan, and goals

Develops and manages major donor programs, direct mail solicitations, telemarketing programs, and commercial marketing of sub-carrier channels and PRE tower space (vertical real estate)

Reviews and selects program material best suited for PRE listeners; researches and develops strategies to increase listenership in the PRE broadcast area

Develops the annual operating and capital projects budgets for approval by the Vice President for Administration and the PRE Foundation

Performs the duties of the GM during periods of GM absence

Recruits, trains, and schedules volunteers for station fundraising events

Supports curriculum and workforce development courses and programs related to broadcasting and journalism in partnership with College Deans and academic program managers

Supervises the PRE underwriting program

Generates fiscal revenue via public radio underwriting challenge grants; meets monthly, quarterly, and annual financial and new client goals and objectives

Provides training, assistance and supervision to PRE commission-based underwriters; maintains and strengthens valued relationships with current underwriting clients

Completes underwriting acknowledgments for broadcasts that meet established PRE standards and FCC regulations

Oversees the preparation of all required internal sales documentation for review and approval

Oversees the preparation and entering of sales contract information, daily logs, and billing using PRE's radio traffic software

Provides support for the community outreach program in the PRE broadcast area

Develops and manages an "Emergency Repair/Response" plan in the event of a major equipment failure or another incident in which the station could be taken off the air

Performs other job-related duties and projects as assigned in support of PRE Networks and the College's mission, core values and goals

#### MINIMUM QUALIFICATIONS:

Bachelor's degree in Communications, Broadcasting, Journalism, Business Administration, Public Administration or closely related field from a regionally accredited institution of higher learning AND four (4) years' experience in performing professional-level work in the field of activity OR an equivalent combination of education and qualifying professional experience that would provide the skills, knowledge, and ability needed to fulfill the duties assigned to the position.

#### Preferred:

Master's degree in Communications, Broadcasting, Journalism, Business Administration, Public Administration or closely related field from a regionally accredited institution of higher learning.

Experience utilizing membership database software (Allegiance) and listener database (Arbitron).

Public radio experience.

#### KNOWLEDGE, SKILLS AND ABILITIES:

##### Knowledge

Knowledge of FCC and Corporation for Public Broadcasting policies related to non-profit fundraising and development

Knowledge of current trends in broadcasting; including technology, programming and fundraising

Knowledge of program evaluation techniques and methodology

Knowledge of applicable laws, codes, regulations, policies and procedures related to public broadcasting

Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, production methods, and coordination of people and resources

Knowledge of major gifts solicitation, practices and principles

## Skills

Demonstrated record of community engagement and collaboration, and of developing partnerships with individuals and organizations  
Demonstrated development experience, including major gift solicitation, on-line giving, on-air fundraising and planned giving  
Personnel management through motivating, training, development and directing people  
Advanced computer, technical, and industry tools literacy in word processing, spreadsheets, fundraising software systems, accounting software, presentation software and field of activity equipment, software and industry tools  
Excellent organization and prioritization skills with the ability to balance multiple issues and projects in a fast-paced environment

## Abilities

Ability to identify, strategize, implement and deliver programs and activities that result in positive and financially supportive relationships  
Ability to interpret laws and regulations and apply this knowledge to the performance of daily duties and responsibilities  
Ability to write and edit promotional or editorial copy  
Ability to communicate effectively in oral and written form  
Ability to work in and foster, a collaborative and team-oriented work style and environment  
Ability to prepare and maintain accurate records and reports in conformance with Federal Communications Commission (FCC) rules and regulations and resolve inaccuracies  
Ability to understand, be sensitive to and respect the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Craven Community College's students, employees and community

APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.schooljobs.com/careers/cravencc/jobs/3571464/assistant-general-manager-public-radio-east>

800 College Court  
New Bern, NC 28562  
252-638-7335

[hr@cravencc.edu](mailto:hr@cravencc.edu)

Position #2022-00045  
ASSISTANT GENERAL MANAGER - PUBLIC RADIO EAST  
MM

---





## ABOUT CRAVEN COMMUNITY COLLEGE

Community College  
Job Details  
Company  
Craven Community College  
Location  
New Bern, NC 28562  
Job Type  
Full Time

5/26/22, 9:13 AM  
Requisition #  
2022-00045

US Military Pipeline | Assistant General Manager – Public Radio East

[Contact Support](#) | [Terms of Use](#) | [Privacy Policy](#)

© Copyright 2022 Futures Inc. All rights reserved.    



## Marie Mynster

---

**From:** Marie Mynster  
**Sent:** Thursday, May 26, 2022 9:06 AM  
**To:** reeshema.walker@nccommerce.com; muravsky@usmc.mil; patrice.bryant@usmc.mil; ranza.thurman@usmc.mil; lisa.temple@dhhs.nc.gov; terris.lovelle@dhhs.nc.gov  
**Cc:** Marie Mynster  
**Subject:** Position Vacancy at Craven Community College

Good afternoon,

The Human Resources office would like to announce that the college is currently recruiting for the following full-time position:

## Assistant General Manager - Public Radio East (2022-00045).

Please click on a link above to see the Job Description. Anyone interested in applying, please go to the Employment Opportunities link of the college's Web site.

We would appreciate your passing this information along to anyone you may know that would be interested.

In addition, please remember to check our Adjunct Faculty and Temporary Staff Position needs often as they frequently change.

Should you have any questions or need additional information, please feel free to contact the Human Resources office at extension X7335 (Marie).

Marie Mynster  
HR Specialist  
Craven Community College-New Bern Campus  
252-638-7335  
FAX: 252-672-7516  
[mynsterm@cravenc.edu](mailto:mynsterm@cravenc.edu)  
Summer Operating Hours: Monday – Thursday 7:30 am to 6:00 pm



## Marie Mynster

---

**From:** Marie Mynster  
**Sent:** Thursday, May 26, 2022 9:05 AM  
**To:** CCC Everyone  
**Subject:** Position Vacancy at Craven Community College

Good afternoon,

The Human Resources office would like to announce that the college is currently recruiting for the following full-time position:

## Assistant General Manager - Public Radio East (2022-00045).

Please click on a link above to see the Job Description. Anyone interested in applying, please go to the [Employment Opportunities](#) link of the college's Web site.

We would appreciate your passing this information along to anyone you may know that would be interested.

In addition, please remember to check our [Adjunct Faculty](#) and [Temporary Staff Position](#) needs often as they frequently change.

Should you have any questions or need additional information, please feel free to contact the Human Resources office at extension X7335 (Marie).

Marie Mynster  
HR Specialist  
Craven Community College-New Bern Campus  
252-638-7335  
FAX: 252-672-7516  
[mynsterm@cravencc.edu](mailto:mynsterm@cravencc.edu)  
Summer Operating Hours: Monday – Thursday 7:30 am to 6:00 pm



## Marie Mynster

---

**From:** Raymond Staats  
**Sent:** Wednesday, May 25, 2022 5:36 PM  
**To:** Jim Millard; LIST Personnel Changes  
**Cc:** Ben Donnelly  
**Subject:** Re: Assistant General Manager – Public Radio East

Approved.

Dr. Ray Staats

---

**From:** Jim Millard <millardj@cravencc.edu>  
**Sent:** Wednesday, May 25, 2022 5:29:56 PM  
**To:** LIST Personnel Changes <LIST-Personnel-Changes@cravencc.edu>; Raymond Staats <staatsr@cravencc.edu>  
**Cc:** Ben Donnelly <donnelyb@cravencc.edu>  
**Subject:** Assistant General Manager – Public Radio East

Good afternoon sir,

I respectfully request permission to advertise for the following position:

### **Assistant General Manager – Public Radio East**

This position will replace the Business Account Executive position. This request was approved at ELT on 5/17/22 for a range of \$45,000 to \$55,000. The vacancy announcement and job description are on file in HR. The advertisement will be posted for three weeks.

Thank you for your time and consideration of this request sir. --Jim

Very Respectfully,

Jim Millard  
Vice President for Administration  
Chief Financial Officer



Brock Building, Suite 223  
800 College Court  
New Bern, NC 28562  
(252) 638-7266

Accounting Assistant

Position: Accounting Assistant - PRE Salary Range: \$35,000 - 37,000  
 Closing Date: Continuously posted until filled Start Date of Position: 10-15-22

Steps:	Completion Date
Approval by President to post the position	✓
Check with EDHR if the position is ready for posting in NEOED	✓
Make the Job Jacket	✓
Post position in NEOED	✓
Send out CCC Everyone email	✓
Post position with various agencies	✓
	NCCCS
	Email Employment Security
	Email MCAS Cherry Point
	Email Vocational Rehab
	Matchforce
	Military Pipeline
	Other Speciality Sources
Update Vacancy Status Table on website and Current Vacancy Status Spreadsheet with Accepting Applications	✓
Assign the Job Posting In NEOED to the person screening the applications	✓
Begin screening applications as they come in	✓
Put names of those who currently work at the college on the Current Vacancy Status Report	✓
Modify the requisition in NEOED to add committee members, V-P of division, EA to VP	✓
Refer the candidates to the committee	✓
Send Search Committee Appointment email with job posting and Selection Committee Guidelines attached	✓
Update Vacancy Status Table on website and Current Vacancy Status Spreadsheet with In Committee Review	✓
Receive list of chosen candidates and interview dates/times from committee	✓
Book room for the interviews	✓
Schedule first level interviews in NEOED	✓
Final interview schedule emailed to committee along with interview questions and candidate evaluation forms	✓
Update Vacancy Status Table on website and Current Vacancy Status Report to First Level Interview	✓
Receive list of second level interview recommendations (memo or email)	✓
Receive all original interview materials (evaluation forms and interview scripts)	✓
Veterans preference candidates sent to the Unit VP	✓
Put second level interviewee names in NEOED	✓
Update Vacancy Status Table on website and Current Vacancy Status Report to Second Level Interview	✓
Unit VP sends a request to hire to ListPersonnel	✓
President approves request to hire	✓
Reference checks are conducted on the chosen candidate	✓
Reference checks are reviewed by EDHR (if necessary)	✓
Email is sent to candidate about the invite and further hiring steps	✓
Criminal background check is issued; motor vehicle check is issued if required by position	✓
CBC and motor vehicle checks reviewed by EDHR (if necessary)	✓
Update hiring process in NEOED	✓
Issue new hire documents in NEOED	✓
Notify second level candidates via phone; make sure VP has talked to internal second level candidates	✓
Notify all candidates in OHC (first level interview status and referred status)	✓
Notify all candidates in Insight	✓
Mark requisition as filled in NEOED	✓
Update Vacancy Status Table on website and Current Vacancy Status Report to Position Filled	✓
Update Annual Recruitment Report	✓
Close out Job Jacket and file	10/5/22 MM

Position Accepted By: A. [Signature] B. [Signature]

2022-00083

## Marie Mynster

---

**From:** Ben Donnelly  
**Sent:** Tuesday, October 4, 2022 3:48 PM  
**To:** Marie Mynster  
**Subject:** Committee Recommendation for Accounting Assistant Position

Marie,

The selection committee for the accounting assistant position for PRE has completed the interview process.

We have come back with a recommendation to hire A [REDACTED] B [REDACTED] for the position.

I will place the interview materials and notes from the committee in campus mail and send it over to you.

Sincerely,



**Public Radio East**  
BROADCASTING FROM CRAVEN COMMUNITY COLLEGE

**Ben Donnelly**

General Manager, Public Radio East  
Executive Director, Public Radio East Foundation  
WTEB 89.3 / WZNB 88.5 / WKNS 90.3 / WBJD 91.5 / W201AO 88.1  
Craven Community College  
800 College Court - New Bern NC 28562  
252.638.7256 Direct / 252.638.3434 Main / 252.638.3538 Fax  
[bdonnelly@publicradioeast.org](mailto:bdonnelly@publicradioeast.org) [donnellyb@cravenc.edu](mailto:donnellyb@cravenc.edu) [publicradioeast.org](http://publicradioeast.org)

**Marie Mynster**

---

**From:** Marie Mynster  
**Sent:** Monday, September 26, 2022 7:49 AM  
**To:** Ben Donnelly; Jared Brumbaugh; Jennifer Erlitz  
**Cc:** Denise Salerno; Rachel Weldin; Marie Mynster; Christine Sachs  
**Subject:** Selection Committee and Interview Schedule for Accounting Assistant - Public Radio East (2022-00083)  
**Attachments:** Non-Managerial Non-Supervisory Candidate Evaluation Form.pdf; 2021 Selection Committee Guide - Final - October 2021.docx; 2021 Selection Committee Guidelines .docx; accounting assistant - pre Job Bulletin.pdf; Accounting Assistant - PRE.docx

Thank you for your willingness to serve on the Selection Committee for the **Accounting Assistant - Public Radio East (2022-00083)** position which is available for screening now.

Applications are available for your review in NeoEd <https://login.neogov.com/Signout?siteCode=IN>. If you are having trouble signing in to your NeoEd account, please contact me via email.

Selection Committee Guidelines, an evaluation form for conducting interviews, and the job description are attached. Please review the **Selection Committee Guidelines**, as changes have been made.

Ben Donnelly will serve as chair and will contact you to schedule a date and time for meetings.

If Human Resources can be of further assistance, please do not hesitate to contact us;

Good day,

Below is the interview schedule for the **Accounting Assistant – Public Radio East (2022-00081)** position.

Interview questions, job description, and rating sheets are attached.

**Wednesday, September 28, 2022 in Brock 236 in the HR Suite**

**A [REDACTED] B [REDACTED] – 12:00 p.m.**

**M [REDACTED] R [REDACTED] – 3:00 p.m.**

Marie Mynster

HR Specialist

Craven Community College-New Bern Campus

252-638-7335

FAX: 252-672-7516

[mynsterm@cravencc.edu](mailto:mynsterm@cravencc.edu)

Fall/Winter/Spring Hours: Monday-Thursday from 8 a.m.-5:30 p.m and Friday from 8 a.m. – 2:30 p.m.

Come work with us: [CCC Employment](#) – [Job Opportunities](#)





# US MILITARY PIPELINE

[Account Settings](#) | [Sign Out](#)

- [Dashboard](#)
- [Manage Jobs](#)
- [Search »](#)

[Feedback & Support](#)  
[Reports](#)

[Click here to edit this job post.](#)



## Accounting Assistant - Public Radio East (REPOST)

### Craven Community College

[Apply Now](#)

#### **JOB DESCRIPTION**

Accounting Assistant - Public Radio East

**SALARY:** \$35,000.00 - \$37,000.00 Annually

**DIVISION:** Administration

**DEPARTMENT:** Public Radio East

**OPENING DATE:** 09/06/22

**CLOSING DATE:** Continuous

#### **OCCUPATIONAL SUMMARY:**

The Accounting Assistant for Public Radio East is responsible for performing a wide range of technical, administrative, accounting and project support tasks in a fast-paced broadcasting atmosphere. This requires completion of clerical financial duties related to the processing, preparation and maintenance of financial, accounting and statistical records; receiving, reviewing, verifying and processing a wide range of financial and accounting-related documents; preparing and maintaining financial reports and records; and performing related work as assigned. This position serves as primary point of administrative contact for internal and external customers of Public Radio East and the Public Radio East Foundation Board.

#### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

Provides excellent customer service and assistance to internal and external customers through walk-in, telephone and email

Performs accounting functions for all monetary transactions to PRE on a daily basis, maintaining an accurate record of funds and general ledger distribution within the database

Receives, records, reconciles and reports transactions timely and accurately on behalf of PRE; managing Allegiance software to ensure workflow and status updates

Prepares monthly PRE financial reports and reconciles data between Allegiance software and the college's Colleague system  
Enters orders, maintains accounts, creates bills, and maintains logs for underwriting announcements in Visual Traffic software  
Schedules, organizes and attends PRE Foundation Board meetings; takes, prepares and publishes minutes  
Prepares financial materials in coordination with Financial Services to support the PRE Foundation Board and meetings  
Monitors all PRE budgets; processes requisition requests to order supplies and equipment  
Prepares travel requests, submissions and final settlements  
Receives charitable gifts made to the PRE Foundation; records gift transactions and prepares appropriate documentation including tax information, property transfers and gift disposition consistent with organizational policies  
Communicates as necessary with donors and internal/external stakeholders regarding gift transactions  
Assists with on-air membership campaigns  
Maintains accurate records and files to comply with audit information needs  
Participates in appropriate committees and task forces as assigned  
Performs other job-related duties and projects as assigned in support of PRE's and the college's mission, core values and goals

**MINIMUM QUALIFICATIONS:**

High school diploma or equivalent.

Two (2) years' professional experience in an office environment performing accounting tasks.

**Preferred:**

Associate's degree from a regionally accredited institution of higher learning.

Experience with Allegiance and Colleague.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge**

Intermediate knowledge of accounting principles and practices  
Intermediate knowledge of clerical processes and procedures and standard office procedures, practices and equipment  
Intermediate knowledge of report preparation  
Intermediate knowledge of record control and statistical record keeping  
Donor communications

**Skills**

Advanced computer skills and technical proficiency in Microsoft Office applications  
Effective verbal, listening and written communications skills  
Attention to detail and high level of accuracy  
Effective planning, coordination and organizational skills to meet work deadlines  
Interpersonal skills with proven ability to work in a team environment

**Abilities**

Ability to record multiple transactions daily with strong attention to detail and accuracy  
Establish and maintain effective working relationships with those contacted in the course of work  
Ability to display tact and poise at all times  
Ability to learn and perform budget information data entry  
Ability to handle confidential information with absolute discretion  
Commitment to diversity, equity and inclusion; demonstrated ability to work effectively with a culturally diverse workforces, including those with different levels of academic preparation and varying physical and learning abilities,

and socioeconomic levels

APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.schooljobs.com/careers/cravencc/jobs/3711043/accounting-assistant-public-radio-east>

800 College Court  
New Bern, NC 28562  
252-638-7335

[hr@cravencc.edu](mailto:hr@cravencc.edu)





Position #2022-00083  
ACCOUNTING ASSISTANT - PUBLIC RADIO EAST  
MM.

---

## ABOUT CRAVEN COMMUNITY COLLEGE

Community College  
Job Details  
Company  
Craven Community College  
Location  
New Bern, NC 28562  
Job Type  
Full Time  
Requisition #  
2022-00083

[Contact Support](#) | [Terms of Use](#) | [Privacy Policy](#)

© Copyright 2022 Futures Inc. All rights reserved.    



