

ATTACHMENT 1

FRANKLIN COMMUNICATIONS, INC.

EEO AUDIT DOCUMENTS

2021-2022 – PART 1

December 12, 2023

EEO PUBLIC FILE REPORT
FOR
STATIONS

WSNY / WL VQ / WVMX / WNND / WNNP
Columbus, Ohio

The EEO Public File Report
Covers the one-year period
June 1, 2021 through May 31, 2022

EEO PUBLIC FILE REPORT

This EEO Public File Report is filed in the station WSNY, WLVQ WVMX, WNND, and WNNP’s public file pursuant to Section 43.2080(c)(6) of the Federal Communications commission’s (“FCC”) rules.

During the dates of June 1, 2021 and May 31, 2022, the station filled the following full-time vacancies:

- 1) **On-Air Morning Show Co-Host**
- 2) **Traffic Manager**
- 3) **Billing Manager**
- 4) **On-Air Morning Show Producer**
- 5) **Account Manager (Executive)**

The station interviewed a total of 19 people for all full-time vacancies during the period covered in this report. The following are the recruitment sources used during the period covered in this report and cumulative number of interviewees referred by each:

Recruitment Source	Total Number of Interviewees Referred
1. www.Sunny95.com	1
2. www.MyMix1079.com	0
3. www.Qfm96.com	3
4. www.RewindColumbus.com	0
5. www.ColumbusRadioGroup.com	0
6. www.HireMeColumbus.com	0
7. www.OAB.org	0
8. www.AllAccess.com	4
9. www.SagaCommunications.com	1
10. https://app.joinhandshake.com/	0
11. On-Air Recruiting Commercial	1
12. Employee Referral	5
13. Non-Employee Referral	1
14. Internal posting	1
15. Internal transfer/promotion	1
16. Ohio Centers for Broadcasting	0
17. www.Linkedin.com*	1
18. www.Indeed.com*	0

Attachment A contains the following information for each full-time vacancy:

- The recruitment source(s) used to fill each vacancy, identified by name, address, contact person and telephone number;
- The recruitment source that referred the hire for each full-time vacancy;
- The total number of persons interviewed for each full-time vacancy; and
- The total number of interviewees referred by each recruitment source used in connection with each vacancy.

Attachment B contains a list and brief description of menu option activities undertaken pursuant to the FCC’s EEO rules during the time period covered by this report.

WSNY-FM, WVMX-FM, WLWQ-FM, WNND-FM, WNNP-FM
Franklin Communications, Inc., Columbus, OH
EEO Public File Report
Period Covered: June 1, 2021 – May 31, 2022

Vacancy List

Recruitment Sources used for all full-time vacancies

1. www.Sunny95.com
2. www.MyMix1079.com
3. www.Qfm96.com
4. www.RewindColumbus.com
5. www.ColumbusRadioGroup.com
6. www.HireMeColumbus.com
7. www.OAB.org
8. www.AllAccess.com
9. www.SagaCommunications.com
10. <https://app.joinhandshake.com/>
11. On-Air Recruiting Commercial
12. Employee Referral
13. Non-Employee Referral
14. Internal posting
15. Internal transfer/promotion
16. Ohio Centers for Broadcasting
5330 E. Main Street Columbus, Ohio 43213 Phone: 216.447.9117
17. www.Linkedin.com*
18. www.Indeed.com*

**We do not directly post job opening to these websites. They pick-up and post them from our other sources.*

Job Title	Recruitment Sources Used to Fill Vacancy	Recruitment Sources Referring Hiree
On-Air Morning Show Co-Host WSNY	1-16	12
Traffic Manager WSNY/WVMX/WNND-NNP/WLVQ	1-16	13
Billing Manager WSNY/WVMX/WNND-NNP/WLVQ	1-16	12
On-Air Morning Show Producer WLWQ	1-16	14
Account Manager (Sales) WSNY/WVMX/WNND-NNP/WLVQ	1-16	17

TOTAL INTERVIEWS FOR FULL-TIME POSITIONS: 19

NUMBER OF REFERRALS FROM SOURCES USED:

#1 (1); #3 (3); #8 (4); #9 (1); #11 (1); #12 (5); #13 (1); #14 (1); #15 (1); #17 (1)

WSNY-FM, WVMX-FM, WLVQ-FM, WNND-FM, WNNP-FM
Franklin Communications, Inc., Columbus, OH
EEO Public File Report
Period Covered: June 1, 2021 – May 31, 2022

Recruitment Initiatives

Date	Type of Recruitment Initiative	Brief Description of Activity	No. of Station Participants	Participant Title
June 2021 – August 2021	Establishment of an Internship program designed to assist members of the community to acquire skills needed for broadcast employment	<p><i>The Columbus Radio Group participated in the Saga Communications Corporate Internship again in 2021. Jason Meggysey was on a team of 5 part-time, paid staff members, hired to assist the Marketing/Promotion Department with the implementation of off-site promotions and events. Jason was chosen, out of those 5 part-timers, to be the 2021 SAGA Intern. The SAGA Intern is one that both works events/promotions as well as learns the business of radio by doing a department rotation within the building – working a maximum of 26 hours per week. The purpose of this SAGA Internship is to interest and encourage junior and senior college students in a career in broadcasting; to provide hands-on, real-life experiences. Jason was assigned to Michelle Hurley, the Director of Marketing/General Sales Manager at the Columbus Radio Group. He managed his own calendar over the course of 10-12 weeks, including shadowing, interviewing, and working with department heads in each area of our radio station all the while working events on-site to understand the client & listener benefits of Event Marketing – a true point of differentiation in the Columbus Radio Group offering. Jason's end of year project included producing a full-length podcast to go along with</i></p>	All full-time and part-time staff	Multiple station personnel – all departments involved

