

**Exhibit 2**

2005 and 2006 Lists of Organizations which were sent Job Postings; Sample Website Job Postings

**JOB INFORMATION  
DISTRIBUTION CENTERS**

Dr. Frank Madera  
Senior Director of Development  
The Consortium for Workers Education  
275 Seventh Avenue  
New York, NY 10001  
Tel: (212) 647-1900  
Fax: (212) 647-1915  
[http://www.cwe.org/html/programs/p\\_WSC.htm](http://www.cwe.org/html/programs/p_WSC.htm)

Karol Kellerman  
Director/CEO  
The September 11<sup>th</sup> Fund  
Karol2 Park Avenue 24 floor  
New York, NY 10016 U.S.A.  
Tel: (212) 686-7228  
Fax: (212) 532-8528  
Email: [mailto:howtogethelp@september11fund.org](mailto:mailto:howtogethelp@september11fund.org)  
Website: <http://www.uwnyc.org/sep11/>

Carlos Rodriguez / *names*  
Job Developer  
Hispanic Directors Association of New Jersey  
PO Box 240  
22 Joyce Kilmer Ave.  
New Brunswick, New Jersey 08903  
Tel: (732) 828-4555  
Fax: (732) 828-4546  
Email: [mailto:prabsocialserv@aol.com](mailto:mailto:prabsocialserv@aol.com)

Luann Laia / *names*  
Executive Director  
The Bridge to Independence  
and Career Opportunity – TBICO  
39 Rose Street  
Danbury, CT 06810  
Tel: (203) 743-6695  
Fax: (203) 743-6816  
Email: [tbicol@aol.com](mailto:tbicol@aol.com)

Cheryl Davidson  
Executive Director  
Long Island Works Coalition  
135 Maxess Road  
Melville, NY 11747  
Tel: (631) 755-0700  
Fax: (631) 755-4082  
Email: [info@liworks.org](mailto:info@liworks.org)  
Website: [www.liworks.org](http://www.liworks.org)

Elaine Feller  
Support Set Supervisor  
State of New Jersey  
Department of Community Affairs  
Division on Women  
P. O. Box 801  
Trenton, New Jersey 08625-0801  
Tel: (609) 292-6420  
Fax: (609) 292-6055  
Web site: [www.state.NJ.US](http://www.state.NJ.US)

Sandra Clark  
President  
Black United Fund of New Jersey, Inc.  
132 South Harrison Street  
East Orange, New Jersey 07018  
Tel: (973) 676-5283  
Fax: (973) 672-5030

Sandra Fainberg  
Executive Director  
Middle County Public Library  
Community Resource Database of Long Island  
101 Eastwood Boulevard  
Centereach, NY 11720-2745  
Tel: (631) 585-9393 ext. 288 or 218  
Fax: (631) 585-6042  
Website: [www.crdli.org](http://www.crdli.org)

Kathy Tenenbaum  
Partner  
Job Sharing Resources  
50 Riverside Avenue  
Merrick, NY 11566  
Email: [www.info@jobsharing.com](mailto:www.info@jobsharing.com)  
Website: <http://www.jobsharing.com>

Lorraine Cortes-Vasquez  
President-Executive Director  
The Hispanic Federation  
84 William Street, 15<sup>th</sup> Floor  
New York, New York 10038  
Tel: (212) 233-8955  
Fax: (212) 233-8996  
<mailto:lorraine@hispanicfederation.org>

- Darwin M. Davis  
President and Chief Executive Officer  
The New York Urban League  
204 West 136 St.  
New York, New York 10030  
Tel: (212) 926-8000  
Fax: (212) 283-2736  
E-mail: [nyuldm@aol.com](mailto:nyuldm@aol.com)

- Cao K. 'O  
Executive Director  
Asian American Federation of New York  
120 Wall Street 3<sup>rd</sup> Fl.  
New York, New York 10005-1309  
Tel: (212) 344-5878  
Fax: (212) 344-5636  
E-mail: [info@aafny.org](mailto:info@aafny.org)

Shirley  
Mr. James Lee  
The Chinese Chamber of Commerce  
33 Bowery  
New York, NY 10002  
Tel: (212) 226-2795