<http://www.nccommunitycolleges.edu>

[About Us](#)

[Jobs](#)

[Directory](#)

[Foundation](#)

[State Board](#)

[Find a College](#)

[Jobs Home](#)

[For Colleges](#)

[For Students](#)

## **Accounting Assistant - Public Radio East (REPOST)**

### **Accounting Assistant - Public Radio East (REPOST) Employer**

Craven Community College  
800 College Court  
New Bern, NC 28562  
Phone: 252-638-7200

#### **Job Location**

Craven Community College  
800 College Court  
New Bern, NC 28562

#### **Salary/Grade**

\$35,000-\$37,000/ annually

#### **Benefits**

Full Time Benefits

#### **Job Category**

#### **Application Period**

Opens: Tuesday, September 6, 2022

Closes: Tuesday, November 1, 2022

#### **Target Start Date**

Tuesday, November 1, 2022

#### **Expected Work Hours**

40 hours

#### **Reports to**

General Manager, Public Radio East

#### **Employment Type**

Full Time

#### **Minimum Qualifications**

High school diploma or equivalent.

Two (2) years' professional experience in an office environment performing accounting tasks.

### **Preferred Qualifications**

Associate's degree from a regionally accredited institution of higher learning.

Experience with Allegiance and Colleague.

### **Position Description**

Accounting Assistant - Public Radio East

SALARY:\$35,000.00 - \$37,000.00 Annually

DIVISION:Administration

DEPARTMENT:Public Radio East

OPENING DATE:09/06/22

CLOSING DATE:Continuous

#### **OCCUPATIONAL SUMMARY:**

The Accounting Assistant for Public Radio East is responsible for performing a wide range of technical, administrative, accounting and project support tasks in a fast-paced broadcasting atmosphere. This requires completion of clerical financial duties related to the processing, preparation and maintenance of financial, accounting and statistical records; receiving, reviewing, verifying and processing a wide range of financial and accounting-related documents; preparing and maintaining financial reports and records; and performing related work as assigned. This position serves as primary point of administrative contact for internal and external customers of Public Radio East and the Public Radio East Foundation Board.

#### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Provides excellent customer service and assistance to internal and external customers through walk-in, telephone and email
- Performs accounting functions for all monetary transactions to PRE on a daily basis, maintaining an accurate record of funds and general ledger distribution within the database
- Receives, records, reconciles and reports transactions timely and accurately on behalf of PRE; managing Allegiance software to ensure workflow and status updates
- Prepares monthly PRE financial reports and reconciles data between Allegiance software and the college's Colleague system
- Enters orders, maintains accounts, creates bills, and maintains logs for underwriting announcements in Visual Traffic software
- Schedules, organizes and attends PRE Foundation Board meetings; takes, prepares and publishes minutes
- Prepares financial materials in coordination with Financial Services to support the PRE Foundation Board and meetings
- Monitors all PRE budgets; processes requisition requests to order supplies and equipment
- Prepares travel requests, submissions and final settlements

- Receives charitable gifts made to the PRE Foundation; records gift transactions and prepares appropriate documentation including tax information, proper transfers and gift disposition consistent with organizational policies
- Communicates as necessary with donors and internal/external stakeholders regarding gift transactions
- Assists with on-air membership campaigns
- Maintains accurate records and files to comply with audit information needs
- Participates in appropriate committees and task forces as assigned
- Performs other job-related duties and projects as assigned in support of PRE's and the college's mission, core values and goals

#### MINIMUM QUALIFICATIONS:

High school diploma or equivalent.

Two (2) years' professional experience in an office environment performing accounting tasks.

#### Preferred:

Associate's degree from a regionally accredited institution of higher learning.

Experience with Allegiance and Colleague.

#### KNOWLEDGE, SKILLS AND ABILITIES:

##### Knowledge

- Intermediate knowledge of accounting principles and practices
- Intermediate knowledge of clerical processes and procedures and standard office procedures, practices and equipment
- Intermediate knowledge of report preparation
- Intermediate knowledge of record control and statistical record keeping
- Donor communications

##### Skills

- Advanced computer skills and technical proficiency in Microsoft Office applications
- Effective verbal, listening and written communications skills
- Attention to detail and high level of accuracy
- Effective planning, coordination and organizational skills to meet work deadlines
- Interpersonal skills with proven ability to work in a team environment

##### Abilities

- Ability to record multiple transactions daily with strong attention to detail and accuracy
- Establish and maintain effective working relationships with those contacted in the course of work
- Ability to display tact and poise at all times
- Ability to learn and perform budget information data entry
- Ability to handle confidential information with absolute discretion

- Commitment to diversity, equity and inclusion; demonstrated ability to work effectively with a culturally diverse workforce, including those with different levels of academic preparation and varying physical and learning abilities, and socioeconomic levels

APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.schooljobs.com/careers/cravencc/jobs/3711043/accounting-assistant-public-radio-east>

800 College Court  
New Bern, NC 28562  
252-638-7335

[hr@cravencc.edu](mailto:hr@cravencc.edu)

Position #2022-00083

ACCOUNTING ASSISTANT - PUBLIC RADIO EAST

MM

## How to Apply

APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.schooljobs.com/careers/cravencc/jobs/3711043/accounting-assistant-public-radio-east>

## Job Post Contact

Craven Community College

[For Colleges](#)

[For Students](#)

[Jobs](#)

[Directory](#)

[Contact Us](#)



CREATING SUCCESS

200 West Jones Street

Raleigh, North Carolina 27603

919-807-7100 | [View Mailing Address](#) | [Contact Us](#)

• [Facebook](#)

• [Twitter](#)

• [YouTube](#)

© 2014-2022

## Marie Mynster

---

**From:** Marie Mynster  
**Sent:** Tuesday, September 6, 2022 2:23 PM  
**To:** reeshema.walker@nccommerce.com; muravsky@usmc.mil; patrice.bryant@usmc.mil; ranza.thurman@usmc.mil; lisa.temple@dhhs.nc.gov; terris.lovelle@dhhs.nc.gov  
**Subject:** Position Vacancy at Craven Community College

Good afternoon,

The Human Resources office would like to announce that the college is currently recruiting for the following full-time regular position:

### Accounting Assistant-Public Radio East

Please click on a link above to see the Job Description. Anyone interested in applying, please go to the Employment Opportunities link of the college's Web site or our Job Opportunities site on NEOGOV.

We would appreciate your passing this information along to anyone you may know that would be interested.

In addition, please remember to check our Adjunct Faculty and Temporary Staff Position needs often, as they frequently change.

Should you have any questions or need additional information, please feel free to contact the Human Resources office at extension X7335 (Marie).

Marie Mynster  
HR Specialist  
Craven Community College-New Bern Campus  
252-638-7335  
FAX: 252-672-7516  
[mynsterm@cravencc.edu](mailto:mynsterm@cravencc.edu)

Fall/Winter/Spring Hours: Monday-Thursday from 8 a.m.-5:30 p.m and Friday from 8 a.m. – 2:30 p.m.  
Come work with us: CCC Employment – Job Opportunities





## Marie Mynster

---

**From:** Marie Mynster  
**Sent:** Tuesday, September 6, 2022 2:22 PM  
**To:** CCC Everyone  
**Subject:** Position Vacancy at Craven Community College

Good afternoon,

The Human Resources office would like to announce that the college is currently recruiting for the following full-time regular position:

### Accounting Assistant-Public Radio East

Please click on a link above to see the Job Description. Anyone interested in applying, please go to the Employment Opportunities link of the college's Web site or our Job Opportunities site on NEOGOV.

We would appreciate your passing this information along to anyone you may know that would be interested.

In addition, please remember to check our Adjunct Faculty and Temporary Staff Position needs often, as they frequently change.

Should you have any questions or need additional information, please feel free to contact the Human Resources office at extension X7335 (Marie).

Marie Mynster

HR Specialist

Craven Community College-New Bern Campus

252-638-7335

FAX: 252-672-7516

[mynsterm@cravencc.edu](mailto:mynsterm@cravencc.edu)

Fall/Winter/Spring Hours: Monday-Thursday from 8 a.m.-5:30 p.m and Friday from 8 a.m. – 2:30 p.m.

Come work with us: CCC Employment – Job Opportunities





**CRAVEN COMMUNITY COLLEGE**  
invites applications for the position of:

## **Accounting Assistant - Public Radio East (REPOST)**

---

**SALARY:** \$35,000.00 - \$37,000.00 Annually  
**DIVISION:** Administration  
**DEPARTMENT:** Public Radio East  
**OPENING DATE:** 09/06/22  
**CLOSING DATE:** Continuous

### **OCCUPATIONAL SUMMARY:**

The Accounting Assistant for Public Radio East is responsible for performing a wide range of technical, administrative, accounting and project support tasks in a fast-paced broadcasting atmosphere. This requires completion of clerical financial duties related to the processing, preparation and maintenance of financial, accounting and statistical records; receiving, reviewing, verifying and processing a wide range of financial and accounting-related documents; preparing and maintaining financial reports and records; and performing related work as assigned. This position serves as primary point of administrative contact for internal and external customers of Public Radio East and the Public Radio East Foundation Board.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Provides excellent customer service and assistance to internal and external customers through walk-in, telephone and email
- Performs accounting functions for all monetary transactions to PRE on a daily basis, maintaining an accurate record of funds and general ledger distribution within the database
- Receives, records, reconciles and reports transactions timely and accurately on behalf of PRE; managing Allegiance software to ensure workflow and status updates
- Prepares monthly PRE financial reports and reconciles data between Allegiance software and the college's Colleague system
- Enters orders, maintains accounts, creates bills, and maintains logs for underwriting announcements in Visual Traffic software
- Schedules, organizes and attends PRE Foundation Board meetings; takes, prepares and publishes minutes
- Prepares financial materials in coordination with Financial Services to support the PRE Foundation Board and meetings
- Monitors all PRE budgets; processes requisition requests to order supplies and equipment
- Prepares travel requests, submissions and final settlements
- Receives charitable gifts made to the PRE Foundation; records gift transactions and prepares appropriate documentation including tax information, property transfers and gift disposition consistent with organizational policies
- Communicates as necessary with donors and internal/external stakeholders regarding gift transactions
- Assists with on-air membership campaigns
- Maintains accurate records and files to comply with audit information needs
- Participates in appropriate committees and task forces as assigned

- Performs other job-related duties and projects as assigned in support of PRE's and the college's mission, values and goals.

## **MINIMUM QUALIFICATIONS:**

High school diploma or equivalent.

Two (2) years' professional experience in an office environment performing accounting tasks.

### **Preferred:**

Associate's degree from a regionally accredited institution of higher learning.

Experience with Allegiance and Colleague.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### **Knowledge**

- Intermediate knowledge of accounting principles and practices
- Intermediate knowledge of clerical processes and procedures and standard office procedures, practices and equipment
- Intermediate knowledge of report preparation
- Intermediate knowledge of record control and statistical record keeping
- Donor communications

### **Skills**

- Advanced computer skills and technical proficiency in Microsoft Office applications
- Effective verbal, listening and written communications skills
- Attention to detail and high level of accuracy
- Effective planning, coordination and organizational skills to meet work deadlines
- Interpersonal skills with proven ability to work in a team environment

### **Abilities**

- Ability to record multiple transactions daily with strong attention to detail and accuracy
- Establish and maintain effective working relationships with those contacted in the course of work
- Ability to display tact and poise at all times
- Ability to learn and perform budget information data entry
- Ability to handle confidential information with absolute discretion
- Commitment to diversity, equity and inclusion; demonstrated ability to work effectively with a culturally diverse workforces, including those with different levels of academic preparation and varying physical and learning abilities, and socioeconomic levels

---

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.cravencc.edu>

800 College Court  
New Bern, NC 28562  
252-638-7335

Position #2022-00083  
ACCOUNTING ASSISTANT - PUBLIC RADIO EAST  
(REPOST)  
MM



## Marie Mynster

---

**From:** Raymond Staats  
**Sent:** Tuesday, September 6, 2022 1:12 PM  
**To:** Jim Millard; LIST Personnel Changes  
**Cc:** Ben Donnelly  
**Subject:** RE: Request to Advertise - Accounting Assistant - PRE

Approved.

**Dr. Ray Staats**  
President



800 College Court  
New Bern, NC 28562  
(252) 638-7201

---

**From:** Jim Millard <millardj@cravenc.edu>  
**Sent:** Tuesday, September 6, 2022 12:51 PM  
**To:** LIST Personnel Changes <LIST-Personnel-Changes@cravenc.edu>; Raymond Staats <staatsr@cravenc.edu>  
**Cc:** Ben Donnelly <donnelyb@cravenc.edu>  
**Subject:** Request to Advertise - Accounting Assistant - PRE

Good afternoon sir,

I respectfully request permission to advertise for the following full-time position:

**Accounting Assistant - PRE**

The job description and title have been updated from Senior Administrative Assistant -- PRE, and this position will replace Ellen Wilkinson who recently resigned. The salary range for this position is \$35,000.00 to \$37,000.00. The vacancy announcement and job description are on file in HR. The advertisement will be posted until filled.

Thank you for your consideration of this request. --Jim

Very Respectfully,

Jim Millard  
Vice President for Administration  
Chief Financial Officer



Brock Building, Suite 223  
800 College Court  
New Bern, NC 28562

Development Co-ordinator

## Marie Mynster

---

**From:** Denise Salerno  
**Sent:** Monday, September 12, 2022 11:25 AM  
**To:** Marie Mynster  
**Subject:** Development Coordinator- PRE

Search committee for the Development Coordinator- PRE

Jennifer Erlitz, Chair  
Jared Brumbaugh  
Kisha Simpson

Denise Salerno, SPHR  
Executive Director of Human Resources  
Craven Community College  
800 College Court  
New Bern, NC 28562  
252-638-7225 (p)  
252-672-7516 (f)  
[salernod@cravenc.edu](mailto:salernod@cravenc.edu)

**Marie Mynster**

---

**From:** Marie Mynster  
**Sent:** Monday, August 22, 2022 10:40 AM  
**To:** CCC Everyone  
**Subject:** Position Vacancy at Craven Community College

Good morning,

The Human Resources office would like to announce that the college is currently recruiting for the following full-time regular position:

## Development Coordinator - Public Radio East

Please click on a link above to see the Job Description. Anyone interested in applying, please go to the Employment Opportunities link of the college's Web site or our Job Opportunities site on NEOGOV.

We would appreciate your passing this information along to anyone you may know that would be interested.

In addition, please remember to check our Adjunct Faculty and Temporary Staff Position needs often, as they frequently change.

Should you have any questions or need additional information, please feel free to contact the Human Resources office at extension X7335 (Marie).

Marie Mynster

HR Specialist

Craven Community College-New Bern Campus

252-638-7335

FAX: 252-672-7516

[mynsterm@cravencc.edu](mailto:mynsterm@cravencc.edu)

Fall/Winter/Spring Hours: Monday-Thursday from 8 a.m.-5:30 p.m and Friday from 8 a.m. – 2:30 p.m.

Come work with us: CCC Employment – Job Opportunities





**Marie Mynster**

---

**From:** Marie Mynster  
**Sent:** Monday, August 22, 2022 10:40 AM  
**To:** reeshema.walker@nccommerce.com; muravsky@usmc.mil; patrice.bryant@usmc.mil; ranza.thurman@usmc.mil; lisa.temple@dhhs.nc.gov; terris.lovelle@dhhs.nc.gov  
**Subject:** Position Vacancy at Craven Community College

Good morning,

The Human Resources office would like to announce that the college is currently recruiting for the following full-time regular position:

## Development Coordinator - Public Radio East

Please click on a link above to see the Job Description. Anyone interested in applying, please go to the Employment Opportunities link of the college's Web site or our Job Opportunities site on NEOGOV.

We would appreciate your passing this information along to anyone you may know that would be interested.

In addition, please remember to check our Adjunct Faculty and Temporary Staff Position needs often, as they frequently change.

Should you have any questions or need additional information, please feel free to contact the Human Resources office at extension X7335 (Marie).

Marie Mynster  
HR Specialist  
Craven Community College-New Bern Campus  
252-638-7335  
FAX: 252-672-7516

[mynsterm@cravencc.edu](mailto:mynsterm@cravencc.edu)

Fall/Winter/Spring Hours: Monday-Thursday from 8 a.m.-5:30 p.m and Friday from 8 a.m. – 2:30 p.m.

Come work with us: CCC Employment – Job Opportunities





<http://www.nccommunitycolleges.edu>

- [About Us](#)
- [Jobs](#)
- [Directory](#)
- [Foundation](#)
- [State Board](#)
- [Find a College](#)

- [Jobs Home](#)
- [For Colleges](#)
- [For Students](#)

## **Development Coordinator - Public Radio East**

### **Development Coordinator - Public Radio East Employer**

Craven Community College  
 800 College Court  
 New Bern, NC 28562  
 Phone: 252-638-7200

#### **Job Location**

Craven Community College

800 College Court  
 New Bern, NC 28562  
 252-638-7335

#### **Salary/Grade**

\$39,000 - \$42,000 annually

#### **Benefits**

Full Time Benefits

#### **Job Category**

#### **Application Period**

Opens: Monday, August 22, 2022

Closes: Monday, October 31, 2022

#### **Target Start Date**

Monday, October 3, 2022

#### **Expected Work Hours**

40 hours

#### **Reports to**

General Manager, Public Radio East

## Employment Type

Full Time

## Minimum Qualifications

Bachelor's Degree from a regionally accredited institution of higher learning.

Four (4) years' experience in non-profit fundraising **OR** a combination of education and qualifying professional experience that would provide the skills, knowledge, and ability needed to fulfill the duties assigned to the position.

Valid NC Drivers' License.

## Preferred Qualifications

Experience utilizing membership database software (Allegiance) and listener database (Arbitron).

General understanding of higher education organizational structure and policies/procedures.