		<i>CRG's Service Before Self campaign.</i>		
February 15 th , 2022	Participation in job fairs	<p>2022 Ohio State Summer Internship & Opportunity Fair (In-person)</p> <p>11:30am-3:30pm The Ohio Union Grand Ballroom</p> <p><i>This event targets undergraduate students seeking internships, volunteer opportunities, part-time and full-time summer employment, and other resume building opportunities for Summer 2022. Candidates who attend this event seek to gain exposure to business-related functions, nonprofit organization management, and summer and recreational camp counseling and management.</i></p>	1	Promotion Assistant
February 23 rd , 2022	Participation in job fairs	<p>Cedarville University Spring Career Fair (In-person)</p> <p>11am-2:30pm Doden Field House</p> <p><i>Our Spring Career Fair is an annual event at Cedarville where students and alumni of all years & majors attend and are eager to speak with you about your open internship and full-time opportunities. Year after year, we hear from employers that our fairs helped them make successful hires and build their brand at Cedarville University. Our team is proud to host this fair and we look forward to connecting students with employers and employers with students.</i></p>	1	Office Manager
March 3 rd , 2022	Participation in job fairs	<p>Miami Regionals Career & Internship Fair – Spring 2022 (In-person)</p> <p>12pm-3pm Miriam Knoll Community Center</p> <p><i>Miami Regionals Office of Career Services & Professional Development is offering a Spring Career & Internship Fair to connect local employers with qualified students and alumni. This fair will be a great opportunity to network with current students and alumni, from all Miami campuses, to promote your organization's internships and full-time positions.</i></p>	1	Office Manager

<p>March 22nd, 2022</p>	<p>Participation in job fairs</p>	<p>Ashland University Career Fair (In- person)</p> <p>5pm-7:30pm John C. Meyers Convocation Center</p> <p><i>The Career Center for Life Calling at Ashland University invites you to participate in our Career Fair for Spring 2022. This event is for employers who are looking to hire Ashland University students that are seeking internships, part-time, seasonal, or full-time positions.</i></p>	<p>1</p>	<p>Promotion Assistant</p>
<p>June 1, 2021 - May 31, 2022</p>	<p>On-Air Announcements</p>	<p><i>All 5 stations also ran <u>randomly scheduled on-air announcements</u> advising listeners in the community of the opportunity to become a referral source for the station, as well as to inform the community that Franklin Communications, Inc. is an Equal Opportunity Employer. Melissa Andrix is the contact person at the Columbus Radio Group – WSNY/WVLQ/WVMX/WNND-NNP MAndrix@columbusradiogroup.com 614.451.2191 x143.</i></p>		

Attachment A
EEO Information for Full-Time Vacancies

FULL-TIME VACANCY EEO INFORMATION – FORM BP-03

(Fill out for each full-time vacancy)

Job Title of Vacancy: Morning Show Co-Host Recruitment Source That Referred the Hiree: Employee Referral

Date Vacancy Opened: 6/30/21 Total Number of Persons Interviewed for the Vacancy: 4

Date Vacancy Filled: 7/19/21

Recruitment Sources Used to Fill the Vacancy

Name of Recruitment Source	Address	Contact Person	Telephone Number	Total Number of Interviewees Referred by the Vacancy	Did the Source Request Notification?
WSNY/WLWQ/WVMX/WNND-NNP Websites	4401 Carriage Hill Lane Columbus, OH 43220	Nick Shaeffer	614-451-2191	0	No
ColumbusRadioGroup.com	*****	Nick Shaeffer	614/451-2191	0	No
HireMeColumbus.com	*****	Nick Shaeffer	614-451-2191	0	No
Ohio Association of Broadcasters Job Bank	OAB.org 17 South High Street, Suite 1010 Columbus, OH 43215	Christine Merritt	614-228-4052	0	No
All Access	AllAccess.com	*****		3	No
Saga Communications website	73 Kercheval Farms, Suite 201 Grosse Pointe Farms, MI 48236	Holly Rutherford	313-886-7070	0	No
Handshake	https://app.joinhandshake.com/			0	No
On-Air Recruiting Commercial	*****			0	No
Employee Referral	*****			1	No
Non-Employee Referral	*****			0	No
Internal Posting	*****			0	No
Internal transfer/promotion	*****			0	No
LinkedIn	LinkedIn.com			0	No
Indeed	Indeed			0	No

*We do not directly post job openings to these websites. They pick-up and post them from other sources.

INTERVIEWEE INFORMATION – FORM BP-04

Job Title of Vacancy: Morning Show Co-Host

Interview #	Interviewee's Name	Referral Source
1		All Access
2		All Access
3		All Access
4		Employee Referral

VACANCY NOTIFICATIONS – FORM BP-05

Job Title of Vacancy: Morning Show Co-Host

Date Vacancy Opened: 6/30/21

Date Vacancy Filled: 7/19/21

Notifications of vacancy information for the above job title were given using the following advertisements, bulletins, letters, faxes, e-mails or other communications. Dated copies of these notifications are attached to this form.