Mr. Tsutomu Karino  
Executive Director  
The Japanese Chamber of Commerce & Industry  
145 West 57<sup>th</sup> Street, 7<sup>th</sup> Floor  
New York, NY 10019  
Tel: (212) 246-8001  
Fax: (212) 246-8002  
Website: <http://www.jcciny.org/>

Mr. Ellison Quijano  
Program Director  
The Philippine Chamber of Commerce  
317 Madison Avenue, Suite 520  
New York, NY 10017  
Tel: (212) 972-9326  
Fax: (212) 687-5844  
Email: [philamcham@Prodigy.net](mailto:philamcham@Prodigy.net)  
Web site: [www.thepinoy.com](http://www.thepinoy.com)



Mr. Hong Taek Chung  
President  
Korean Chamber of Commerce  
460 Park Avenue, Suite 410  
New York, NY 10022  
Tel: (212) 644-0140  
Fax: (212) 644-9106  
E-mail: admin@kochan.org

- Mr. Ray Simmons  
Employer Business Representative  
New York State Department of Labor  
247 W. 54<sup>th</sup> Street  
New York, NY 10019  
Tel: (212) 621-0813  
Fax: (212) 621-0753  
E-mail: ray.simmons@labor.state.ny.us

- Paul Williams  
President  
The 100 Black Men of New York  
105 East 22<sup>nd</sup> Street, Suite 911  
New York, NY 10031  
Tel: (212) 777-7070  
Fax: (212) 692-1900  
E-mail: ptwilliams@bryancave.com

Carey Hines  
President  
The 100 Black Men of New Jersey  
167 South Harrison Street  
East Orange, NJ 07018  
Tel: (973) 678-6522  
Fax: (973) 678-3888  
Email: <mailto:thecrew@mtlakes.csnet.net>  
Website: <http://www.100bm-nj.org/>

- Daniel Jara  
President & CEO  
The Statewide Hispanic  
Chamber of Commerce of NJ  
150 Warren Street – Suite 110  
Jersey City, NJ 07302  
Tel: (201) 451-9512  
Fax: (201) 451-9547  
E-mail: shccnj@worldnet.att.net

- George Herrera  
President & CEO  
National Hispanic Business Group  
U S Hispanic Chamber of Commerce  
2373 Broadway, Suite 1209  
New York, NY 10024  
Tel: (202) 842-1212  
Fax: (202) 842-3221
  
- Errol Cockfield  
President  
New York Association of Black Journalists  
P.O. Box 2446  
Rockefeller Center  
New York, NY 10185  
Tel: (212) 608-7340  
[nyabj@yahoo.com](mailto:nyabj@yahoo.com)
  
- Cecilia Alvear  
President  
National Association of Hispanic Journalist  
E-mail: [jtorres@nahj.org](mailto:jtorres@nahj.org)  
Phone: 202/662-7143  
Fax: 202/662-7144  
Web: <http://www.nahj.org/>
  
- Rose Marie Arce  
Northeast Regional Director  
National Association of Hispanic Journalist  
Phone: [rosemarce@hotmail.com](mailto:rosemarce@hotmail.com)
  
- AAJA  
1182 Market Street  
Suite 320  
San Francisco, CA 94102  
Phone: 415 346-2051  
Fax: 415 346-6343  
Email: [National@aja.org](mailto:National@aja.org)
  
- Joe Fox  
President  
NLGJA/NY  
PO Box 1628  
New York NY 10028  
Email  
[info@nlqjany.com](mailto:info@nlqjany.com)  
NY Chapter Website  
[www.nlgjany.com](http://www.nlgjany.com)

Walter J. Edwards  
President & CEO  
The Harlem Business Alliance  
275 Lenox Avenue  
2<sup>nd</sup> Floor  
New York, NY 10027  
Tel: (212) 665-7010 Gen. No.  
(212) 864-7410 ext. 201 or 205  
Fax: (212) 665-7011  
E-mail: mahakim\_fsny@hotmail.com

Fredda Rosen  
Executive Director  
Job Path  
22 West 38<sup>th</sup> Street, 11<sup>th</sup> Floor  
New York, NY 10018  
Tel: (212) 944-0564  
Fax: (212) 921-5342

— Jean C. Joachim  
Job Developer  
Job Path  
22 West 38<sup>th</sup> Street, 11<sup>th</sup> Floor  
New York, NY 10018  
Tel: (212) 944-0564 Ext. 214  
Fax: (212) 921-5342  
[jjochim@jobpathnyc.org](mailto:jjochim@jobpathnyc.org)