## Position Description

Development Coordinator - Public Radio East

SALARY:\$39,000.00 - \$42,000.00 Annually

DIVISION:Administration

DEPARTMENT:Public Radio East

OPENING DATE:08/22/22

CLOSING DATE:Continuous

### OCCUPATIONAL SUMMARY:

The Development Coordinator - Public Radio East is responsible for the execution and monitoring of all fundraising and membership development strategies for PRE. This position is also responsible for providing high-quality member stewardship through maintaining the Public Radio East databases, prompt and accurate donation processing and retrieval of processed data, and delivery of service and member engagement that reflects PRE's mission, values and standards.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

- Develops, plans, and implements fundraising and marketing strategies and integrated fundraising efforts, at the direction of the General Manager, designed to meet the financial objectives of the Public Radio East Networks using industry best practices, statistical data, and market-based research
- Researches, develops, and maintains strategies to improve renewals, upgrades, add gifts, and new members and execute fund raising efforts using a variety of methods including mail, Web, and outreach to members
- Develops, implements, and executes pledge drives that focus on the delivery of professional on-air presentations and financially successful programs
- Works closely with the General Manager to provide appropriate financial information, resources, and development strategies to the Public Radio East Foundation Board of Directors

- Works closely with the General Manager to assist in the development of income and expenditures projections for the operational and Foundation annual budgets
- Reviews and follows up pledge receivables to maximize return
- Monitors sustainers and follows up as required to retain monthly giving levels
- Manages and executes required Allegiance processes to accurately record financial transactions
- Segments and properly codes database for fundraising purposes; coordinates, prints and processes member benefits, fund drive premiums and thank you letters, monthly fundraising correspondence, pledge reminders, year- end tax receipts in accordance with IRS regulations, and other large volumes of direct mail
- Facilitates all direct mail projects, which includes ensuring the accuracy of the database of members and orchestrating data entry
- Coordinates with PRE volunteers to process monthly mailings, mail projects, fund drives, and office support
- Maintains fiscal year membership goals with regular reports as required by supervisor; maintains daily cash receipt logs to track all locally generated revenue/income sources; provides monthly summaries and reports to the status of membership goals
- Maintains appropriate end of fiscal year reports as required by Craven Community College, The Corporation for Public Broadcasting, auditors and station management
- Works closely with proprietary software vendors for training, instruction and to complete periodic installation of software updates
- Performs other job-related duties and projects as assigned in support of PRE Networks and the College's mission, core values and goals

#### MINIMUM QUALIFICATIONS:

Bachelor's Degree from a regionally accredited institution of higher learning.

Four (4) years' experience in non-profit fundraising **OR** a combination of education and qualifying professional experience that would provide the skills, knowledge, and ability needed to fulfill the duties assigned to the position.

Valid NC Drivers' License.

#### **Preferred:**

Experience utilizing membership database software (Allegiance) and listener database (Arbitron).

General understanding of higher education organizational structure and policies/procedures.

#### KNOWLEDGE, SKILLS AND ABILITIES:

##### **Knowledge**

- Knowledge of FCC and Corporation for Public Broadcasting policies related to non-profit fundraising and development
- Knowledge of social media, streaming content and website management
- Knowledge of current trends in broadcasting; including technology, programming and fundraising
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, production methods, and coordination of people and

## Skills

- Demonstrated development experience, on-line giving, on-air fundraising and planned giving
- Advanced computer, technical, and industry tools literacy in word processing, spreadsheets, fundraising software systems, accounting software, presentation software and field of activity equipment, software and industry tools
- Excellent organization and prioritization skills with the ability to balance multiple issues and projects in a fast-paced environment

## Abilities

- Ability to develop and manage budgets
- Ability to communicate effectively in oral and written form
- Ability to work in and foster, a collaborative and team-oriented work style and environment
- Ability to prepare and maintain accurate records and reports in conformance with Federal Communications Commission (FCC) rules and regulations and resolve inaccuracies
- Ability to understand, be sensitive to and respect the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Craven Community College's students, employees and community

APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.schooljobs.com/careers/cravencc/jobs/3690296/development-coordinator-public-radio-east>

800 College Court  
New Bern, NC 28562  
252-638-7335

[hr@cravencc.edu](mailto:hr@cravencc.edu)

Position #2022-00078  
DEVELOPMENT COORDINATOR - PUBLIC RADIO EAST  
MM

## How to Apply

APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.schooljobs.com/careers/cravencc/jobs/3690296/development-coordinator-public-radio-east>

## Job Post Contact

Craven Community College

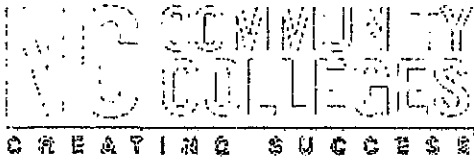
[For Colleges](#)

[For Students](#)

[Jobs](#)

[Directory](#)

**Contact Us**



200 West Jones Street  
Raleigh, North Carolina 27603  
919-807-7100 | [View Mailing Address](#) | [Contact Us](#)

- [Facebook](#)
- [Twitter](#)
- [YouTube](#)

© 2014-2022

News Reporter  
(December 1, 2022)

Position: News Reporter - PRE (Repost) 1174 Salary Range: \$36,000 - 38,800  
 Closing Date: Continuous Open until filled Start Date of Position: open until filled

Steps:	Completion Date
Approval by President to post the position	✓
Check with EDHR if the position is ready for posting in NEOED	✓
Make the Job Jacket	✓
Post position in NEOED	✓
Send out CCC Everyone email	✓
Post position with various agencies	
	NCCCS ✓
	Email Employment Security ✓
	Email MCAS Cherry Point ✓
	Email Vocational Rehab ✓
	Matchforce ✓
	Military Pipeline ✓
	Other Speciality Sources ✓
Update Vacancy Status Table on website and Current Vacancy Status Spreadsheet with Accepting Applications	✓
Assign the Job Posting in NEOED to the person screening the applications	✓
Begin screening applications as they come in	✓
Put names of those who currently work at the college on the Current Vacancy Status Report	✓
Modify the requisition in NEOED to add committee members, V-P of division, EA to VP	✓
Refer the candidates to the committee	✓
Send Search Committee Appointment email with job posting and Selection Committee Guidelines attached	✓
Update Vacancy Status Table on website and Current Vacancy Status Spreadsheet with In Committee Review	✓
Receive list of chosen candidates and interview dates/times from committee	✓
Book room for the interviews	✓
Schedule first level interviews in NEOED	✓
Final interview schedule emailed to committee along with interview questions and candidate evaluation forms	✓
Update Vacancy Status Table on website and Current Vacancy Status Report to First Level Interview	✓
Receive list of second level interview recommendations (memo or email)	✓
Receive all original interview materials (evaluation forms and interview scripts)	✓
Veterans preference candidates sent to the Unit VP	✓
Put second level interviewee names in NEOED	✓
Update Vacancy Status Table on website and Current Vacancy Status Report to Second Level Interview	✓
Unit VP sends a request to hire to ListPersonnel	✓
President approves request to hire	✓
Reference checks are conducted on the chosen candidate	✓
Reference checks are reviewed by EDHR (if necessary)	✓
Email is sent to candidate about the invite and further hiring steps	✓
Criminal background check is issued; motor vehicle check is issued if required by position	✓
CBC and motor vehicle checks reviewed by EDHR (if necessary)	✓
Update hiring process in NEOED	✓
Issue new hire documents in NEOED	✓
Notify second level candidates via phone; make sure VP has talked to internal second level candidates	✓
Notify all candidates in OHC (first level interview status and referred status)	✓
Notify all candidates in Insight	✓
Mark requisition as filled in NEOED	✓
Update Vacancy Status Table on website and Current Vacancy Status Report to Position Filled	✓
Update Annual Recruitment Report	✓
Close out Job Jacket and file	✓

Position Accepted By: 

2022-00088





(<http://www.nccommunitycolleges.edu>)

[About Us](#)

[Jobs](#)

[Directory](#)

[Foundation](#)

[State Board](#)

[Find a College](#)

[Jobs Home](#)

[For Colleges](#)

[For Students](#)

## **News Reporter - Public Radio East (REPOST)**

### **News Reporter - Public Radio East (REPOST) Employer**

Craven Community College  
800 College Court  
New Bern, NC 28562  
Phone: 252-638-7200

#### **Job Location**

Craven Community College

800 College Court

New Bern, NC 28562

#### **Salary/Grade**

\$36,000-\$38,000/Annually

#### **Benefits**

Full Time Benefits

#### **Job Category**

#### **Application Period**

Opens: Thursday, October 6, 2022

Closes: Thursday, October 6, 2022

#### **Target Start Date**

Thursday, October 6, 2022

#### **Expected Work Hours**

40 hours

#### **Reports to**

General Manager, Public Radio East

#### **Employment Type**

Full Time

## **Minimum Qualifications**

Associate's degree in journalism, broadcasting or related field from a regionally accredited college or university.

Demonstrable portfolio of published articles with strong sense of NPR style reporting.

Demonstrable record of community engagement and collaboration.

Valid NC drivers' license.

## **Preferred Qualifications**

Professional experience in journalism.

Media Touch Automation Software experience.

NPR station experience.

Professional experience working with digital editing: Audacity, Audition or Pro Tools.

## **Position Description**

News Reporter - Public Radio East

SALARY: \$36,000.00 - \$38,000.00

Annually DIVISION: Administration

DEPARTMENT: Public Radio East

OPENING DATE: 10/06/22

CLOSING DATE: Until Filled

### **OCCUPATIONAL SUMMARY:**

The News Reporter for Public Radio East (PRE) is responsible for preparing spot news, in-depth news reporting, writing and delivering newscasts and hosting locals breaks as needed, following the guidelines set by the News Coordinator and General Manager, as well as the program's and the College's mission, and the best practices of public radio. The News Reporter participates in on-air fund drives and other station events and serves as backup for covering air shifts as needed and is committed as part of the "24 hour On-Call" emergency team, which includes responsibility for routine software maintenance and verification of programming audio for PRE's automation system. This position works with PRE staff to develop and present timely and creative news programming; has keen understanding of news and issues relative to the community in which PRE and Craven Community College serves, and contributes to the overall success of PRE and the College.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Identifies, researches, analyzes or interprets events to develop and produce spot news and in-depth reports for all Public Radio East (PRE) stations and online content in keeping with PRE and the College's missions
- Conducts investigative interviews and writes and delivers newscasts, opinion columns or other commentary
- Serves as backup host and voice track talent for PRE News and Ideas
- Generates story ideas and adapts for multiple platforms
- Works with the News Coordinator and other members of PRE to engage community members through PRE News social and engagement channels; monitors social media forums to identify and report relevant stories to PRE's audience
- Participates in assigned fund-raising and outreach activities, on air and off
- Participates in appropriate committees and task forces as assigned
- Performs other job-related duties and projects as assigned in support of PRE's and the College's mission, core values and goals

#### MINIMUM QUALIFICATIONS:

Associate's degree in journalism, broadcasting or related field from a regionally accredited college or university.

Demonstrable portfolio of published articles with strong sense of NPR style reporting.

Demonstrable record of community engagement and collaboration.

Valid NC drivers' license.

#### **Preferred:**

Professional experience in journalism.

Media Touch Automation Software experience..

NPR station experience.

Professional experience working with digital editing: Audacity, Audition or Pro Tools.

#### KNOWLEDGE, SKILLS AND ABILITIES:

##### **Knowledge**

- Public media news programming standards and values
- Broadcast production, web content, news writing and news editing
- Investigative news reporting
- Current trends in broadcasting
- FCC rules and regulations
- Broad knowledge of local and regional issues

##### **Skills**

- Compiling and summarizing information into concise editorials, opinion columns or other commentary

- Effectively engages and collaborates with the community in which PRE serves; in a variety of settings and populations
- Demonstrated proficiency in the use of computer, technical and industry tools including automation and audio editing software
- Demonstrated proficiency in online research and multimedia production
- Demonstrated proficiency in recognizing and recalling facts and specifics for reporting, using various methods and sources
- Consistently completes assignments accurately with attention to detail
- Effective communication and presentation skills, balances listening and talking, speaking and writing clearly and accurately, keeping others informed
- Systematic and dependable planning, coordination and organizational skills and dependable follow-up

## **Abilities**

- Work within a live program environment
- Interpret and present information to various audiences
- Use voice effectively for radio
- Meet daily deadlines under potentially stressful conditions
- Maintain objectivity in order to be fair and accurate in the treatment of interviews and reporting
- Establish and maintain effective working relationships with those contacted in the course of work
- Handle confidential information with absolute discretion
- Commitment to diversity, equity and inclusion; demonstrated ability to work effectively with a culturally diverse workforce, including those with different levels of academic preparation and varying physical and learning abilities, and socioeconomic levels

APPLICATIONS MAY BE FILED ONLINE AT:

**<https://www.schooljobs.com/careers/cravencc/jobs/3753567/news-reporter-public-radio-east>**

800 College Court  
New Bern, NC 28562  
252-638-7335

**[hr@cravencc.edu](mailto:hr@cravencc.edu)**

Position #2022-00088  
NEWS REPORTER - PUBLIC RADIO EAST  
MM

## **How to Apply**

APPLICATIONS MAY BE FILED ONLINE AT:

**<https://www.schooljobs.com/careers/cravencc/jobs/3753567/news-reporter-public-radio-east>**

## **Job Post Contact**

[For Colleges](#)

[For Students](#)

[Jobs](#)

[Directory](#)

[Contact Us](#)



200 West Jones Street

Raleigh, North Carolina 27603

919-807-7100 | [View Mailing Address](#) | [Contact Us](#)

CREATING SUCCESS

• [Facebook](#)

• [Twitter](#)

• [YouTube](#)

© 2014-2022

# US MILITARY PIPELINE

[Account Settings](#) | [Sign Out](#)

- [Dashboard](#)
- [Manage Jobs](#)
- [Search »](#)

[Search Jobs](#) Feedback Support Reports

[Click here to edit this job post.](#)



## News Reporter - Public Radio East

### Craven Community College

[Apply Now](#)

#### **JOB DESCRIPTION**

News Reporter - Public Radio East

**SALARY:** \$36,000.00 - \$38,000.00 Annually

**DIVISION:** Administration

**DEPARTMENT:** Public Radio East

**OPENING DATE:** 10/06/22

**CLOSING DATE:** Until Filled

#### **OCCUPATIONAL SUMMARY:**

The News Reporter for Public Radio East (PRE) is responsible for preparing spot news, in-depth news reporting, writing and delivering newscasts and hosting locals breaks as needed, following the guidelines set by the News Coordinator and General Manager, as well as the program's and the College's mission, and the best practices of public radio. The News Reporter participates in on-air fund drives and other station events and serves as backup for covering air shifts as needed and is committed as part of the "24 hour On-Call" emergency team, which includes responsibility for routine software maintenance and verification of programming audio for PRE's automation system. This position works with PRE staff to develop and present timely and creative news programming; has keen understanding of news and issues relative to the community in which PRE and Craven Community College serves, and contributes to the overall success of PRE and the College.

#### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

Identifies, researches, analyzes or interprets events to develop and produce spot news and in-depth reports for all Public Radio East (PRE) stations and online content in keeping with PRE and the College's missions  
Conducts investigative interviews and writes and delivers newscasts, opinion columns or other commentary

Serves as backup host and voice track talent for PRE News and Ideas  
Generates story ideas and adapts for multiple platforms  
Works with the News Coordinator and other members of PRE to engage community members through PRE News social and engagement channels; monitors social media forums to identify and report relevant stories to PRE's audience  
Participates in assigned fund-raising and outreach activities, on air and off  
Participates in appropriate committees and task forces as assigned  
Performs other job-related duties and projects as assigned in support of PRE's and the College's mission, core values and goals

#### MINIMUM QUALIFICATIONS:

Associate's degree in journalism, broadcasting or related field from a regionally accredited college or university.

Demonstrable portfolio of published articles with strong sense of NPR style reporting.

Demonstrable record of community engagement and collaboration.

Valid NC drivers' license.

Preferred:

Professional experience in journalism.

Media Touch Automation Software experience.

NPR station experience.

Professional experience working with digital editing: Audacity, Audition or Pro Tools.

#### KNOWLEDGE, SKILLS AND ABILITIES:

##### Knowledge

Public media news programming standards and values  
Broadcast production, web content, news writing and news editing  
Investigative news reporting  
Current trends in broadcasting  
FCC rules and regulations  
Broad knowledge of local and regional issues

##### Skills

Compiling and summarizing information into concise editorials, opinion columns or other commentary  
Effectively engages and collaborates with the community in which PRE serves; in a variety of settings and populations  
Demonstrated proficiency in the use of computer, technical and industry tools including automation and audio editing software  
Demonstrated proficiency in online research and multimedia production  
Demonstrated proficiency in recognizing and recalling facts and specifics for reporting, using various methods and sources  
Consistently completes assignments accurately with attention to detail  
Effective communication and presentation skills, balances listening and talking, speaking and writing clearly and accurately, keeping others informed  
Systematic and dependable planning, coordination and organizational skills and dependable follow-up

##### Abilities

Work within a live program environment  
Interpret and present information to various audiences  
Use voice effectively for radio  
Meet daily deadlines under potentially stressful conditions

Maintain objectivity in order to be fair and accurate in the treatment of interviews and reporting  
Establish and maintain effective working relationships with those contacted in the course of work  
Handle confidential information with absolute discretion  
Commitment to diversity, equity and inclusion; demonstrated ability to work effectively with a culturally diverse workforce, including those with different levels of academic preparation and varying physical and learning abilities, and socioeconomic levels

APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.schooljobs.com/careers/cravencc/jobs/3753567/news-reporter-public-radio-east>

800 College Court  
New Bern, NC 28562  
252-638-7335

[hr@cravencc.edu](mailto:hr@cravencc.edu)





Position #2022-00088  
NEWS REPORTER - PUBLIC RADIO EAST

---

## ABOUT CRAVEN COMMUNITY COLLEGE

Community College  
Job Details  
Company  
Craven Community College  
Location  
New Bern, NC 28562  
Job Type  
Full Time  
Requisition #  
2022-00088

[Contact Support](#) | [Terms of Use](#) | [Privacy Policy](#)

© Copyright 2022 Futures Inc. All rights reserved.    



## Marie Mynster

---

**From:** Marie Mynster  
**Sent:** Thursday, October 6, 2022 4:05 PM  
**To:** reeshema.walker@ncommerce.com; muravsky@usmc.mil; patrice.bryant@usmc.mil; ranza.thurman@usmc.mil; lisa.temple@dhhs.nc.gov; terris.lovelle@dhhs.nc.gov  
**Cc:** Marie Mynster  
**Subject:** Position Vacancy at Craven Community College

Good afternoon,

The Human Resources office would like to announce that the college is currently recruiting for the following full-time regular position:

### News Reporter - Public Radio East (Repost)

Please click on a link above to see the Job Description. Anyone interested in applying, please go to the Employment Opportunities link of the college's Web site or our Job Opportunities site on NEOGOV.

We would appreciate your passing this information along to anyone you may know that would be interested.

In addition, please remember to check our Adjunct Faculty and Temporary Staff Position needs often, as they frequently change.

Should you have any questions or need additional information, please feel free to contact the Human Resources office at extension X7335 (Marie).

Marie Mynster

HR Specialist

Craven Community College-New Bern Campus

252-638-7335

FAX: 252-672-7516

[mynsterm@cravencc.edu](mailto:mynsterm@cravencc.edu)

Fall/Winter/Spring Hours: Monday-Thursday from 8 a.m.-5:30 p.m and Friday from 8 a.m. – 2:30 p.m.

Come work with us: [CCC Employment](#) – [Job Opportunities](#)



Please do not include and personally identifying information (PII), such as Tax Documents and/or Social Security cards/numbers.