Type of Notification	Date of Notification
WSNY/WLVQ/WVMX/WNND-NNP Websites	6/30/23
ColumbusRadioGroup.com	6/30/23
Ohio Association of Broadcasters Job Bank	7/6/23
All Access	6/30/23

Passed by Corporate Office 6/30



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- Jobs
- Forums
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- Musi
- Video
- Podcast
- People
- Columns
- Charts

No voiceover, voice tracking, or other business plugs, please!

Morning Show Co-Host

by Henry496 Wed Jun 30 2:05:08 PM

Incredible opportunity for the right storyteller... seeking our next morning co-host in a top 50 market. Are you such an engaging talent on the air that your family and friends hang around just so they can listen to you tell stories? Live and local radio is what we do, in a fantastic place to live. You will have tough competition to conquer. We are looking for someone that does not talk at the audience but connects with it. Someone who loves social media and is not afraid to get in front of a camera. Someone who enjoys getting to know the listeners and make appearances. Is that someone you? Get us your materials: hr@panaxresearchco.com

Post Reply

< Return to "Job Openings"

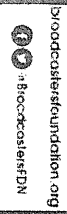


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Melissa Andrix

From: mandrix@columbusradiogroup.com
To: Nick Shaeffer
Subject: RE: Job Posting - Due by 7/2 COB

From: Nick Shaeffer <nick.shaeffer@columbusradiogroup.com>
Sent: Wednesday, June 30, 2021 5:40 PM
To: Melissa Andrix <mandrix@columbusradiogroup.com>
Cc: Erik Schmidt <ESchmidt@columbusradiogroup.com>; !Col_DigitalRequests <DigitalRequests@columbusradiogroup.com>
Subject: Re: Job Posting - Due by 7/2 COB

Melissa,

This job is now posted on all station websites.

Nick Shaeffer
Creative Content Coordinator
Columbus Radio Group
614-451-2191 ext. 118

From: Melissa Andrix <mandrix@columbusradiogroup.com>
Date: Wednesday, June 30, 2021 at 3:18 PM
To: !Col_DigitalRequests <DigitalRequests@columbusradiogroup.com>
Cc: Erik Schmidt <ESchmidt@columbusradiogroup.com>, Melissa Andrix <mandrix@columbusradiogroup.com>
Subject: Job Posting - Due by 7/2 COB

Hi Nick,

Please post for 2 weeks – station websites only, not www.HireMeColumbus.com.

Needs posted no later than COB 7/2.

Thank you, Nick – shoot me a note once it's complete.

~Melissa

Incredible opportunity for the right storyteller.... seeking our next morning co-host in a top 50 market. Are you such an engaging talent on the air, that your family and friends hang around just so they can listen to you tell stories? Live and local radio is what we do, in a fantastic place to live. You will have tough competition to conquer. We are looking for someone that does not talk at the audience but connects with it. Someone

who loves social media and is not afraid to get in front of a camera. Someone who enjoys getting to know the listeners and make appearances. Is that someone you? Get us your materials: hr@panaxresearchco.com

Melissa Andrix
Office Manager
The Columbus Radio Group
WSNY-WLVQ-WNND-WVMX
4401 Carriage Hill Lane, Columbus, OH 43220
mandrix@columbusradiogroup.com
Direct line: (614) 273-2643

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Melissa Andrix

From: Mariah West <mwest@oab.org>
Sent: Tuesday, July 6, 2021 10:48 AM
To: Melissa Andrix
Subject: Confirmation of OAB Job Board Listing

CAUTION: This email originated from outside of Saga Communications. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Melissa,

Thank you for sharing your job opening with the OAB! Your listing for Morning Show Co-Host can now be found on our virtual Job Board at: <https://oab.org/jobs/morning-show-co-host-crg/>

Please feel free to reach out if you have any questions, or if we can help you with anything else. Have a great day!

-Mariah West

Mariah West, Marketing and Communications Specialist
Ohio Association of Broadcasters
17 South High Street, Suite 1010 | Columbus, Ohio 43215

614-228-4052 *phone*
mwest@oab.org | www.oab.org

FULL-TIME VACANCY EEO INFORMATION – FORM BP-03

(Fill out for each full-time vacancy)

Job Title of Vacancy: Traffic Manager/Coordinator

Recruitment Source That Referred the Hiree: Non-Employee Referral

Date Vacancy Opened: 6/9/21

Total Number of Persons Interviewed for the Vacancy: 2

Date Vacancy Filled: 7/9/21

Recruitment Sources Used to Fill the Vacancy

Name of Recruitment Source	Address	Contact Person	Telephone Number	Total Number of Interviewees Referred by the Vacancy	Did the Source Request Notification?
WSNY/WLVQ/WVMX/WNND-NNP Websites	4401 Carriage Hill Lane Columbus, OH 43220	Nick Shaeffer	614-451-2191	0	No
ColumbusRadioGroup.com	*****	Nick Shaeffer	614-451-2191	0	No
HireMeColumbus.com	*****	Nick Shaeffer	614-451-2191	0	No
Ohio Association of Broadcasters Job Bank	OAB.org 17 South High Street, Suite 1010 Columbus, OH 43215	Christine Merritt	614-228-4052	0	No
All Access	AllAccess.com	*****		0	No
Saga Communications website	73 Kercheval Farms, Suite 201 Grosse Pointe Farms, MI 48236	Holly Rutherford	313-886-7070	0	No
Handshake	https://app.joinhandshake.com/			0	No
On-Air Recruiting Commercial	*****			0	No
Employee Referral	*****			1	No
Non-Employee Referral	*****			1	No
Internal Posting	*****			0	No
Internal transfer/promotion	*****			0	No
LinkedIn	LinkedIn.com			0	No
Indeed	Indeed			0	No

*We do not directly post job openings to these websites. They pick-up and post them from other sources.