**Marie Mynster**

---

**From:** Marie Mynster  
**Sent:** Thursday, October 6, 2022 4:03 PM  
**To:** CCC Everyone  
**Subject:** Position Vacancy at Craven Community College

Good afternoon,

The Human Resources office would like to announce that the college is currently recruiting for the following full-time regular position:

## News Reporter - Public Radio East (Repost)

Please click on a link above to see the Job Description. Anyone interested in applying, please go to the Employment Opportunities link of the college's Web site or our Job Opportunities site on NEOGOV.

We would appreciate your passing this information along to anyone you may know that would be interested.

In addition, please remember to check our Adjunct Faculty and Temporary Staff Position needs often, as they frequently change.

Should you have any questions or need additional information, please feel free to contact the Human Resources office at extension X7335 (Marie).

Marie Mynster

HR Specialist

Craven Community College-New Bern Campus

252-638-7335

FAX: 252-672-7516

[mynsterm@cravencc.edu](mailto:mynsterm@cravencc.edu)

Fall/Winter/Spring Hours: Monday-Thursday from 8 a.m.-5:30 p.m and Friday from 8 a.m.- 2:30 p.m.

Come work with us: CCC Employment – Job Opportunities



Please do not include and personally identifying information (PII), such as Tax Documents and/or Social Security cards/numbers.



**CRAVEN COMMUNITY COLLEGE**  
invites applications for the position of:

## **News Reporter - Public Radio East**

---

<b>SALARY:</b>	\$36,000.00 - \$38,000.00 Annually
<b>DIVISION:</b>	Administration
<b>DEPARTMENT:</b>	Public Radio East
<b>OPENING DATE:</b>	10/06/22
<b>CLOSING DATE:</b>	Continuous

### **OCCUPATIONAL SUMMARY:**

The News Reporter for Public Radio East (PRE) is responsible for preparing spot news, in-depth news reporting, writing and delivering newscasts and hosting locals breaks as needed, following the guidelines set by the News Coordinator and General Manager, as well as the program's and the College's mission, and the best practices of public radio. The News Reporter participates in on-air fund drives and other station events and serves as backup for covering air shifts as needed and is committed as part of the "24 hour On-Call" emergency team, which includes responsibility for routine software maintenance and verification of programming audio for PRE's automation system. This position works with PRE staff to develop and present timely and creative news programming; has keen understanding of news and issues relative to the community in which PRE and Craven Community College serves, and contributes to the overall success of PRE and the College.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Identifies; researches, analyzes or interprets events to develop and produce spot news and in-depth reports for all Public Radio East (PRE) stations and online content in keeping with PRE and the College's missions
- Conducts investigative interviews and writes and delivers newscasts, opinion columns or other commentary
- Serves as backup host and voice track talent for PRE News and Ideas
- Generates story ideas and adapts for multiple platforms
- Works with the News Coordinator and other members of PRE to engage community members through PRE News social and engagement channels; monitors social media forums to identify and report relevant stories to PRE's audience
- Participates in assigned fund-raising and outreach activities, on air and off
- Participates in appropriate committees and task forces as assigned
- Performs other job-related duties and projects as assigned in support of PRE's and the College's mission, core values and goals

### **MINIMUM QUALIFICATIONS:**

Associate's degree in journalism, broadcasting or related field from a regionally accredited college or university.

Demonstrable portfolio of published articles with strong sense of NPR style reporting.

Demonstrable record of community engagement and collaboration.

Valid NC drivers' license.

**Preferred:**

Professional experience in journalism.

Media Touch Automation Software experience.

NPR station experience.

Professional experience working with digital editing: Audacity, Audition or Pro Tools.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### **Knowledge**

- Public media news programming standards and values
- Broadcast production, web content, news writing and news editing
- Investigative news reporting
- Current trends in broadcasting
- FCC rules and regulations
- Broad knowledge of local and regional issues

### **Skills**

- Compiling and summarizing information into concise editorials, opinion columns or other commentary
- Effectively engages and collaborates with the community in which PRE serves; in a variety of settings and populations
- Demonstrated proficiency in the use of computer, technical and industry tools including automation and audio editing software
- Demonstrated proficiency in online research and multimedia production
- Demonstrated proficiency in recognizing and recalling facts and specifics for reporting, using various methods and sources
- Consistently completes assignments accurately with attention to detail
- Effective communication and presentation skills, balances listening and talking, speaking and writing clearly and accurately, keeping others informed
- Systematic and dependable planning, coordination and organizational skills and dependable follow-up

### **Abilities**

- Work within a live program environment
- Interpret and present information to various audiences
- Use voice effectively for radio
- Meet daily deadlines under potentially stressful conditions
- Maintain objectivity in order to be fair and accurate in the treatment of interviews and reporting
- Establish and maintain effective working relationships with those contacted in the course of work
- Handle confidential information with absolute discretion
- Commitment to diversity, equity and inclusion; demonstrated ability to work effectively with a culturally diverse workforce, including those with different levels of academic preparation and varying physical and learning abilities, and socioeconomic levels

<http://www.cravencc.edu>



NEWS REPORTER - PUBLIC RADIO EAST  
MM

800 College Court  
New Bern, NC 28562  
252-638-7335

[hr@cravencc.edu](mailto:hr@cravencc.edu)

---

## Marie Mynster

---

**From:** Raymond Staats  
**Sent:** Thursday, October 6, 2022 3:01 PM  
**To:** Jim Millard; LIST Personnel Changes  
**Cc:** Ben Donnelly; Jared Brumbaugh  
**Subject:** RE: Failed Search PRE News Reporter - Request to Advertise "Open Until Filled"

Approved.

**Dr. Ray Staats**  
President



800 College Court  
New Bern, NC 28562  
(252) 638-7201

---

**From:** Jim Millard <millardj@cravencc.edu>  
**Sent:** Thursday, October 6, 2022 1:25 PM  
**To:** Raymond Staats <staatsr@cravencc.edu>; LIST Personnel Changes <LIST-Personnel-Changes@cravencc.edu>  
**Cc:** Ben Donnelly <donnelyb@cravencc.edu>; Jared Brumbaugh <brumbauj@cravencc.edu>  
**Subject:** Failed Search PRE News Reporter - Request to Advertise "Open Until Filled"

Good afternoon sir,

The search for the News Reporter- PRE position did not yield any qualified candidates. I respectfully request permission to fail this search and to re-advertise:

### **News Reporter - PRE**

This is not a new position and will replace Annette Weston-Riggs who was promoted to News Coordinator - PRE. The salary range for this position is \$36,000.00 to \$38,000.00. The vacancy announcement and job description are on file in HR. With approval, the advertisement will be posted as "Open Until Filled."

Thank you for your consideration of this request. --Jim

Very Respectfully,

Jim Millard  
Vice President for Administration  
Chief Financial Officer



Brock Building, Suite 223  
800 College Court

New Bern, NC 28562  
(252) 638-7266

Attachment D





2ND ANNUAL

# VETERANS DAY JOB FAIR

TUESDAY, NOVEMBER 8

10am-1pm

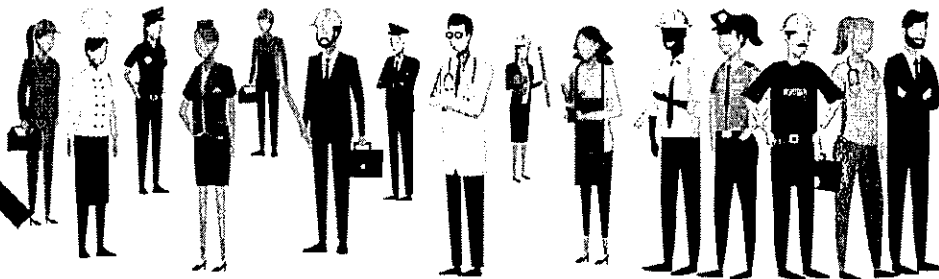
**New Bern National Guard Armory**

301 Glenburnie Drive  
New Bern, NC 28562



**NC  
works**

A proud partner of the  
AmericanJobCenter  
network



Auxiliary aids and services are available upon request for individuals with disabilities. Committed equal opportunity employer/program.



**CravenWorks**  
OPPORTUNITIES FOR SUCCESS

# JOB FAIR & RESOURCE EVENT



**MARCH 29, 2023**  
**10AM - 3PM**

**RIVERFRONT CONVENTION CENTER  
OF CRAVEN COUNTY  
203 SOUTH FRONT STREET, NEW BERN**

**10am-11am | Open to High Schools Students,  
Active Duty Military, Veterans & Military  
Spouses**



**11am | Open to the Public**

For more information, contact Reeshema Walker, NCWorks Craven Manager  
Call: (252) 514-4828 Ext. 237 or  
Email: [reeshema.walker@commerce.nc.gov](mailto:reeshema.walker@commerce.nc.gov)

**CRAVEN**  
**100**  
**ALLIANCE**

**FREE EVENT**

AMERICAN BEER



# CravenWorks

OPPORTUNITIES FOR SUCCESS



## 2023 EMPLOYER REGISTRATION FORM

**Date:** Wednesday, March 29, 2023

**Time:** 10am-11am | Open to High School Students & Military Service Members

**Time:** 11am-3pm | Open to the Public

**Location:** Riverfront Convention Center of Craven County, 203 Front Street, New Bern

**Form submission deadline: Friday, March 10, 2023**

**Our company will:**

- Recruit for current vacancies
- Recruit for future vacancies
- Share information about our company
- Interview candidates (priority will be given to companies recruiting for immediate vacancies)

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website \_\_\_\_\_

Event Contact Person (name/title/telephone / email): \_\_\_\_\_

**Company Representatives.** Please list the names and titles of company representatives attending. Names will be included in the Craven Works packet.

1. Name: \_\_\_\_\_ Title: \_\_\_\_\_

2. Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Company Classification:**

- Management/Consultancy
- Banking/Finance/Insurance
- Computer/IT
- Health Care
- Education
- Media/Communication
- Travel/Tourism/Hospitality

- Retail/Distribution
- Business Services
- Construction/Engineering Services
- Employment Agency
- Manufacturing
- Transport
- Other

**HIRING INTERESTS:**

<input type="checkbox"/>	Full-time (Unskilled)
<input type="checkbox"/>	Part-time
<input type="checkbox"/>	Veterans (Preference)

<input type="checkbox"/>	Full-time (Skilled)
<input type="checkbox"/>	Temporary
<input type="checkbox"/>	Apprenticeship/Internship

**JOB VACANCY LISTING.** List the positions currently available and/or future openings your company would like listed in the Craven Works packet. Attach additional sheets if necessary.

Job Title: \_\_\_\_\_

Currently available       Future vacancy

Job Title: \_\_\_\_\_

Currently available       Future vacancy

Job Title: \_\_\_\_\_

Currently available       Future vacancy

Job Title: \_\_\_\_\_

Currently available       Future vacancy

Job Title: \_\_\_\_\_

Currently available       Future vacancy

A standard display area will be provided including (1) 8' table and two (2) chairs.

**Additional Space Needs:**

Electricity       Internet Access

Other: \_\_\_\_\_

**PLEASE NOTE** - Companies participating in Craven Works are expected to:

- Actively recruit for existing or future vacancies;
- Take applications and/or resumes;
- Make reasonable efforts to provide company materials at their table; and
- **Attend for the entire duration of the event.**

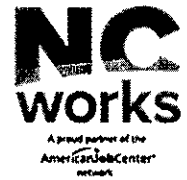
**RETURN COMPLETED FORM TO:**

[reeshema.walker@commerce.nc.gov](mailto:reeshema.walker@commerce.nc.gov)

OR

NCWorks Career Center - Craven  
Attn: Reeshema Walker, Manager  
2836 Neuse Blvd.  
New Bern, NC 28560

**\*\*Form submission deadline: 3/10/23\*\***



**2023 EMPLOYER REGISTRATION FORM**

Date: **Wednesday, March 29, 2023**

Time: 10am-11am | Open to High School Students & Military Service Members

Time: 11am-3pm | Open to the Public

Location: Riverfront Convention Center of Craven County, 203 Front Street, New Bern

**Form submission deadline: Friday, March 10, 2023**

**Our company will:**

- Recruit for current vacancies
- Recruit for future vacancies
- Share information about our company
- Interview candidates (priority will be given to companies recruiting for immediate vacancies)

Company Name: Craven Community College

Mailing Address: 800 College Court, New Bern, NC 28562

Telephone: 252-638-7335 Fax: 252-672-7516

Email: mynsterm@cravencc.edu Website www.cravencc.edu/employment

Event Contact Person (name/title/telephone / email): Marie Mynster-HR Specialist  
see above

**Company Representatives.** Please list the names and titles of company representatives attending. Names will be included in the Craven Works packet.

1. Name: Marie Mynster Title: HR Specialist

2. Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Company Classification:**

- Management/Consultancy
- Banking/Finance/Insurance
- Computer/IT
- Health Care
- Education
- Media/Communication
- Travel/Tourism/Hospitality

- Retail/Distribution
- Business Services
- Construction/Engineering Services
- Employment Agency
- Manufacturing
- Transport
- Other

**HIRING INTERESTS:**

<input checked="" type="checkbox"/>	Full-time (Unskilled)
<input checked="" type="checkbox"/>	Part-time
<input checked="" type="checkbox"/>	Veterans (Preference)

<input checked="" type="checkbox"/>	Full-time (Skilled)
<input checked="" type="checkbox"/>	Temporary
<input type="checkbox"/>	Apprenticeship/Internship

**JOB VACANCY LISTING.** List the positions currently available and/or future openings your company would like listed in the Craven Works packet. Attach additional sheets if necessary.

Job Title: Campus Security Part-time Temporary

Currently available       Future vacancy

Job Title: Adjunct Instructors Part-time Temporary

Currently available       Future vacancy

Job Title: \_\_\_\_\_

Currently available       Future vacancy

Job Title: \_\_\_\_\_

Currently available       Future vacancy

Job Title: \_\_\_\_\_

Currently available       Future vacancy

A standard display area will be provided including (1) 8' table and two (2) chairs.

**Additional Space Needs:**

Electricity       Internet Access

Other: \_\_\_\_\_

**PLEASE NOTE** - Companies participating in Craven Works are expected to:

- Actively recruit for existing or future vacancies;
- Take applications and/or resumes;
- Make reasonable efforts to provide company materials at their table; and
- **Attend for the entire duration of the event.**

**RETURN COMPLETED FORM TO:**

reeshema.walker@commerce.nc.gov

OR

NCWorks Career Center - Craven  
Attn: Reeshema Walker, Manager  
2836 Neuse Blvd.  
New Bern, NC 28560

**\*\*Form submission deadline: 3/10/23\*\***



## 2023 EMPLOYER REGISTRATION FORM

**Date:** Thursday, May 11, 2023

**Time:** 10 a.m. - 12 p.m.

**Location:** Craven Community College, 800 College Court, New Bern NC 28562

**Form submission deadline: Friday, April 14, 2023**

**Our company will:**

- Recruit for current vacancies
- Recruit for future vacancies
- Share information about our company
- Interview candidates (priority will be given to companies recruiting for immediate vacancies)

Company Name: Craven Community College

Mailing Address: 800 College Court, New Bern, NC 28562

Telephone: 252-638-7335 Fax: \_\_\_\_\_

Email: mynsterm@cravencc.edu Website cravencc.edu/employment

Event Contact Person (name/title/telephone / email): Marie Mynster, HR Specialist  
252-638-7335 mynsterm@cravencc.edu

**Company Representatives.** Please list the names and titles of company representatives attending. Names will be included in the Craven Works packet.

1. Name: Marie Mynster Title: HR Specialist
2. Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Company Classification:**

<input type="checkbox"/>	Management/Consultancy	<input type="checkbox"/>	Retail/Distribution
<input type="checkbox"/>	Banking/Finance/Insurance	<input type="checkbox"/>	Business Services
<input type="checkbox"/>	Computer/IT	<input type="checkbox"/>	Construction/Engineering Services
<input type="checkbox"/>	Health Care	<input type="checkbox"/>	Employment Agency
<input checked="" type="checkbox"/>	Education	<input type="checkbox"/>	Manufacturing
<input type="checkbox"/>	Media/Communication	<input type="checkbox"/>	Transport
<input type="checkbox"/>	Travel/Tourism/Hospitality	<input type="checkbox"/>	Other

**HIRING INTERESTS:**

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

Full-time (Unskilled)  
Part-time  
Veterans (Preference)

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>

Full-time (Skilled)  
Temporary  
Apprenticeship/Internship

**JOB VACANCY LISTING.**

Job Title: \_\_\_\_\_

Currently available       Future vacancy

Job Title: \_\_\_\_\_

Currently available       Future vacancy

Job Title: \_\_\_\_\_

Currently available       Future vacancy

Job Title: \_\_\_\_\_

Currently available       Future vacancy

Job Title: \_\_\_\_\_

Currently available       Future vacancy

A standard display area will be provided including (1) 8' table and two (2) chairs.

**Additional Space Needs:**

Electricity       Internet Access

Other: \_\_\_\_\_

**PLEASE NOTE - Companies participating are expected to:**

- Actively recruit for existing or future vacancies;
- Take applications and/or resumes;
- Make reasonable efforts to provide company materials at their table; and
- ~~Attend for the entire duration of the event.~~

**RETURN COMPLETED FORM TO:**

howarde@cravencc.edu

**\*\*Form Submission**

**Deadline: 04/14/23\*\***





## 2023 EMPLOYER REGISTRATION FORM

**Date:** Thursday, May 11, 2023

**Time:** 10 a.m. - 12 p.m.

**Location:** Craven Community College, 800 College Court, New Bern NC 28562

**Form submission deadline: Friday, April 14, 2023**

**Our company will:**

- Recruit for current vacancies
- Recruit for future vacancies
- Share information about our company
- Interview candidates (priority will be given to companies recruiting for immediate vacancies)

Company Name: Craven Community College

Mailing Address: 800 College Court, New Bern, NC 28562

Telephone: 252-638-7335 Fax: \_\_\_\_\_

Email: mynsterm@cravencc.edu Website cravencc.edu/employment

Event Contact Person (name/title/telephone / email): Marie Mynster, HR Specialist  
252-638-7335 mynsterm@cravencc.edu

**Company Representatives.** Please list the names and titles of company representatives attending. Names will be included in the Craven Works packet.

1. Name: Marie Mynster Title: HR Specialist
2. Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Company Classification:**

<input type="checkbox"/>	Management/Consultancy	<input type="checkbox"/>	Retail/Distribution
<input type="checkbox"/>	Banking/Finance/Insurance	<input type="checkbox"/>	Business Services
<input type="checkbox"/>	Computer/IT	<input type="checkbox"/>	Construction/Engineering Services
<input type="checkbox"/>	Health Care	<input type="checkbox"/>	Employment Agency
<input checked="" type="checkbox"/>	Education	<input type="checkbox"/>	Manufacturing
<input type="checkbox"/>	Media/Communication	<input type="checkbox"/>	Transport
<input type="checkbox"/>	Travel/Tourism/Hospitality	<input type="checkbox"/>	Other

**HIRING INTERESTS:**

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

Full-time (Unskilled)  
Part-time  
Veterans (Preference)

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>

Full-time (Skilled)  
Temporary  
Apprenticeship/Internship

**JOB VACANCY LISTING.**

Job Title: \_\_\_\_\_

Currently available       Future vacancy

Job Title: \_\_\_\_\_

Currently available       Future vacancy

Job Title: \_\_\_\_\_

Currently available       Future vacancy

Job Title: \_\_\_\_\_

Currently available       Future vacancy

Job Title: \_\_\_\_\_

Currently available       Future vacancy

A standard display area will be provided including (1) 8' table and two (2) chairs.

**Additional Space Needs:**

Electricity       Internet Access

Other: \_\_\_\_\_

**PLEASE NOTE - Companies participating are expected to:**

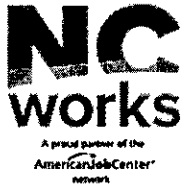
- Actively recruit for existing or future vacancies;
- Take applications and/or resumes;
- Make reasonable efforts to provide company materials at their table; and
- **Attend for the entire duration of the event.**

**RETURN COMPLETED FORM TO:**

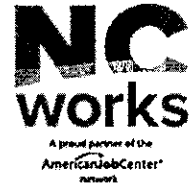
howarde@cravencc.edu

**\*\*Form Submission**

**Deadline: 04/14/23\*\***



# Veteran's Day Job Fair Registration Form



**Date:** Wednesday, November 8<sup>th</sup> 2023  
**Time:** 10am-1pm - Open to Public  
**Location:** New Bern National Guard Armory, 301 Glenburnie Drive, New Bern

**Form submission deadline: Tuesday, October 31<sup>st</sup> by 5pm**

**Our company will:**

- Recruit for current vacancies
- Recruit for future vacancies
- Interview candidates (priority will be given to companies recruiting for immediate vacancies)

**Company Name:** Craven Community College

**Mailing Address:** 800 College Court, New Bern, NC 28562

**Telephone:** 252-638-7335 **Fax:** 252-672-7516

**Email:** mynsterm@cravencc.edu **Website:** www.cravencc.edu/employment

**Event Contact Person (name/title/telephone / email):** \_\_\_\_\_

Marie Mynster, HR Specialist, 252-639-7335, mynsterm@cravencc.edu

**Company Representatives.** Please list the names & titles of company representatives attending.

1. Name: Marie Mynster, HR Specialist Title: \_\_\_\_\_
2. Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Company Classification:**

<input type="checkbox"/>	Management/Consultancy	<input type="checkbox"/>	Retail/Distribution
<input type="checkbox"/>	Banking/Finance/Insurance	<input type="checkbox"/>	Business Services
<input type="checkbox"/>	Computer/IT	<input type="checkbox"/>	Construction/Engineering Services
<input type="checkbox"/>	Health Care	<input type="checkbox"/>	Employment Agency
<input checked="" type="checkbox"/>	Education	<input type="checkbox"/>	Manufacturing
<input type="checkbox"/>	Media/Communication	<input type="checkbox"/>	Transport
<input type="checkbox"/>	Travel/Tourism/Hospitality	<input type="checkbox"/>	Other: _____

For more information please contact us at: [reeshema.walker@commerce.nc.gov](mailto:reeshema.walker@commerce.nc.gov) or 252.514.4828

**HIRING INTERESTS:**

<input type="checkbox"/>	Full-time (Unskilled)	<input checked="" type="checkbox"/>	Full-time (Skilled)
<input checked="" type="checkbox"/>	Part-time	<input checked="" type="checkbox"/>	Temporary
<input checked="" type="checkbox"/>	Veterans (Preference)	<input type="checkbox"/>	Apprenticeship/Internship

**JOB VACANCY LISTING.** List the positions currently available and/or future openings your company would like listed in the Job Fair packet. Attach additional sheets if necessary.

Will provide by 10/31/2023

Job Title: \_\_\_\_\_

Currently available       Future vacancy

Job Title: \_\_\_\_\_

Currently available       Future vacancy

Job Title: \_\_\_\_\_

Currently available       Future vacancy

Job Title: \_\_\_\_\_

Currently available       Future vacancy

Job Title: \_\_\_\_\_

Currently available       Future vacancy

**This is an indoor event and (1) 6' table and two (2) chairs will be provided.**

**PLEASE NOTE** - Companies participating in Veteran's Day Job Fair are expected to:

- Actively recruit for existing or future vacancies;
- Take applications and/or resumes;
- Make reasonable efforts to provide company materials at their table; and
- Attend for the entire duration of the event.

**RETURN COMPLETED FORM**

[reeshema.walker@commerce.nc.gov](mailto:reeshema.walker@commerce.nc.gov)

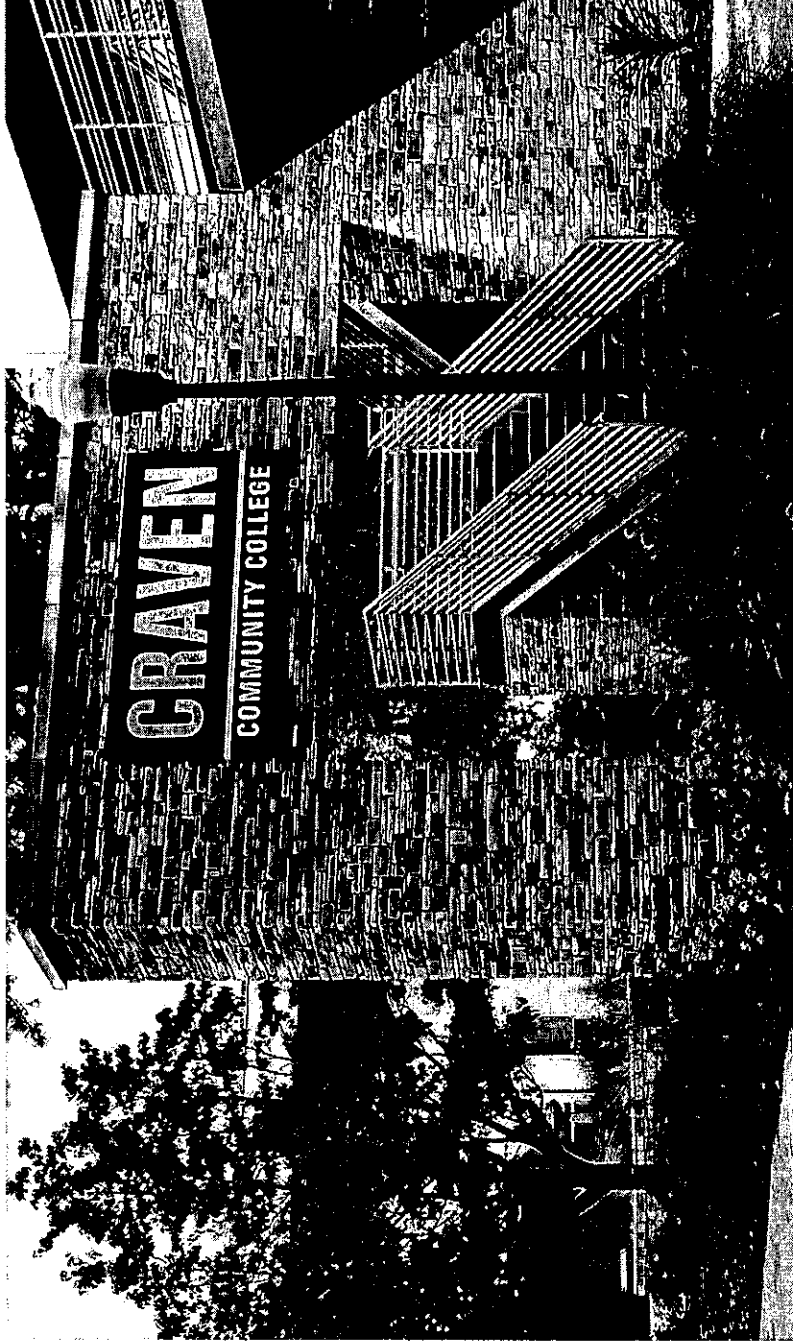
OR

NCWorks Career Center - New Bern  
Attn: Reeshema Walker  
2836 Neuse Blvd.  
New Bern, NC 28560

**\*Form submission deadline:**

**October 31<sup>st</sup>, 2023**

For more information please contact us at: [reeshema.walker@commerce.nc.gov](mailto:reeshema.walker@commerce.nc.gov) or 252.514.4828



# HUMAN RESOURCES



## WHAT WE'RE LOOKING FOR

Do you want to work for an institution whose core values are diversity, integrity, learning, quality, respect, trust, and service? Craven Community College seeks individuals with a commitment to those traits. We are looking for the right people to fill full-time, part-time, and temporary jobs in the following positions:

- Faculty and adjunct faculty
- Administrative staff
- Technical/paraprofessional
- Professional
- Security



Search current job openings and apply online through the Craven CC NEOEd site, accessible at [CravenCC.edu/ Employment](http://CravenCC.edu/ Employment).



**CALL US**  
(252) 638-7335



**CLICK US**  
[CravenCC.edu/ Employment](http://CravenCC.edu/ Employment)



**WRITE US**  
[HR@cravencc.edu](mailto:HR@cravencc.edu)



800 College Ct., New Bern, NC 28562  
305 Cunningham Blvd., Havelock, NC 28532  
[cravencc.edu](http://cravencc.edu) | 252-638-7200

*Printed April 2023*



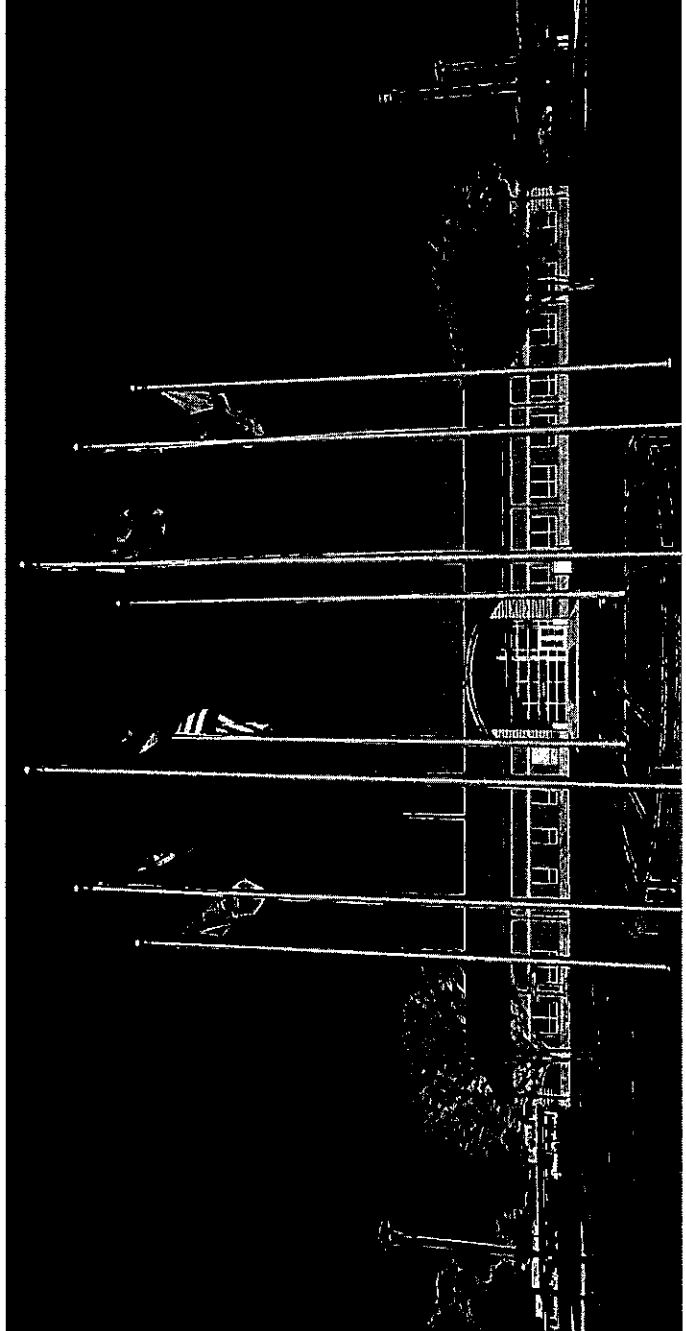
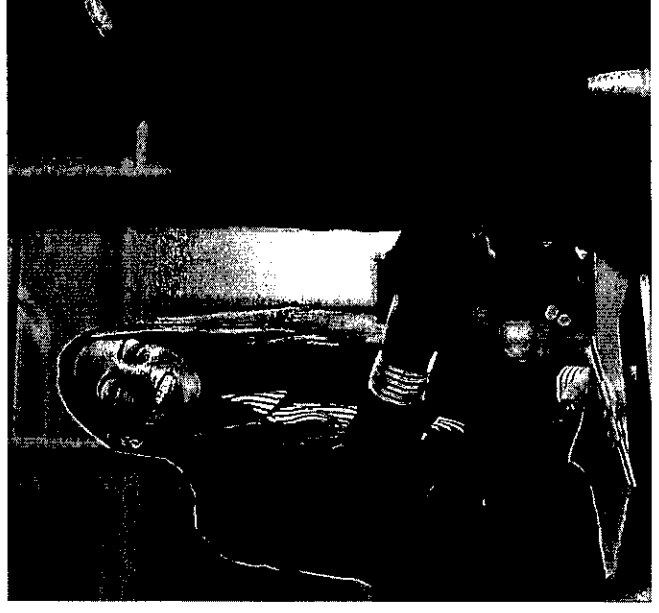
## EMPLOYEE BENEFITS

Craven CC offers eligible employees a comprehensive benefits package. It includes a variety of insurance, retirement, and miscellaneous benefits plans:

- North Carolina State Health Plan Medical Insurance
- NC Teachers' and State Employees' retirement benefits
- Earned vacation and sick leave
- 12 paid holidays
- Earned petty leave (hourly employees)
- Longevity pay (recognizes long-term service)
- Life insurance

### Voluntary, Employee-Paid Benefits:

- Dental, vision, medical, and childcare flexible spending accounts
- NC 401(k) plan and NC 457 plan
- Medical bridge, accident, short-term disability, cancer, critical care, term, and whole life insurance
- State Employees' Credit Union membership eligibility
- State Employees Association of North Carolina eligibility



## WHO WE ARE

Craven Community College's Human Resources staff is prepared to support the needs of both potential employees and our current faculty and staff. We strive to provide responsive service to all people who make Craven CC a great place to work.

Craven CC is an equal opportunity educational institution and employer and does not discriminate on the basis of race, creed, national or ethnic origin, gender, religion, disability, age, veteran, or citizenship status.



## ABOUT CRAVEN CC

Since 1965, Craven Community College has offered high-quality, post-secondary education for the citizens of Craven County, along with students from throughout the state, nation, and abroad.

Craven CC is a dynamic and responsive institution of higher education. We are committed to improving and enriching individual lives and society through comprehensive, high quality, and accessible learning opportunities that allow students to contribute and compete in a diverse and global community.

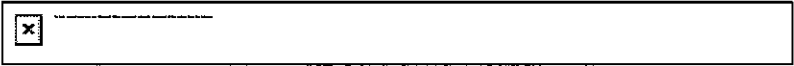
Craven CC employs a talented group of instructors and staff who are committed to continuous improvement and to individually assisting all students in meeting their academic and career goals.



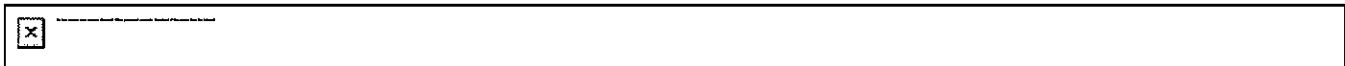
**Anne Crump**

**From:** New Bern Area Chamber of Commerce <tshurie+newbernchamber.com@ccsend.com>  
**Sent:** Wednesday, May 03, 2023 8:05 AM  
**To:** Jared Brumbaugh  
**Subject:** [EXTERNAL]: Reminder: eNews Week of May 1, 2023

**CAUTION:** External email. Do not click links or open attachments unless verified.



Proudly presents the weekly eNewsletter for the New Bern Area Chamber of Commerce  
Monday, May 1, 2023



# Meetings on the calendar

Coming in May

**Executive & Finance**  
Tuesday, May 2  
Location: Chamber  
[Details](#)

**Board of Directors**  
Tuesday, May 9  
Location: Chamber  
[Details](#)

Chamber  
Meeting Lineup  
hosted by



# Events on the calendar

---

Coming in April

## Tune Up Tuesday

Tuesday, May 2

Location: Chamber

[Details](#)

## Young Professionals

Thursday, May 4

Location: Harry's Blind Tiger

[Details](#)

## Ribbon Cutting

Friday, May 5

Location: Habitat for Humanity

[Details](#)

Chamber  
Event Lineup  
hosted by

Full Calendar

## Carolina Endodontic Associates

Eastern North Carolina's largest endodontic group dedicated to providing high quality root canal therapy in a friendly and comfortable environment since 1992.



[Learn More](#)

---

# News

from our members

---

## Recently Submitted

### Craven Community College

POSTED: Tuesday, April 25  
Program Explores Renewable Energy  
[Details](#)

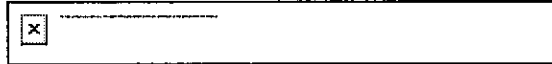
### New Bern Historical Society

POSTED: Tuesday, April 25  
NBHS Hits 100 Years - Pepsi 125  
[Details](#)

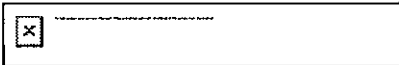
### Craven Arts Council

POSTED: Tuesday, April 25  
Main Gallery: Roy G Biv  
[Details](#)

Chamber  
Member News  
hosted by



[More News](#)



### *Insight* - Winter 2023

Take a moment to check out the latest edition of *Insight*, the New Bern Area

Chamber of Commerce Community and Business Magazine.

Insight



Hot Deals offer a great way to promote your goods and services to the community and it is absolutely FREE.

Learn More



This is good for job openings or even volunteers needed. Our Job Posting Tool is a great way to get the word out and it is FREE.