VACANCY NOTIFICATIONS – FORM BP-05

Job Title of Vacancy: Traffic Manager/Coordinator

Date Vacancy Opened: 6/9/21

Date Vacancy Filled: 7/9/21

Notifications of vacancy information for the above job title were given using the following advertisements, bulletins, letters, faxes, e-mails or other communications. Dated copies of these notifications are attached to this form.

Type of Notification	Date of Notification
WSNY/WLVQ/WVMX/WNND-NNP Websites	6/9/21
HireMeColumbus.com	6/9/21
Saga Communications website	6/10/21
ColumbusRadioGroup.com	6/9/21
Ohio Association of Broadcasters Job Bank	6/9/21
All Access	6/9/21



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FULL-TIME TRAFFIC COORDINATOR

Moderators: shawnski, jdenver, mpaulsen68

Forum rules

You can only post the job opening once in any 24 hour period. Please print your job opening for EOE records. Job openings will remain visible for 14 days. Do not post in this forum if you are looking for work. Please, go to Situations Wanted to post your availability. No voiceover, voicetracking, or other business plugs, please!

Search this topic...

1 post • Page 1 of 1

melissadarlingandrix



FULL-TIME TRAFFIC COORDINATOR

Wed Jun 09, 2021 9:53 am

The Columbus Radio Group (WSNY/WLVQ/WVMX/WNND-WNNP) is offering an opportunity for a full-time Traffic Coordinator. The Traffic Coordinator manages the daily preparation and maintenance of on-air logs utilizing meticulous management of commercial inventory to maximize revenue. Our ideal candidate should be a self-starter and be highly organized and have the ability to work in a fast-paced office environment.

Responsibilities include:

- Daily use of software to schedule commercials in order to maximize station revenue on high-demand stations in sell-out situations
- Scheduling ad copy
- Posting of daily commercial logs
- Preparation and maintenance of reports
- Weekly affidavit processing of network programming
- Cross-train with Administration department to assist as backup as needed
- Help cover front desk duties (answering phones, greeting guests/prize winners)



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- Dependable and responsible with excellent attention to detail, superior organizational skills, and excellent interpersonal skills
- Possess strong computer skills, including proficiency in MS Office products
- Demonstrate ability to work under pressure while meeting multiple deadlines
- Strong multi-tasking skills

To apply:

Send resumes and cover letter to Melissa Andrix, Office Manager:

Mandrix@columbusradiogroup.com

No phone calls, please.

The Columbus Radio Group is an Equal Opportunity Employer (EOE)



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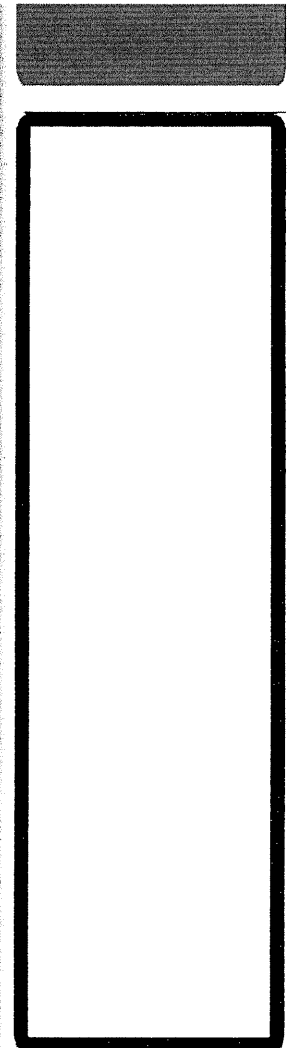
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Melissa Andrix

From: Nick Shaeffer
Sent: Wednesday, June 9, 2021 3:55 PM
To: Melissa Andrix
Subject: Re: Job posting

This job is now listed on HireMeColumbus.com and our 4 station websites.

Nick Shaeffer

Creative Content Coordinator
Columbus Radio Group
614-451-2191 ext. 118

From: Melissa Andrix <mandrix@columbusradiogroup.com>
Date: Wednesday, June 9, 2021 at 3:51 PM
To: Nick Shaeffer <nick.shaeffer@columbusradiogroup.com>
Subject: RE: Job posting

Leave it up until filled – thank you for asking

Melissa Andrix
Office Manager
The Columbus Radio Group
WSNY-WLVQ-WNND-WVMX
4401 Carriage Hill Lane, Columbus, OH 43220
mandrix@columbusradiogroup.com
Direct line: (614) 273-2643

From: Nick Shaeffer <nick.shaeffer@columbusradiogroup.com>
Sent: Wednesday, June 9, 2021 3:17 PM
To: Melissa Andrix <mandrix@columbusradiogroup.com>
Subject: Re: Job posting

Working on this now. Do you want me to leave this listing up until the position is filled or do you have an expiration date that you want me to set for the listing?

Thanks,

Nick Shaeffer

Creative Content Coordinator
Columbus Radio Group
614-451-2191 ext. 118

From: Melissa Andrix <mandrix@columbusradiogroup.com>
Date: Wednesday, June 9, 2021 at 12:46 PM
To: !Col_DigitalRequests <DigitalRequests@columbusradiogroup.com>
Subject: Job posting

Hi Nick –

Can you please post this for me as soon as possible? I hate to last minute you. If it can be today, that would be great! Please send me a note once it's complete. I would like for it to go on our station websites and HireMeColumbus.com.

Thank you!

The Columbus Radio Group (WSNY/WLVQ/WVMX/WNND-WNNP) is offering an opportunity for a full-time **Traffic Coordinator**. The Traffic Coordinator manages the daily preparation and maintenance of on-air logs utilizing meticulous management of commercial inventory to maximize revenue. Our ideal candidate should be a self-starter and be highly organized and have the ability to work in a fast-paced office environment.

Responsibilities include:

- Daily use of software to schedule commercials in order to maximize station revenue on high-demand stations in sell-out situations
- Scheduling ad copy
- Posting of daily commercial logs
- Preparation and maintenance of reports
- Weekly affidavit processing of network programming
- Cross-train with Administration department to assist as backup as needed
- Help cover front desk duties (answering phones, greeting guests/prize winners)

Qualifications:

- Marketron radio traffic experience preferred, but not required
- Problem-solving and decision-making skills to achieve station goals and work with Sales Managers to efficiently accommodate advertisers and maintain revenue
- Dependable and responsible with excellent attention to detail, superior organizational skills, and excellent interpersonal skills
- Possess strong computer skills, including proficiency in MS Office products
- Demonstrate ability to work under pressure while meeting multiple deadlines
- Strong multi-tasking skills

To apply:

Send resumes and cover letter to Melissa Andrix, Office Manager:

Mandrix@columbusradiogroup.com

No phone calls, please.

The Columbus Radio Group is an Equal Opportunity Employer (EOE)

Melissa Andrix
Office Manager
The Columbus Radio Group
WSNY-WLVQ-WNND-WVMX
4401 Carriage Hill Lane, Columbus, OH 43220
mandrix@columbusradiogroup.com
Direct line: (614) 273-2643

This email message, including attachments, may contain confidential and/or privileged material. Any unauthorized use, disclosure or distribution is prohibited. If you have received this in error, please delete it. Saga Communications, Inc. and all its subsidiaries and stations that it owns or operates prohibit all forms of discrimination in advertising contracts. We do not, and shall not, discriminate on the basis of race, ethnicity, or gender regarding advertising practices. All advertising agencies warrant, where applicable, that all radio commercials provided to our stations are properly licensed to be broadcast on radio stations and the associated internet streams.

Melissa Andrix

From: Mariah West <mwest@oab.org>
Sent: Wednesday, June 9, 2021 1:47 PM
To: Melissa Andrix
Subject: Confirmation of OAB Job Board Listing

CAUTION: This email originated from outside of Saga Communications. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Melissa,

Thank you for sharing your job opening with the OAB! Your listing can now be found on our virtual Job Board at: <https://oab.org/jobs/traffic-coordinator-crg/>

Please feel free to reach out if you have any questions, or if we can help you with anything else. Have a great day!

-Mariah West

Mariah West, Marketing and Communications Specialist
Ohio Association of Broadcasters
17 South High Street, Suite 1010 | Columbus, Ohio 43215

614-228-4052 *phone*
mwest@oab.org | www.oab.org

Melissa Andrix

From: Holly Rutherford
Sent: Thursday, June 10, 2021 1:43 PM
To: Melissa Andrix
Cc: Annette Calcaterra
Subject: RE: Job posting - Columbus, OH

Done

Traffic Coordinator – Saga Communications

From: Melissa Andrix <mandrix@columbusradiogroup.com>
Sent: Wednesday, June 9, 2021 12:57 PM
To: Holly Rutherford <HRutherford@sagacom.com>
Subject: Job posting - Columbus, OH

Hi Holly!

Can you post for me for 2 weeks on Saga's website?

Let me know if there is someone else I should send this to if you aren't the person who handles it!

Thanks so much!

The Columbus Radio Group (WSNY/WLVQ/WVMX/WNND-WNNP) is offering an opportunity for a full-time **Traffic Coordinator**. The Traffic Coordinator manages the daily preparation and maintenance of on-air logs utilizing meticulous management of commercial inventory to maximize revenue. Our ideal candidate should be a self-starter and be highly organized and have the ability to work in a fast-paced office environment.

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- Weekly affidavit processing of network programming
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- Dependable and responsible with excellent attention to detail, superior organizational skills, and excellent interpersonal skills
- Possess strong computer skills, including proficiency in MS Office products

- Demonstrate ability to work under pressure while meeting multiple deadlines
- Strong multi-tasking skills

To apply:

Send resumes and cover letter to Melissa Andrix, Office Manager:

Mandrix@columbusradiogroup.com

No phone calls, please.

The Columbus Radio Group is an Equal Opportunity Employer (EOE)

Melissa Andrix
Office Manager
The Columbus Radio Group
WSNY-WLVQ-WNND-WVMX
4401 Carriage Hill Lane, Columbus, OH 43220
mandrix@columbusradiogroup.com
Direct line: (614) 273-2643

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FULL-TIME VACANCY EEO INFORMATION – FORM BP-03

(Fill out for each full-time vacancy)