Learn More



Member to Member Incentives

Get the most from your membership by promoting your offers to other members and taking advantage of what they have to offer as well. It only works if you participate.

[Member Login](#)

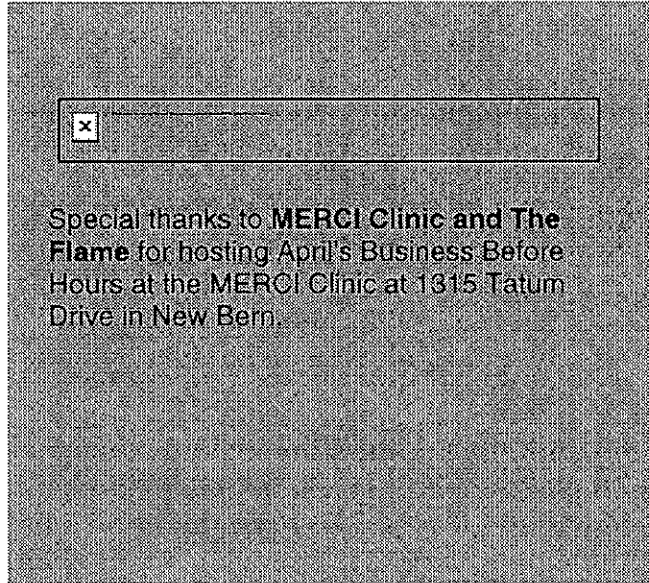


If you're looking to diversify your marketing plan, the Chamber has a variety of year-round sponsorship and advertising opportunities designed 'by request' for our members. Give your logo the exposure it deserves with our *Chambertunities*.

Learn More

# Photos from members

---



## Chamber Member Photos hosted by

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

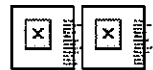
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**[Click here to sign up for exclusive discounts.](#)**



New Bern Area Chamber of Commerce | 316 S. Front St., New Bern, NC 28563

[Unsubscribe jbrumbaugh@publicradioeast.org](#)

[Update Profile](#) | [Constant Contact Data Notice](#)

Sent by tsuhrie@newbernchamber.com powered by

Try email marketing for free today!

## Anne Crump

---

**From:** Jared Brumbaugh <brumbauj@cravencc.edu>  
**Sent:** Monday, September 18, 2023 8:25 AM  
**To:** Ben Donnelly; Caitlin Kuhn  
**Subject:** FW: [EXTERNAL]: eNews Week of September 18, 2023

Our business sponsor ad is in the Chamber's e-newsletter!

---

**From:** New Bern Area Chamber of Commerce <tsuhrie+newbernchamber.com@ccsend.com>  
**Sent:** Monday, September 18, 2023 8:02 AM  
**To:** Jared Brumbaugh <jbrumbaugh@publicradioeast.org>  
**Subject:** [EXTERNAL]: eNews Week of September 18, 2023

---

**CAUTION:** External email. Do not click links or open attachments unless verified.

---



Proudly presents the weekly eNewsletter for the New Bern Area Chamber of Commerce

Monday, September 18, 2023

---

# CHAMBER NEWS

MEMBER'S GUIDE TO THE WEEK

## Meetings on the calendar

Coming in September

### Nonprofit Council

Tuesday, September 19

Location: Chamber

Details

### Military Alliance Board

Tuesday, September 19

Location: Chamber

Details

Chamber

Meeting Lineup  
hosted by

**TRENT**  
*Our People Give You the Edge*

## **Downtown Council**

Thursday, September 28

Location: Chamber

[Details](#)

---

# **Events** on the calendar

---

Coming in September

## **Ribbon Cutting**

Wednesday, September 20

Location: Stanley Steamer

[Details](#)

## **Business After Hours**

Thursday, September 21

Location: Captain Ratty's

[Details](#)

## **Business Before Hours**

Chamber  
Event Lineup  
hosted  
by



Tuesday, September 26

Location: Mitchell Hardware

[Details](#)

## Ribbon Cutting

Thursday, September 28

Location: Calvary Appliance Service  
& Highland Business Center

[Details](#)



Full Calendar

# Spotlight on a member



## Wade Associates

Wade Associates is an independent insurance agency offering a comprehensive suite of insurance

solutions to protect your business and  
your life from the unexpected.

[Learn More](#)

---

## News from our members

---

### Recently Submitted

#### **Coldwell Banker Sea Coast Advantage**

POSTED: Wednesday, September 13

#### **Amber Best Joins New Bern Office**

[Details](#)

---

#### **Century 21 Zaytoun-Raines**

POSTED: Tuesday, September 12

#### **August Top Agents**

[Details](#)

---

#### **Partners in Education**

Chamber  
Member News  
hosted by



POSTED: Tuesday, September 12

PIE and Books-A-Million Partner

[Details](#)

[More News](#)

# Check it Out!

The New Bern Area Chamber of Commerce is excited to share our **NEW** website. Take a moment to click through and discover everything your Chamber has to offer.



We help businesses exceed their financial goals. **CRIB**  
Click here to learn more about our services and your home file.

A screenshot of the New Bern Area Chamber of Commerce website homepage. The page has a dark background with a cityscape image. At the top, there is a navigation menu with items: Directory, About Us, Members, What's New, Events, Explore, Economic Development, and Member Login. The main heading reads "WELCOME TO THE New Bern Area Chamber of Commerce". Below the heading are social media icons for Facebook, Instagram, Twitter, LinkedIn, and YouTube. To the right, there are four buttons: "Event Calendar" (with a calendar icon), "Join Today" (with a person and plus icon), "Find a Member" (with a person and magnifying glass icon), and "Member Login" (with a person and lock icon). At the bottom, a text block states: "The New Bern Area Chamber of Commerce serves to positively cultivate economic stability for the local community by partnering with local businesses to promote and engage its members so they are positioned not only to succeed, but thrive."

NEW BERN CHAMBER OF COMMERCE SEPTEMBER 2023  
**INSIGHT**  
COMMUNITY & BUSINESS MAGAZINE



## *Insight* - Fall 2023

Take a moment to check out the latest edition of *Insight*, the New Bern Area Chamber of Commerce Community and Business Magazine.



# Benefits for members

**HOT DEAL**

Hot Deals offer a great way to promote your goods and services to the community and it is absolutely FREE.

**HELP  
WANTED**

This is good for job openings or even volunteers needed. Our Job Posting Tool is a great way to get the word out and it is FREE.

[Learn More](#)

[Learn More](#)



Member to Member

### Member to Member Incentives

Get the most from your membership by promoting your offers to other members and taking advantage of what they have to offer as well. It only works if you participate.

[Member Login](#)

# CHAMBERTUNITIES

If you're looking to diversify your marketing plan, the Chamber has a variety of year-round sponsorship and advertising opportunities designed 'by request' for our members. Give your logo the exposure it deserves with our *Chambertunities*.

[Learn More](#)

## Chamberversary

Renewing Members

Renewing Members

- Carolina Behavioral Health and Wellness
- Computer Services, LLC
- Cotton Funeral Home & Crematory
- GFL Environmental
- Ghent Sandwich Shop
- Habitat for Humanity of Craven County NC
- Hampton Inn Havelock
- Murphy Matza Wealth Management
- New Bern Aesthetic Center – Zannis Plastic Surgery and Rinnova Spa & Wellness Center

- New Bern Magazine
- Paula's Pizza & Italian Restaurant
- Pinecone Home and Garden Center
- Precious Baby Peek Ultrasound
- Solas Lighting and Design
- SOS Global Express, Inc.
- Wirthwein New Bern Corporation

### New Member

- Bryan Wayne

# Photos from members



Thank you to everyone at **Religious Community Services** for hosting September's Midday Mingle at their location at 919 George Street in New Bern.

Chamber  
Member Photos  
hosted  
by

INTERNATIONAL  PAPER



**You're Invited**

4-Part  
Learning  
Series

# Getting People to Buy From Your Business

*The Tune Up Tuesday Education Series*

Are you looking to boost sales for your local small business?

Do you want to learn effective strategies that drive engagement and conversions?

This comprehensive series of hands-on workshops is designed to help you unlock the secrets of successful customer acquisition and retention.

You'll walk away with actionable items you can immediately put to use.

## 4 Workshops Led by Local Industry Experts

### **Workshop 1: Understanding Why People Buy** (8/1/23)

Discover the key advantage you can use to find and acquire more customers. This session will show you how to Define & Refine Your Target Audience, Clarify Your Unique Selling Proposition, and Create the Perfect Customer Journey. (Presented by: Ed McDonough)

### **Workshop 2: Content Marketing for Local Businesses** (9/12/23)

See firsthand how content marketing can help you establish authority, build relationships, and attract customers. We'll cover topics like Creating Valuable Content, Leveraging Social Media, and Measuring Content Success. (Presented by: Brad Poirier)

### **Workshop 3: Website Design for Engagement and Sales** (10/3/23)

Here you will explore how website design plays a vital role in capturing audience attention, enhancing engagement, and ultimately driving in more sales. We'll discuss User Experience, The right type of Call to Action, the best way to Analyze Visitor Data, and the power of using Social Proof. (Presented by: Jeremy LeRay)

### **Workshop 4: Get More Customers with Email Marketing** (11/7/23)

Email marketing continues to be the number one source of sales for companies of all types, yet for most small businesses it remains underutilized. Learn 2 tested approaches for using email to increase your sales every month. (Presented by: Ed McDonough)

Presented by:

New Bern Area Chamber of Commerce  
316 South Front Street, New Bern, NC

**Starts August 1st**



**NEW BERN**

CHAMBER OF COMMERCE

**Join us for one or all three remaining dates!**



Space is limited so register today by clicking below  
on the topics that interest you.

**Workshop 3:** October 3 - Website Design for Engagement and Sales

**Workshop 4:** November 7 - Get More Customers with Email Marketing

Workshops will be held at the New Bern Area Chamber of Commerce, 316 South Front Street, from noon to 1:00 pm. Lunch will be served. Pre-registration is required. Limit 20 people per class.

Questions may be directed to [Teresa Suhrie](#)

---

# You're Invited



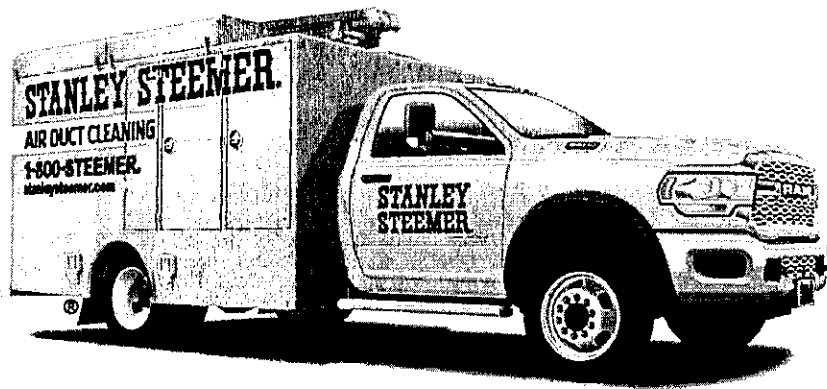
The New Bern Area Chamber of Commerce  
Request The Pleasure Of Your Company for the  
**GRAND RE-OPENING CEREMONY FOR**  
**Stanley Steemer**

---

Date: Wednesday, September 20, 2023

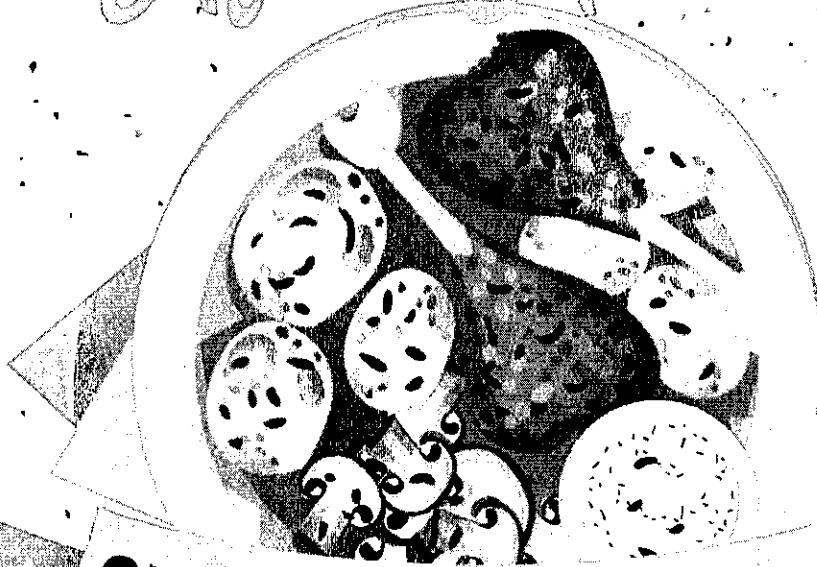
Time: 11:00 am

**NEW** Location: 223 Kale Road, New Bern  
Refreshments will be served.





# Business After Hours



**SEPTEMBER 21, 2023**

CAPT

**Ratty's**

**5:30PM**

*til*

**7:00PM**

**202 MIDDLE STREET, NEW BERN**

# Business Before Hours



**Sept. 26, 2023 7:30a-8:30a**



**Celebrating our 125th  
Anniversary in Business!**

**ENJOY CUSTOM TREATS IN ADDITION TO  
OUR MORGAN'S BREAKFAST SPREAD.**

**215 CRAVEN STREET, NEW BERN**

# You're Invited



The New Bern Area Chamber of Commerce  
Request The Pleasure Of Your Company for the  
**GRAND OPENING CEREMONY FOR  
Cavalry Appliance Center &  
Highland Business Center**

Date: Thursday, September 28, 2023

Time: 3:30 to 4:30 pm

Location: 1210 Highland Avenue, Suite B, Trent Woods

Refreshments will be served.





PRESENTS

# BEACH BOOGIE BOURBON & BREWS

## FRIDAY, OCTOBER 6, 2023

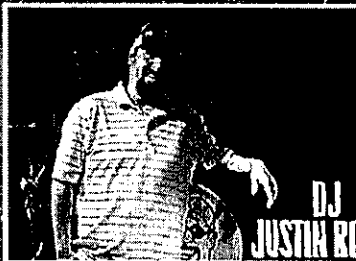
GATES OPEN AT 5:30 PM

### NEW BERN FARMERS MARKET

412 S. FRONT ST • DOWNTOWN NEW BERN



Band of Oz  
6:30 PM



Alfon Rouse, Beach Boogie  
Blues Dance Party 8 PM  
Flag Contest 8:50 PM

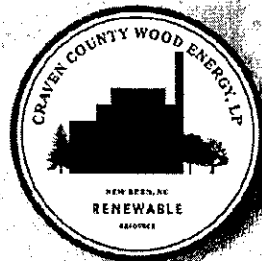


Jim Quirk & Coastline  
9 PM

**ADVANCE TICKETS \$25 / AT THE GATE \$30**

Ticket info / purchase at [newbernchamber.com](http://newbernchamber.com)  
or purchase locally in Downtown New Bern at  
Mitchell Hardware & New Bern Area Chamber of Commerce

**THANKS TO OUR BAND SPONSORS:**



AND OUR OTHER SPONSORS



CHILDREN 12 AND YOUNGER ARE FREE WITH AN ADULT  
NO FOOD, COOLERS, LARGE UMBRELLAS OR WEAPONS. SERVICE PETS ALLOWED. NO RE-ENTRY. RAIN OR SHINE. NO REFUNDS.

***You're Invited***



The New Bern Area Chamber of Commerce  
Request The Pleasure Of Your Company for the  
**GRAND OPENING CEREMONY FOR**  
**United Real Estate Coastal Rivers**

Date: Thursday, October 12, 2023

Time: Celebration 5 to 6 pm, Ribbon Cutting 5:30 pm

NEW Location: 417 Broad Street, Suite C&D, New Bern

Refreshments will be served.

**United**  
**Real Estate**  
Coastal Rivers

**You're Invited**



The New Bern Area Chamber of Commerce  
Request The Pleasure Of Your Company for the  
**GRAND OPENING CEREMONY FOR**  
**Creekside Family Eye Care**

---

Date: Thursday, November 2, 2023

Time: 5:30 to 7:30 pm

NEW Location: 200 Waterscape Way, Carolina Colours  
Grand Opening and Introduction of two new doctors.  
Heavy hors d'oeuvres and drinks will be served.



CREEKSIDE  
**FAMILY  
EYE CARE**



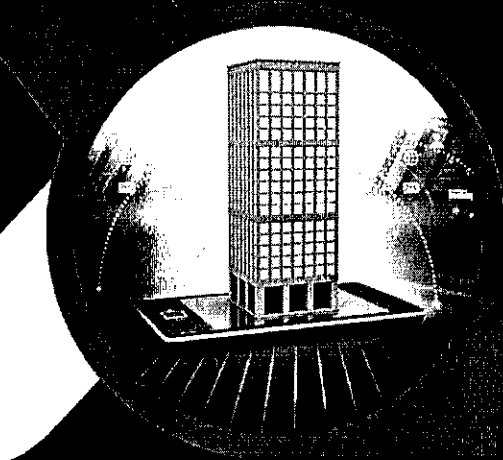
# Chamber Connections

Live Webinar

**DRIVE FORWARD**  
Paving the Path to Expertise

📅 Thursday, September 21, 2023

🕒 10:00 a.m. CDT



## Uncover the Future of Intelligent Buildings and Wi-Fi

We're thrilled to invite you to our next Drive Forward webinar, Intelligent Buildings and Innovative Wi-Fi Solutions, hosted by David Knapp, Product Manager at Oberon, a division of Chatsworth Products, on Thursday, September 21, 2023, at 10:00 a.m. CDT.

During the webinar, we'll delve into the realm of intelligent buildings, where cutting-edge technology provides energy efficiency, enhances occupant experience, and sustainability.

Additionally, we will discuss the pivotal role of Wi-Fi connectivity as the backbone of intelligent buildings, along with strategies to overcome challenges such as signal interference and security concerns.

[Register Here](#)

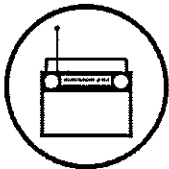
# BECOME A PRE BUSINESS SPONSOR!

- Put your business name in front of 60,000 weekly listeners!
- Reach your customers and potential clients in their homes, their workplaces, and their cars.
- Business sponsors provide an important source of PRE's funding.