Job Title of Vacancy: Billing Manager

Recruitment Source That Referred the Hiree: Employee referral

Date Vacancy Opened: 11/19/21

Total Number of Persons Interviewed for the Vacancy: 1

Date Vacancy Filled: 12/13/21

Recruitment Sources Used to Fill the Vacancy

Name of Recruitment Source	Address	Contact Person	Telephone Number	Total Number of Interviewees Referred by the Vacancy	Did the Source Request Notification?
WSNY/WLVQ/WVMX/WNND-NNP Websites	4401 Carriage Hill Lane Columbus, OH 43220	Nick Shaeffer	614-451-2191	0	No
ColumbusRadioGroup.com	*****	Nick Shaeffer	614-451-2191	0	No
HireMeColumbus.com	*****	Nick Shaeffer	614-451-2191	0	No
Ohio Association of Broadcasters Job Bank	OAB.org 17 South High Street, Suite 1010 Columbus, OH 43215	Christine Merritt	614-228-4052	0	No
All Access	AllAccess.com	*****		0	No
Saga Communications website	73 Kercheval Farms, Suite 201 Grosse Pointe Farms, MI 48236	Holly Rutherford	313-886-7070	0	No
Handshake	https://app.joinhandshake.com/			0	No
On-Air Recruiting Commercial	*****			0	No
Employee Referral	*****			1	No
Non-Employee Referral	*****				No
Internal Posting	*****			0	No
Internal transfer/promotion	*****			0	No
LinkedIn	LinkedIn.com			0	No
Indeed	Indeed			0	No

**We do not directly post job openings to these websites. They pick-up and post them from other sources.*

VACANCY NOTIFICATIONS – FORM BP-05

Job Title of Vacancy: Billing Manager

Date Vacancy Opened: 11/19/21

Date Vacancy Filled: 12/13/21

Notifications of vacancy information for the above job title were given using the following advertisements, bulletins, letters, faxes, e-mails or other communications. Dated copies of these notifications are attached to this form.

Type of Notification	Date of Notification
WSNY/WLVQ/WVMX/WNND-NNP Websites	11/19/21
HireMeColumbus.com	11/19/21
Saga Communications website	11/19/21
ColumbusRadioGroup.com	11/19/21
Ohio Association of Broadcasters Job Bank	11/22/21
All Access	11/19/21



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Full-Time Billing Manager

Moderators: shawnski, jdenver, mpaulsen68

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1 post • Page 1 of 1

melissadarlingandrix

Full-Time Billing Manager

Fri Nov 19, 2021 1:14 pm

Billing Manager, Full-Time - The Columbus Radio Group (WSNY, WLVQ, WVMX, WNND-NNP)

Duties included, but are not limited to:

- Daily post log reconciliation
- Weekly/monthly/on-demand billing
- Receptionist duties as needed
- Work with commercial traffic directors to rectify spot/commercial log discrepancies
- Back-up to Traffic Department when needed

Requirements:

- Radio traffic and/or billing experience preferred, but not required
- Become proficient with Marketron Traffic system
- Interact closely with business department, sales managers, sales staff and administrative staff
- Provide excellent customer service to clients



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Melissa Andrix

From: OAB <oab@oab.org>
Sent: Monday, November 22, 2021 9:32 AM
To: Melissa Andrix
Subject: Confirmation of OAB Job Board Listing

CAUTION: This email originated from outside of Saga Communications. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Melissa,

Thank you for sharing your job opening with the OAB! Your listing for the **Billing Manager** position at **The Columbus Radio Group** can now be found on our virtual Job Board at:
<https://oab.org/jobs/billing-manager-crg/>.

We are happy to share your openings with our members and encourage you to add more job listings in the future. Please feel free to reach out if you have any questions, or if we can help you with anything else. Have a great day!

-Mariah West

Mariah West, Marketing and Communications Specialist
Ohio Association of Broadcasters
17 South High Street, Suite 1010 | Columbus, Ohio 43215

614-228-4052 phone
mwest@oab.org | www.oab.org

Melissa Andrix

From: Nick Shaeffer
Sent: Friday, November 19, 2021 3:22 PM
To: Melissa Andrix
Cc: !Col_DigitalRequests
Subject: Re: Job posting

I just posted this job on all websites. It might take a minute to show up on each one, but I'll pull the listing down in 2 weeks from today.

Nick Shaeffer
Creative Content Coordinator
Columbus Radio Group
614-451-2191 ext. 118

From: Melissa Andrix <mandrix@columbusradiogroup.com>
Date: Friday, November 19, 2021 at 3:01 PM
To: !Col_DigitalRequests <DigitalRequests@columbusradiogroup.com>
Subject: Job posting

Please let me know once it's completed –

Need it to be posted for 2 weeks from date of posting – I know you are swamped, but need it posted no later than Monday. Sorry for the fire drill and last minute request!

Thanks, Nick!

Billing Manager, Full-Time - The Columbus Radio Group (WSNY, WLWQ, WVMX, WNND-NNP)

- Duties included, but are not limited to:
- Daily post log reconciliation
 - Weekly/monthly/on-demand billing
 - Receptionist duties as needed
 - Work with commercial traffic directors to rectify spot/commercial log discrepancies
 - Back-up to Traffic Department when needed

- Requirements:
- Radio traffic and/or billing experience preferred, but not required
 - Become proficient with Marketron Traffic system
 - Interact closely with business department, sales managers, sales staff and administrative staff
 - Provide excellent customer service to clients
 - Dependability and accuracy with sense of urgency
 - Efficiency and timeliness

Send resumes to MAndrix@columbusradiogroup.com with "Billing" in the subject line.
No phone calls, please.

Melissa Andrix

From: Melissa Andrix
Sent: Friday, November 19, 2021 3:36 PM
To: Holly Rutherford
Subject: Job posting - Columbus

Hi Holly – please post for 2 weeks for me!
Could you let me know once it’s completed? Thank you so much!

Melissa

Billing Manager, Full-Time - The Columbus Radio Group (WSNY, WLVQ, WVMX, WNND-NNP)

Duties included, but are not limited to:

- Daily post log reconciliation
- Weekly/monthly/on-demand billing
- Receptionist duties as needed
- Work with commercial traffic directors to rectify spot/commercial log discrepancies
- Back-up to Traffic Department when needed

Requirements:

- Radio traffic and/or billing experience preferred, but not required
- Become proficient with Marketron Traffic system
- Interact closely with business department, sales managers, sales staff and administrative staff
- Provide excellent customer service to clients
- Dependability and accuracy with sense of urgency
- Efficiency and timeliness

Send resumes to MAndrix@columbusradiogroup.com with “Billing” in the subject line.
No phone calls, please.

EOE

Melissa Andrix
Office Manager
The Columbus Radio Group
WSNY-WLVQ-WNND/NNP-WVMX
4401 Carriage Hill Lane, Columbus, OH 43220
mandrix@columbusradiogroup.com
Direct line: (614) 273-2643

FULL-TIME VACANCY EEO INFORMATION – FORM BP-03

(Fill out for each full-time vacancy)

Job Title of Vacancy: Morning Show Producer

Recruitment Source That Referred the Hiree: Internal posting

Date Vacancy Opened: 10/19/21

Total Number of Persons Interviewed for the Vacancy: 7

Date Vacancy Filled: 12/20/21

Recruitment Sources Used to Fill the Vacancy

Name of Recruitment Source	Address	Contact Person	Telephone Number	Total Number of Interviewees Referred by the Vacancy	Did the Source Request Notification?
WSNY/WLVQ/WVMX/WNND-NNP Websites	4401 Carriage Hill Lane Columbus, OH 43220	Nick Shaeffer	614-451-2191	3	No
ColumbusRadioGroup.com	*****	Nick Shaeffer	614-451-2191	0	No
HireMeColumbus.com	*****	Nick Shaeffer	614-451-2191	0	No
Ohio Association of Broadcasters Job Bank	OAB.org 17 South High Street, Suite 1010 Columbus, OH 43215	Christine Merritt	614-228-4052	0	No
All Access	AllAccess.com	*****		1	No
Saga Communications website	73 Kercheval Farms, Suite 201 Grosse Pointe Farms, MI 48236	Holly Rutherford	313-886-7070	1	No
Handshake	https://app.joinhandshake.com/			0	No
On-Air Recruiting Commercial	*****			0	No
Employee Referral	*****			0	No
Non-Employee Referral	*****			0	No
Internal Posting	*****			1	No
Internal transfer/promotion	*****			1	No
LinkedIn	LinkedIn.com			0	No
Indeed	Indeed			0	No

**We do not directly post job openings to these websites. They pick-up and post them from other sources.*

INTERVIEWEE INFORMATION – FORM BP-04

Job Title of Vacancy: Morning Show Producer

Interview #	Interviewee's Name	Referral Source
1		Internal posting
2		Station website
3		All Access
4		Station website
5		Saga Communications website
6		Station website
7		Internal transfer/promotion

VACANCY NOTIFICATIONS – FORM BP-05

Job Title of Vacancy: Morning Show Producer

Date Vacancy Opened: 10/19/21

Date Vacancy Filled: 12/10/21

Notifications of vacancy information for the above job title were given using the following advertisements, bulletins, letters, faxes, e-mails or other communications. Dated copies of these notifications are attached to this form.

Type of Notification	Date of Notification
WSNY/WLVQ/WVMX/WNND-NNP Websites	10/19/21
HireMeColumbus.com	10/19/21
Saga Communications website	10/19/21
ColumbusRadioGroup.com	10/19/21
Ohio Association of Broadcasters Job Bank	10/20/21
All Access	10/19/21



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Moderators: shawnski, jdenyer, mpaulsen68

Forum rules

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Topics

Full-Time Morning Show Producer

Last post by melissadarlingandrix - Tue Oct 19, 2021 9:12 am

Still searching! On-air and production in Wyoming

Last post by trichael - Tue Oct 19, 2021 5:10 am

Sales Position in Beautiful Pacific NW!!

Last post by Imryantrotter - Mon Oct 18, 2021 4:18 pm

Morning team has an opening

Last post by chriselliott - Mon Oct 18, 2021 3:00 pm

Morning Show Producer - New England

Last post by stjames - Mon Oct 18, 2021 2:42 pm

Group Program Director, Columbus, Ohio

Last post by hfsh - Mon Oct 18, 2021 2:36 pm

Opening for PD/Morning Host

Last post by pattileatherman - Mon Oct 18, 2021 11:51 am

PlayFM!

Last post by twelch1980 - Mon Oct 18, 2021 11:28 am

Morning Show for Legendary Station



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EMPLOYER AND PARTICIPATES IN E-VERIFY.
EMAIL: JOBS@ALPHAMEDIAUSA.COM

Melissa Andrix

From: OAB <oab@oab.org>
Sent: Wednesday, October 20, 2021 9:36 AM
To: Melissa Andrix
Subject: Confirmation of OAB Job Board Listing

CAUTION: This email originated from outside of Saga Communications. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Melissa,

Thank you for sharing your job opening with the OAB! Your listing for the **Full-Time Morning Show Producer** position at **The Columbus Radio Group** can now be found on our virtual Job Board at: <https://oab.org/jobs/ft-morning-show-producer-crg/>.

We are happy to share your openings with our members and encourage you to add more job listings in the future. Please feel free to reach out if you have any questions, or if we can help you with anything else. Have a great day!