**Public Radio East**

BROADCASTING FROM CRAVEN COMMUNITY COLLEGE



**On-Air  
Messages**



**Website  
Advertisement**



**Digital  
Sponsorship**

## **Radio Sponsorship Impact**

- +23% brand awareness
- +71% reported website visits
- +13% interest in learning more about sponsor brands
- 67% of listeners typically listen to sponsorship spots on radio

\*Source: Radio: Live On Air and Everywhere from NPR and Edison Research

**CALL 252-638-3434  
FOR MORE INFORMATION**

***PRE listeners support the businesses that support PRE!***



**The Small Business Center at Craven CC  
is offering these FREE opportunities to help your business  
in AUGUST AND SEPTEMBER**

**Content Marketing for Your Small Business:**

**What's Working Now**

Tuesday August 8<sup>th</sup>, 2023

4:00p.m.-6:00p.m.

New Bern Campus AMC 102

**How to Develop a Small Business Plan**

-ENTREPRENEUR SERIES-

Tuesday September 19<sup>th</sup>, 2023

12:00p.m.-2:00p.m.

New Bern Campus AMC 102

**New Bern L&L: How Introverted Small Business**

**Owners Can Attract New Clients**

Wednesday August 16<sup>th</sup>, 2023

12:00p.m.-1:30p.m.

New Bern Chamber of Commerce

**Keep an eye out for our upcoming flyer  
with our entrepreneur series events.  
Attend all required events for a certificate  
of attendance! Call or email for more  
details.**

**Hands-On Small Business Photography**

Tuesday August 22<sup>nd</sup>, 2023

4:00p.m.-6:00p.m.

New Bern Campus AMC 102

Scan this QR  
Code to Register  
For Classes



Scan this QR  
Code to Sign  
Up for Emails



**How to Start a Small Business**

-ENTREPRENEUR SERIES-

Tuesday September 12<sup>th</sup>, 2023

4:00p.m.-6:00p.m.

New Bern Campus AMC 102

**Register: [tinyurl.com/cravenccsbcevt5](https://tinyurl.com/cravenccsbcevt5)  
Questions? Call: 252-638-1166 Email: [sbc@cravencc.edu](mailto:sbc@cravencc.edu)**



ANNIVERSARY  
**40**<sup>th</sup>

*Craven  
Concerts*  
Live Music in New Bern since 1983

**SOUL AND INSPIRATION!**  
THURSDAY, SEPTEMBER 21, 2023

"Blue Eyed Soul" is alive and well!

Tribute to The Righteous Brothers.  
Plus great songs like "Lady  
Willpower", "Soul Man", and  
"Wake-up, Little Susie."

Location: Orringer Auditorium, Craven  
Community College,  
800 College Ct., New Bern, NC



**TAKES!**  
THURSDAY, OCTOBER 19, 2023

Fair for the wild and  
unexpected.

Genre-defying. Rigorous  
classical music infused with  
rock-star charisma.

Location: Orringer Auditorium,  
Craven Community College,  
800 College Ct., New Bern, NC



**CHAPEL HART - SATURDAY, DECEMBER 16, 2023**

This is a DON'T MISS CONCERT!

Golden Buzzer on  
"America's Got Talent."  
Sweet and southern  
country sound with the  
soulful gospel roots.

"International Group of  
the Year" and "Internat-  
ional Song of the Year"  
"You Can Have Him  
[olene]" in Scotland.



**SPECIAL ATTRACTION**  
First time in New Bern.

2021 CMT's Next  
Women of Country Music.

They have the incredible  
power to unite people of all  
nationalities, religions, and  
walks of life.

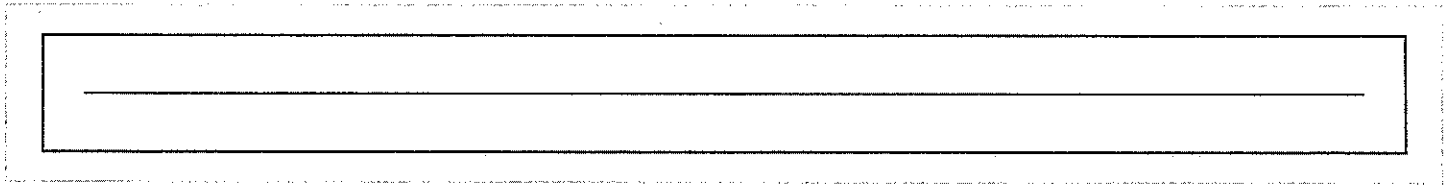
Location: Grover C. Fields Middle School, 2000 Dr. Martin Luther King Jr. Blvd., New Bern, NC

**CAROLINA STYLE CHORUS - THURSDAY, FEBRUARY 22, 2024**



Tickets and more info: [www.cravenconcertsinc.org](http://www.cravenconcertsinc.org)  
or call: 252-637-1119 or  
email: [info@cravenconcertsinc.org](mailto:info@cravenconcertsinc.org)





CAC&G At The Gallery  
FEATURING THE MUSIC OF

**YAN  
MORRISON**  
PERFORMED BY  
**KEN KENNEDY**

SEPTEMBER 30TH AT 7 PM  
6:30 pm pre-concert talk  
Doors open at 6 pm

**BANK OF THE ARTS**  
317 Middle Street

\$20 Members

\$25 Nonmembers



**SATURDAY, OCTOBER 7, 2023 | 10AM-5PM**

The Filling Station fundraiser

TITLE SPONSOR



We are planning an afternoon of good country fun to raise funds and awareness of The Filling Station and our community.

## **WE ARE "FILLING NEEDS"**

We will be asking for support through voluntary donations. The event will be held along 10 Mile Fork Road

### **ACTIVITIES INCLUDE:**

*Ceramics painting, Things From Yesteryear, a Hay Ride, Moosical Entertainment, a Walk in the Woods, Farm Animals, and shopping at Z.A.K.'s.*

Visit <https://fillingstation1075.com/> or call Karen at 252-635-0828 for more information.



**LENOIR**  
COMMUNITY COLLEGE



**LIVE UNITED**  
United Way



**NC COOPERATIVE EXTENSION**



**COASTAL WOMEN'S SHELTER**



## *The UpScale ReSale Auction*

**WHEN:** Friday, November 3, 2023 from 6:00-9:00 pm

**WHERE:** The Flame Catering & Banquet Center, 2301 Neuse Boulevard, New Bern

**WHAT:** Fundraiser to support the work of Habitat for Humanity of Craven County  
Live Auction / Silent Auction / Entertainment / Cash Bar

**TICKETS:** \$15 in advance / \$25 at the door / Purchase at The Habitat ReStore, 930 Pollock Street, New Bern / 252.633.5512

**SPONSORSHIPS:** Sponsorships are available ranging from \$100 to \$1,500 / Packages include a variety of Benefits / Press & Banner Recognition / Complimentary Tickets /  
Contact: Cinda Hill at [office@cravencountyhabitat.org](mailto:office@cravencountyhabitat.org)

**VOLUNTEERS:** Volunteers needed on the Auction Committee and Day of Event /  
Contact: Buna Cumbie at [bcumbie@cravencountyhabitat.org](mailto:bcumbie@cravencountyhabitat.org)

**DONATIONS:** Donations of Auction Items, Services, and Experiences are welcome and will be recognized in the catalog and on promotional materials  
Contact: Eileen Nonemaker at [nonemaker828@gmail.com](mailto:nonemaker828@gmail.com)

**AUCTION COMMITTEE:** Buna Cumbie, Cinda Hill, Tracey Lilly, Lisa Lloyd, Eileen Nonemaker, Michael Piraino, Kathy Sciorra, Steve Skeffington and Debra Wynn

**Building Strength, Stability and Self-Reliance through Shelter**



Habitat for Humanity of Craven County  
321 Fleet Street, New Bern NC 28562  
(252)633-9599





# newbernartists studio tour 2023



**November 4**  
Saturday, 10AM - 5PM

**50 artists**

open their studio doors and give the public a glimpse of how they make their magic happen.

Free & family-friendly!

26 STUDIOS

[newbernartists.com](http://newbernartists.com)

Leslie Anthony  
Annaliese Ash  
Wanda Bruno  
Ellyse Bullock  
Kathie Burger  
Veronica Campos Hallstrom  
Christina Carroll  
Susan Cheatham  
Sherry Clark  
Community Artists Gallery & Studios  
Heather Conley  
Lisa & Patrick Connell  
Bill Eberle  
Pat Eglington  
Janet Francoeur  
Brenda Gear  
Gary Gowans  
Jennifer Haskins  
Paula Hissett  
Deanna Hodgins  
Ann Marie Hodrick  
Jane Horner  
Angelo Humphries  
Cory Hunter  
Noreen Jekel

Wendy Johnson  
Barla Kulp  
John Larick  
Alexander Lazaroff  
Heidi Lock  
Ed Macomber  
Shelby Mathiot  
Edward McCarty  
John McQuade  
Carol More  
Jane Morgan  
Christine Provard  
Koreen Rawson  
Karen Schaaf  
Schanda Scheber  
Shop Class  
Donna Slade  
David Slyck  
Patty O'Brien Smithwick  
Jesse Stratton  
Linda Sura  
Jolly Sutton  
Catherine Thornton  
Vicki Vitale  
Martha Williams



[newbernartists.com](http://newbernartists.com)

Visit our website to plan your day

- Learn more about each artist
- Find where free booklets are available
- Use the Google map link or print your own

The 2023 Newbern Artists Studio Tour is an exciting opportunity, sponsored by  
The Craven Arts Council

 **Weyerhaeuser**  
PRESENTS

# Trail to TRYON

• NOVEMBER 11, 2023 •

Trail to Tryon is more than a run, it's an experience. Join us for an amazing race weekend and participate in the 5K, 10K or half marathon that starts at the gates of Tryon Palace and continues through New Bern's charming downtown district, iconic waterfront parks and beautiful residential neighborhoods. The finish line, at the North Carolina History Center, will include a waterfront celebration offering fun-filled events for all ages.



HALF MARATHON SPONSOR



10K SPONSOR



5K SPONSOR



# 4th ANNUAL *Carry it Forward*

NEW BERN AND CRAVEN COUNTY'S #GIVINGTUESDAY EVENT



## NOVEMBER 28, 2023

2 PM - 5 PM

UNION POINT PARK

NEW BERN, NC

GivingTuesday has been observed in the New Bern community since the global movement began in 2012. Typically a day of recognition for local nonprofits, the collective efforts of the New Bern Area Chamber of Commerce Nonprofit Council and the New Bern Giv3 committee helped evolve the celebration into a true day of giving with the "Carry it Forward" event, the first of which was held in 2020. Since its inception, the "Carry it Forward" event has helped generate close to \$50,000 for New Bern's nonprofit community. These funds have made a huge, LOCAL impact for many people in the New Bern and surrounding area.

Your sponsorship of the "Carry it Forward" event makes a **wide-spread impact** in **YOUR** community. ALL funds contributed by sponsors are **divided equally** among participating nonprofits!

# 2023 SPONSORSHIP OPPORTUNITIES

## Title Sponsor | \$5,000

- All benefits below plus...
- Name/Logo incorporated into event title as "Presented By"
- Live Social Media interview day of event

## Platinum Sponsor | \$2,500

- All benefits below plus...
- Name/Logo on banner displayed at performance stage
- 10 x 10 designated space at event

## Gold Sponsor | \$1,000

- All benefits below plus...
- Name/Logo on digital and print event marketing distributed 30 days prior to the event
- 10 x 10 designated space at event

## Silver Sponsor | \$500

- All benefits below plus...
- Name/Logo on sponsor board displayed at the event
- Social media highlight

## Bronze Sponsor | \$250

- Name listed in event brochure distributed to attendees at the event.

Questions? Contact Heather Thornburg at [hthornburg@wadeict.com](mailto:hthornburg@wadeict.com)

Please complete and detach the form below and return it using the enclosed envelope.



*Yes! I would like to sponsor the 2023 "Carry it Forward" event!*

Business Name: \_\_\_\_\_ Primary Contact: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

Primary Contact Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Select Sponsorship Level:

- Title Sponsor - \$5,000
- Platinum Sponsor - \$2,500
- Gold Sponsor - \$1,000

- Silver Sponsor - \$500
- Bronze Sponsor - \$250
- Other - \$ \_\_\_\_\_



Signature/Date: \_\_\_\_\_  Please send me an invoice!

\*Make Checks Payable to New Bern Chamber of Commerce MEMO: GivingTuesday



# Midnight Garden

2023 CHRISTMAS GALA  
FRIDAY, DECEMBER 1, 2023

RIVERFRONT  
CONVENTION CENTER

6:30 PM COCKTAILS & HORS D'OEUVRES

7:30 PM PLATED DINNER

8:30 PM DESSERT

9:00 PM LIVE MUSIC BY  
"THE BLACK & BLUE EXPERIENCE"  
SAFE RIDE HOME

BLACK TIE OPTIONAL | 21 & OVER EVENT

SPONSORSHIP PACKAGES AVAILABLE  
GENERAL TICKET SALES BEGIN NOVEMBER 1  
[WWW.NEWBERNBUILDERS.COM](http://WWW.NEWBERNBUILDERS.COM)

Questions may be directed via email to Judy Avery or by calling 252-259-3357.

Click here for sponsorship information or to reserve a sponsored table.

General tickets will go on sale November 1.



[Click here to sign up for exclusive discounts.](#)

---



**NEW BERN**

CHAMBER OF COMMERCE



New Bern Area Chamber of Commerce | 316 S. Front St., New Bern, NC 28563

[Unsubscribe jbrumbaugh@publicradioeast.org](mailto:jbrumbaugh@publicradioeast.org)

[Update Profile](#) | [Constant Contact Data Notice](#)

Sent by tsuhrie@newbernchamber.com powered by



**Anne Crump**

---

**From:** New Bern Area Chamber of Commerce <tsuhrie+newbernchamber.com@ccsend.com>  
**Sent:** Monday, November 13, 2023 8:03 AM  
**To:** Jared Brumbaugh  
**Subject:** [EXTERNAL]: eNews Week of November 13, 2023

**CAUTION:** External email. Do not click links or open attachments unless verified.



Proudly presents the weekly eNewsletter for the New Bern Area Chamber of Commerce  
Monday, November 13, 2023

---

---

# CHAMBER *e* NEWS


MEMBER'S GUIDE TO THE WEEK

---

## Meetings on the calendar

---

Coming in November





**Board of Directors**

Tuesday, November 14

Location: Chamber

[Details](#)

**Military Alliance Board**

Tuesday, November 21

Location: Chamber

[Details](#)

**Downtown Council**

Thursday, November 30

Location: Chamber

[Details](#)

Chamber  
Meeting Lineup  
hosted  
by



---

# Events on the calendar

---

Coming in November

**Business After Hours**

Thursday, November 16

Location: Riverside Chrysler Dodge

Jeep Ram FIAT Subaru

[Details](#)

**Federal Reserve Economic Update**

Friday, November 17

Location: The Flame

[Details](#)

**Gobble Wobble**

Wednesday, November 22

Location: Attitude's Pub & Grille

[Details](#)

Chamber  
Event Lineup  
hosted by



## Spotlight on a member



### New Bern Family Eye Care

New Bern Family Eye Care has been a leading provider of optometry services and vision care products in the New Bern community since 1993.

[Learn More](#)

## News from our members

Recently Submitted

### New Bern Civic Theatre

POSTED: Wednesday, November 8  
'The Surprising History of Holiday Music' A Lecture Concert  
[Details](#)

Chamber  
Member News  
hosted by

## Arts to End Genocide

POSTED: Monday, November 6  
Award for Innovative Programs  
[Details](#)

## CarolinaEast

POSTED: Monday, November 6  
CarolinaEast Nationally Recognized  
[Details](#)



[More News](#)



## *Insight* - Fall 2023

Take a moment to check out the latest edition of *Insight*, the New Bern Area Chamber of Commerce Community and Business Magazine.

[Insight](#)

# Benefits for members



Hot Deals offer a great way to promote your goods and services to the community and it is absolutely FREE.

[Learn More](#)



This is good for job openings or even volunteers needed. Our Job Posting Tool is a great way to get the word out and it is FREE.

[Learn More](#)



**Member to Member**

#### Member to Member Incentives

Get the most from your membership by promoting your offers to other members and taking advantage of what they have to offer as well. It only works if you participate.

[Member Login](#)

## CHAMBERTUNITIES

If you're looking to diversify your marketing plan, the Chamber has a variety of year-round sponsorship and advertising opportunities designed 'by request' for our members. Give your logo the exposure it deserves with our *Chambertunities*.

Learn More

---

# Photos

from members

---



Congratulations to **Dominos** on their Grand Opening at 2400 Neuse Boulevard in New Bern.

Chamber  
Member Photos  
hosted  
by

INTERNATIONAL  PAPER

**You're Invited**

## Here's Your Opportunity to Host a Chamber Social in 2024

If you've never hosted a Chamber event before this is your chance! This year, in an effort to shake things up a bit, we're offering our open dates up to first time hosts OR businesses who haven't hosted in while. So, pick your date and contact Teresa Suhrie before they're gone.

**Midday Mingle** – 2nd Wednesday of Each Month – 12:00 noon to 1:30 p.m.

November 13

December 11

**Business Before Hours** – 4th Tuesday of Each Month – 7:30 to 9:00 a.m.

May 28

June 25

July 23

October 22

November 26

To reserve an open date please contact Teresa Suhrie at [tsuhrie@newbernchamber.com](mailto:tsuhrie@newbernchamber.com)

---



# Business After Hours



**THURSDAY, NOVEMBER 16, 2023**

LOCATED:

*Riverside*



**5:30PM**  
*til*  
**7:00PM**

**5000 US-70 EAST, NEW BERN**



# FEDERAL RESERVE ECONOMIC UPDATE

Update on National and Local Economic Issues

FRIDAY, NOVEMBER 17 FROM 12PM TO 1:30 PM

PRESENTED BY:

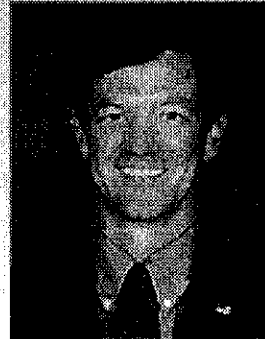


**DUKE  
ENERGY**

HOST: Flame Catering & Banquet Center, 2301 Neuse Blvd

### Panel Discussion: Local Economy

- Mark Meno, Fleet Readiness Center East, Executive Director
- Andy MacLaren, BSH Home Appliances Corporation, US/OP Chief Technology Officer
- Jeff Wood, Craven County Economic Development Director
- Donna Phillips, Duke Energy Carolinas, Senior Economic Development Manager



Guest Speaker:

**Matthew Martin**  
Federal Reserve Senior V.P.  
Regional Executive  
Charlotte, North Carolina

**CONTACT: Teresa Suhrie**

**252-637-3111**

**tsuhrie@newbernchamber.com**

**\$30 PER PERSON**

**REGISTER AT [WWW.NEWBERNCHAMBER.COM](http://WWW.NEWBERNCHAMBER.COM)**

### CORPORATE PARTNERS:



**First Citizens Bank**

**Edward Jones**  
MAKING SENSE OF INVESTING

Dan Roberts  
Georgiana Bowman  
Financial Advisors

Reserve Your Spot

**TIMELINE FOR THE DAY**



11:30 am - Check In Begins  
12 noon - Buffet Lunch  
12:30 pm - Presentation

## **PRESENTATION**

**Guest Speaker:** Matthew Martin, Federal Reserve, Senior V.P. Regional Executive, will Speak on the National Economy on a Large Scale– What to expect (the big picture!)