-Mariah West

Mariah West, Marketing and Communications Specialist
Ohio Association of Broadcasters
17 South High Street, Suite 1010 | Columbus, Ohio 43215

614-228-4052 *phone*
mwest@oab.org | www.oab.org

Melissa Andrix

From: Melissa Andrix
Sent: Tuesday, October 19, 2021 12:26 PM
To: Holly Rutherford
Subject: FW: Ad posting for Monday afternoon

Hi Holly –

Can I have this job posting below put on the Saga site until 11/5?

Thank you!!!!

Melissa Andrix
Office Manager
The Columbus Radio Group
WSNY-WLVQ-WNND-WVMX
4401 Carriage Hill Lane, Columbus, OH 43220
mandrix@columbusradiogroup.com
Direct line: (614) 273-2643

From: Michelle Matthews <michelle.matthews@columbusradiogroup.com>
Sent: Monday, October 18, 2021 8:43 AM
To: Melissa Andrix <mandrix@columbusradiogroup.com>
Cc: Erik Schmidt <ESchmidt@columbusradiogroup.com>
Subject: Ad posting for Monday afternoon

WANT TO HELP ONE OF COLUMBUS, OHIO'S BIGGEST MORNING SHOWS CREATE AMAZING CONTENT EVERY DAY, AND CONNECT WITH THE COLUMBUS COMMUNITY? WE HAVE A GREAT LIVE AND LOCAL MORNING SHOW PRODUCER OPPORTUNITY WITH CLASSIC ROCK WLWQ FOR THE RIGHT HUNGRY INDIVIDUAL...WORK WITH TORG AND ELLIOTT TO NAB GREAT INTERVIEWS, FIND AND CREATE "MUST PLAY" AUDIO, AND HELP BUILD THE MOST COMPELLING SHOW IN COLUMBUS EVERY MORNING. MINIMUM OF ONE YEAR OF ON-AIR COMMERCIAL RADIO EXPERIENCE, DIGITAL EDITING CAPABILITIES, PRODUCTION AND VOICE-TRACKING SKILLS REQUIRED. SEND RESUME AND DIGITAL DEMO TO JOBS@COLUMBUSRADIOGROUP.COM. EOE

Michelle Matthews
Operations Manager
Columbus Radio Group
614-451-2191 office
614-943-5696 mobile

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Melissa Andrix

From: Nick Shaeffer
Sent: Tuesday, October 19, 2021 3:03 PM
To: Michelle Matthews; Melissa Andrix; !Col_DigitalRequests
Subject: Re: Job posting - websites

This job is now listed on all 4 station websites and HireMeColumbus.com.

Nick Shaeffer

Creative Content Coordinator
Columbus Radio Group
614-451-2191 ext. 118

From: Michelle Matthews <michelle.matthews@columbusradiogroup.com>
Date: Tuesday, October 19, 2021 at 11:56 AM
To: Melissa Andrix <mandrix@columbusradiogroup.com>, !Col_DigitalRequests <DigitalRequests@columbusradiogroup.com>
Subject: RE: Job posting - websites

Looks like the beginning got cut off.

WANT TO HELP ONE OF COLUMBUS, OHIO'S BIGGEST MORNING SHOWS CREATE AMAZING CONTENT EVERY DAY, AND CONNECT WITH THE COLUMBUS COMMUNITY? WE HAVE A GREAT LIVE AND LOCAL MORNING SHOW PRODUCER OPPORTUNITY WITH CLASSIC ROCK WLWQ FOR THE RIGHT HUNGRY INDIVIDUAL...WORK WITH TORG AND ELLIOTT TO NAB GREAT INTERVIEWS, FIND AND CREATE "MUST PLAY" AUDIO, AND HELP BUILD THE MOST COMPELLING SHOW IN COLUMBUS EVERY MORNING. MINIMUM OF ONE YEAR OF ON-AIR COMMERCIAL RADIO EXPERIENCE, DIGITAL EDITING CAPABILITIES, PRODUCTION AND VOICE-TRACKING SKILLS REQUIRED. SEND RESUME AND DIGITAL DEMO TO JOBS@COLUMBUSRADIOGROUP.COM. EOE

From: Melissa Andrix <mandrix@columbusradiogroup.com>
Sent: Tuesday, October 19, 2021 11:55 AM
To: !Col_DigitalRequests <DigitalRequests@columbusradiogroup.com>
Subject: Job posting - websites

Good morning, Nick –

Can you please post this to our websites (all of them, please) and let me know once it's complete? It can remain on our sites until Friday, November 5th.

Thanks so much!

EVERY DAY, AND CONNECT WITH THE COLUMBUS COMMUNITY? WE HAVE A GREAT LIVE AND LOCAL MORNING SHOW PRODUCER OPPORTUNITY WITH CLASSIC ROCK WLVQ FOR THE RIGHT HUNGRY INDIVIDUAL... WORK WITH TORG AND ELLIOTT TO NAB GREAT INTERVIEWS, FIND AND CREATE "MUST PLAY" AUDIO, AND HELP BUILD THE MOST COMPELLING SHOW IN COLUMBUS EVERY MORNING. MINIMUM OF ONE YEAR OF ON-AIR COMMERCIAL RADIO EXPERIENCE, DIGITAL EDITING CAPABILITIES, PRODUCTION AND VOICE-TRACKING SKILLS REQUIRED. SEND RESUME AND DIGITAL DEMO TO JOBS@COLUMBUSRADIOGROUP.COM. EOE

Michelle Matthews
Operations Manager
Columbus Radio Group
614-451-2191 office
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