**Panel** will be led by Matthew Martin

### **Guest Panelists**

- Mark D. Meno, Executive Director, Fleet Readiness Center East, Marine Corps Air Station Cherry Poin
- Andy MacLaren, Chief Technical Officer/Site Manager, B/S/H/
- Donna Phillips, Senior Economic Development Manager, Duke Energy Carolinas
- Jeff Wood, Economic Development Director, Craven County

**Panel Discussion** will translate what Mr. Martin spoke on nationally and how it will affect the Greater New Bern AND Surrounding Areas over the next 3 to 7 years.

### **Topics Will Include**

- Transportation
- Housing
- Career Readiness
- Growth and Quality of Life
- Q&A

## **LUNCH MENU**

- House Salad
- Chicken Supreme Marinated Grilled Chicken Breast Layered with Smoked Bacon, Mozzarella Cheese, Mushrooms, and Topped with a Supreme Sauce over Rice Pilaf
- Beef Tips in a Bourguignonne Sauce with Mushrooms
- Mahi-Mahi with Fresh Mango Salsa
- Roasted Squash, Zucchini, Red Peppers and Onion Drizzled with Balsamic Vinaigrette
- Honey Glazed Baby Carrots
- Oven Roasted Bliss Potatoes
- Strawberry Shortcake
- Praline Bread Pudding with Caramel Sauce

**Chamber Member Tickets \$30**  
**Non-Member Tickets \$40**

Please contact Teresa Suhrie if you have any  
questions. [tsuhrie@newbernchamber.com](mailto:tsuhrie@newbernchamber.com) 252-637-3111 ext:104

---

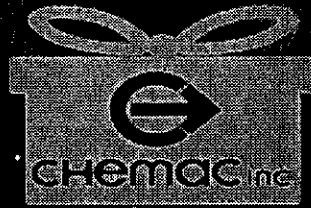
# Business Before Hours



Tuesday, Nov. 28, 2023 7:30a-8:30a

ideas inc.  
promotional products

405 MIDDLE STREET, NEW BERN  
on the rooftop of Oliver & Check



PRESENTS

# CHRISTMAS WITH *The Embers*



DOUBLETREE BY HILTON NEW BERN-RIVERFRONT  
100 MIDDLE STREET, NEW BERN NC

FRIDAY, DECEMBER 15, 2023

SHOW STARTS AT 7PM

DOORS OPEN AT 6PM

**ADULTS 13 & UP \$30 / CHILDREN 4-12 \$10**

3 & UNDER ARE FREE IN LAP SEATING ONLY

PURCHASE AT NEW BERN CHAMBER OF COMMERCE,  
MITCHELL HARDWARE OR ONLINE [NEWBERNCHAMBER.COM](http://NEWBERNCHAMBER.COM)

ALL TICKET PRICES WILL INCREASE BY \$10 AFTER 5PM, WEDNESDAY, DECEMBER 13

THANKS TO OUR SPONSORS



FOLLOW US ON OR VISIT [NEWBERNCHAMBER.COM](http://NEWBERNCHAMBER.COM)

Embers Tickets

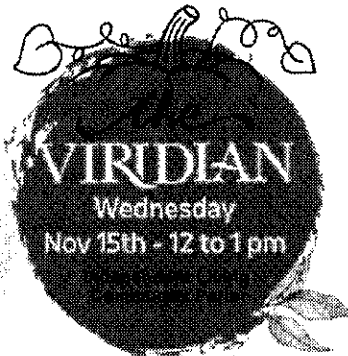
# Chamber Connections

## Lunch & Learn

# DOWNSIZE RESPONSIBILITIES *and explore the possibilities*



Wednesday, Nov 15th - 12 to 1 pm  
Light Refreshments Provided



Join us for a **FREE** seminar  
*and explore the possibilities*

Answering your questions  
about downsizing.

- ✓ **The Current Real Estate Market & More**
- ✓ **The Process of Decluttering for moving or staying at home.**
- ✓ **All-Inclusive Senior Living**
  - Common Misconceptions
  - Expectations Vs Reality
  - 7 Tips To Improve Your Quality of Life.

*Tours Available  
Q & A's Available with each speaker  
after the event.*

RSVP: 252-631-9685  
or message our Facebook page

Special Guest  
Ashley Banks & Kristi Mason  
United Real Estate ~ Coastal Rivers  
and Janet Lamb of  
Smooth Transitions



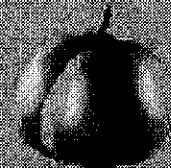
The  
Country Biscuit

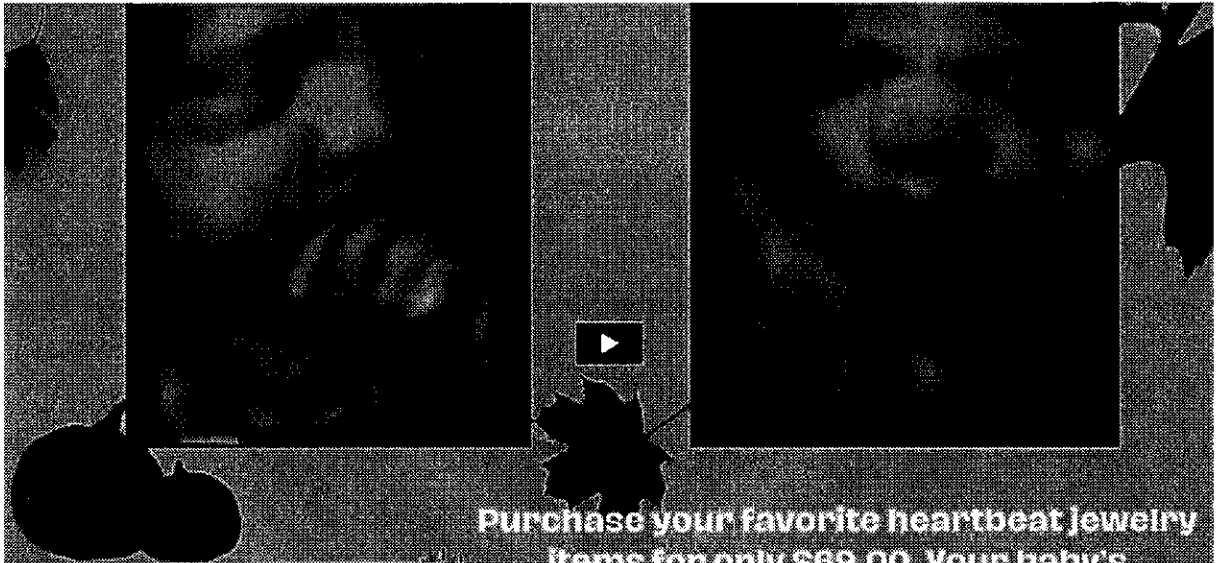
# THANKSGIVING DINNER

Turkey, Ham, Stuffing, Cranberry Sauce, Gravy  
Green Bean Casserole, Corn, Mashed Potatoes  
Dinner Roll and Pumpkin Pie  
\$21.95 per person

Call 252-638-5151  
or order on-line at

[toasttab.com/the-country-biscuit](http://toasttab.com/the-country-biscuit)





**Purchase your favorite heartbeat jewelry  
items for only \$69.00. Your baby's  
heartbeat will be custom-made into  
necklaces, pendants, bracelets, and more.**





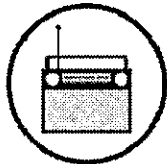
# BECOME A PRE BUSINESS SPONSOR!

- Put your business name in front of 60,000 weekly listeners!
- Reach your customers and potential clients in their homes, their workplaces, and their cars.
- Business sponsors provide an important source of PRE's funding.



**Public Radio East**

BROADCASTING FROM CRAVEN COMMUNITY COLLEGE



**On-Air Messages**



**Website Advertisement**



**Digital Sponsorship**

## Radio Sponsorship Impact

- +23% brand awareness
- +71% reported website visits
- +13% interest in learning more about sponsor brands
- 67% of listeners typically listen to sponsorship spots on radio

\*Source: Radio: Live On Air and Everywhere from NPR and Edison Research

**Mention this ad and we'll double the number of your on-air messages!**

Offer available 11/01/2023 - 11/30/2023

**CALL 252-638-3434 FOR MORE INFO**

Live Webinar

## DRIVE FORWARD

Paving the Path to Expertise

Thursday, November 16, 2023

10:00 a.m. CST



Tom Cabral, RCDD  
Field Application Engineer  
Chatsworth Products

Join us for our upcoming Drive Forward webinar, Cooling 101: Where Cooling Started and Where it is Heading, on Thursday, November 16th, at 10:00 a.m. CST!

Data center cooling is a complex and critical aspect of data center management that requires careful planning and execution. In this webinar, Tom Cabral, Field Application Engineer at Chatsworth Products, will explore the history and benefits of a variety of cooling solutions including airflow, liquid, a hybrid of the two and even immersion.

Learn more about the advantages and disadvantages of each cooling system as it relates to efficiency, cost, reliability, and environmental impact. Click [here](#) to save your seat.

**GOBBLE WOBBLE**  
THANKSGIVING EVE  
*Dance Party*

7:00 PM  
**WEDNESDAY  
NOV 22ND  
2023**

HOSTED BY  
THE SOUL MAN  
**JOE BROWN**

**ATTITUDE'S  
PUB & GRILLE**  
32 SHORELINE DRIVE, NEW BERN NC

**JB  
BAND**

CASUAL DRESS CODE

GOBBLE-WOBBLE.EVENTBRITE.COM





CRAVEN ARTS  
COUNCIL &  
GALLERY INC.

CAC&G At The Gallery  
FEATURING THE MUSIC OF



North  
Carolina  
Arts  
Council  
2013-2016

This project was supported by the N.C. Arts  
Council, a division of the Department of Natural  
& Cultural Resources.  
ncarts.org

# MANN & WEIL

PERFORMED BY

# BOOMERANG

SATURDAY,  
NOVEMBER 18th

\$20 Members

\$25 Nonmembers

BANK OF  
THE ARTS

Tickets available at the  
Bank of the Arts, over the  
phone at 252.638.2577 and  
online at [cravenarts.org](http://cravenarts.org).

317 Middle Street

Concert Starts at 7 pm

6:30 pm pre-concert talk

Doors open at 6 pm

*"You've Lost That Lovin' Feelin'"*

*"Here You Come Again"*

*"Who Put the Bomp"*

*"He's Sure the Boy I Love"*

*"Love Will Conquer All"*

# FALL INTO FUN WITH THE Y!



16<sup>th</sup>  
ANNUAL

## TURKEY TROT

THANKSGIVING DAY  
TABERNA - NEW BERN, NC

**10K** COMPETITIVE  
RUN & KIDS  
DASH!

**5K** RUN/WALK  
DOG/STROLLER  
JOG

PRESENTED BY:



REGISTER NOW  
[TRYMCA.ORG/TURKEYTROT](http://TRYMCA.ORG/TURKEYTROT)



# 4th ANNUAL *Carry it Forward*

NEW BERN AND CRAVEN COUNTY'S #GIVINGTUESDAY EVENT



## NOVEMBER 28, 2023

2 PM – 5 PM  
UNION POINT PARK  
NEW BERN, NC

GivingTuesday has been observed in the New Bern community since the global movement began in 2012. Typically a day of recognition for local nonprofits, the collective efforts of the New Bern Area Chamber of Commerce Nonprofit Council and the New Bern Give3 committee helped evolve the celebration into a true day of giving with the "Carry it Forward" event, the first of which was held in 2020. Since its inception, the "Carry it Forward" event has helped generate close to \$50,000 for New Bern's nonprofit community. These funds have made a huge, LOCAL impact for many people in the New Bern and surrounding area.

Your sponsorship of the "Carry it Forward" event makes a **wide-spread impact** in **YOUR** community. ALL funds contributed by sponsors are **divided equally** among participating nonprofits!

# 2023 SPONSORSHIP OPPORTUNITIES

## Title Sponsor | \$5,000

- All benefits below plus...
- Name/Logo incorporated into event title as "Presented By"
- Live Social Media interview day of event

## Platinum Sponsor | \$2,500

- All benefits below plus...
- Name/Logo on banner displayed at performance stage
- 10 x 10 designated space at event

## Gold Sponsor | \$1,000

- All benefits below plus...
- Name/Logo on digital and print event marketing distributed 30 days prior to the event
- 10 x 10 designated space at event

## Silver Sponsor | \$500

- All benefits below plus...
- Name/Logo on sponsor board displayed at the event
- Social media highlight

## Bronze Sponsor | \$250

- Name listed in event brochure distributed to attendees at the event.

Questions? Contact Heather Thornburg at [hthornburg@wadeict.com](mailto:hthornburg@wadeict.com)

Please complete and detach the form below and return it using the enclosed envelope.

✂

*Yes! I would like to sponsor the 2023 "Carry it Forward" event!*

Business Name: \_\_\_\_\_ Primary Contact: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

Primary Contact Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Select Sponsorship Level:

- Title Sponsor - \$5,000
- Platinum Sponsor - \$2,500
- Gold Sponsor - \$1,000

- Silver Sponsor - \$500
- Bronze Sponsor - \$250
- Other - \$ \_\_\_\_\_



Signature/Date: \_\_\_\_\_  Please send me an invoice!

\*Make Checks Payable to New Bern Chamber of Commerce MEMO: GivingTuesday



# Midnight Garden

2023 CHRISTMAS GALA  
FRIDAY, DECEMBER 1, 2023

RIVERFRONT  
CONVENTION CENTER

6:30 PM COCKTAILS & HORS D'OEUVRES

7:30 PM PLATED DINNER

8:30 PM DESSERT

9:00 PM LIVE MUSIC BY

"THE BLACK & BLUE EXPERIENCE"

SAFE RIDE HOME

BLACK TIE OPTIONAL | 21 & OVER EVENT

SPONSORSHIP PACKAGES AVAILABLE  
GENERAL TICKET SALES BEGIN NOVEMBER 1

[WWW.NEWBERNBUILDERS.COM](http://WWW.NEWBERNBUILDERS.COM)



Questions may be directed via email to [Judy Avery](#) or by calling 252-259-3357.  
Click [here](#) for sponsorship information or to purchase a table.



# 2023

City of New Bern  
**CHRISTMAS  
PARADE**

---

**Saturday, December 2, 2023**  
**10:00AM**

Downtown New Bern  
**Parade Route: George St - Broad St - Craven St**

---

Registration is required to participate.  
For more information visit  
[NewBernNC.gov/ChristmasParade](http://NewBernNC.gov/ChristmasParade)  
or call 252-639-2920

Christmas Parade Application



ANNIVERSARY  
**45**  
U.

*Craven*  
*Concerts*  
The Music of New Bern since 1954

**SOUL AND INSPIRATION**  
**THURSDAY, SEPTEMBER 21, 2023**

"Blue Eyed Soul" is alive and well!  
Tribute to The Righteous Brothers,  
Plus great songs like "Lady  
Willpower", "Soul Man", and  
"Wake-up, Little Sisie."

Location: Orringer Auditorium, Craven  
Community College,  
800 College Ct., New Bern, NC



**TALES**  
**THURSDAY, OCTOBER 19, 2023**

Fair for the wild and  
unexpected.  
Genre-defying, rigorous  
classical music infused with  
rock-star charisma.

Location: Orringer Auditorium,  
Craven Community College,  
800 College Ct., New Bern, NC



**CHAPEL HART - SATURDAY, DECEMBER 16, 2023**

This is a **DON'T MISS CONCERT!**

Golden Buzzer on  
"America's Got Talent."  
Sweet and southern  
country sound with the  
soulful gospel roots.

\*International Group of  
the Year" and "Internat-  
ional Song of the Year"  
-"You Can Have Him  
Jolene" in Scotland.



**SPECIAL ATTRACTION**  
First time in New Bern.

2023 CMT's Next  
Women of Country Music.

They have the incredible  
power to unite people of all  
nationalities, religions, and  
walks of life.

Location: Grover C. Fields Middle School, 2000 Dr. Martin Luther King Jr Blvd., New Bern, NC

**CAROLINA STYLE CHORUS - THURSDAY, FEBRUARY 22, 2024**



Tickets and more info: [www.cravenconcertsinc.org](http://www.cravenconcertsinc.org)  
or call: 252-637-1119 or  
email: [info@cravenconcertsinc.org](mailto:info@cravenconcertsinc.org)



save the date

**APRIL 6, 2024**

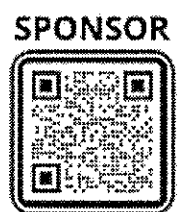
STARTING AT 6:00 PM



**ADULTS & KIDS FUN RUN**  
**POINT PARK**  
KID'S KAFFEE • FOOD TRUCKS • KID'S ZONE • AWARDS

All proceeds benefit children, adults and families living with disabilities and mental health challenges receiving services from Easterseals UCP in our local community.

To become a sponsor or for more information, contact  
**Karen Josloff**  
karen.josloff@eastersealsucp.com  
984-218-0571



JOIN OUR GROWING LIST OF SPONSORS:



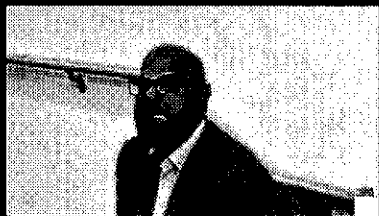


NONPROFIT COUNCIL  
 HELPING  
 OTHER  
 PEOPLE  
 EVERYDAY



**NEW BERN**  
 CHAMBER OF COMMERCE  
*Business Center Together Here*

**NEW BERN GIV3**  
 TIME TALENT TREASURES  
 #GIVINGTUESDAY



[Click here to sign up for exclusive discounts.](#)



**NEW BERN**

CHAMBER OF COMMERCE



New Bern Area Chamber of Commerce | 316 S. Front St., New Bern, NC 28563

[Unsubscribe jbrumbaugh@publicradioeast.org](mailto:jbrumbaugh@publicradioeast.org)

[Update Profile](#) | [Constant Contact Data Notice](#)

Sent by tsuhrie@newbernchamber.com powered by



Try email marketing for free today!