Patty Talahongva  
President  
Native American Journalists Association  
University of S. Dakota  
414 E. Clark St.  
Vermillion, SD 57069  
Tel: 605.677.5282  
Fax: 866.694.4264  
email: [info@naja.com](mailto:info@naja.com)

— William H. Burgess, III  
President  
The Burgess Group - Corporate Recruiters International, Inc.  
NY: 1601 Third Avenue, Suite 18-D  
New York, NY 10128  
Tel: 212-410-6938 Fax: 212-410-6939  
Direct Email: [BillBurgess@TheBurgessGroup.com](mailto:BillBurgess@TheBurgessGroup.com)  
Website: [www.TheBurgessGroup.com](http://www.TheBurgessGroup.com)

**Borough of Manhattan Community College**  
Career Development Center  
Ron West  
Director  
199 Chambers Street  
New York, NY 10007  
Phone (212) 346-8373  
Fax (212) 346-8046

**The State University of New Jersey**  
Rutgers AHANA (African, Hispanic, Asian, Native American)  
Janet Jones  
Manager  
P.O. Box 1179 Bartholome Road  
Piscataway, NJ 08855  
Phone (732) 445-6127  
Fax (732) 445-6150  
[jones@rci](mailto:jones@rci)

**Rutgers University (Newark)**  
Coop & Education Department  
Thomas Hopkins  
Director  
360 Dr. Martin Luther King Blvd.  
Newark, NJ 07102  
Phone (973) 353-5311  
Fax (973) 353-1253  
[cdcrun@andromeda.rutgers.edu](mailto:cdcrun@andromeda.rutgers.edu)

**Columbia University**  
Center for Career Services  
Jill Galas  
Program Coordinator  
2960 Broadway, Mail code 5727  
New York, NY 10027  
Phone (212) 854-5497  
Fax (212) 663-9398  
[jg426@columbia.edu](mailto:jg426@columbia.edu), [jm384@columbia.edu](mailto:jm384@columbia.edu)

**St. John's University**  
Career Services  
Lydia Horemis  
Career Advisor  
8000 Utopia Parkway  
Jamaica, NY 11439  
Phone (718) 990-6375  
Fax (718) 969-0046  
[careers@stjohns.edu](mailto:careers@stjohns.edu)

**Distribution List Name:** Job Postings

**Members:**

- 100 Black Men of New Jersey
  - 100 Black Men of New York-  
AAJA
  - Asian American Federation of New York
  - Hispanic Directors Association of New York
  - Job Path
  - Job Path II
  - Korean Chamber of Commerce
  - Long Island Works Coalition
  - National Association of Hispanic Journalist
  - National Hispanic Business Group
  - Native American Journalist Association
  - New York Association of Black Journalists  
NLGJA/NY
  - NY State Department of Labor-Ray Simmons
  - Partner Job Sharing Resources
  - Statewide Hispanic Chamber of Commerce
  - The Bridge to Independence and Career Opp.
  - The Burgess Group
  - The Harlem Business Alliance
  - The Hispanic Federation
  - The New York Urban League
  - The Philippine Chamber of Commerce
  - The September 11th Fund
- thecrew@mtlakes.csnet.net
  - Paul Williams ptwilliams@bryancave.com
  - National@aaja.org
  - info@aafny.org
  - prasocialserv@aol.com
  - jjoachim@jobpathnyc.org
  - info@jobpath.org
  - admin@kochan.org
  - info@liworks.org
  - jtorres@nahj.org
  - jrosals@ushcc.com
  - info@naja.com
  - nyabj@yahoo.com
  - info@nlgjany.com
  - ray.simmons@labor.state.ny.us
  - info@jobsharing.com
  - shccnj@worldnet.att.net
  - ibicol@aol.com
  - BillBurgess@TheBurgessGroup.com
  - mahakim\_fsny@hotmail.com
  - lorraine@hispanicfederation.org
  - nyuldm@aol.com
  - philamcham@Prodigy.net
  - howtogethelp@september11fund.org

The Consortium for Workers Education	Dr. Frank Madera	275 Seventh Avenue New York, NY 10001	(212) 647-1900	
Hispanic Directors Association of New Jersey	Daniel Santo Pietro	PO Box 240 22 Joyce Kilmer Ave. New Brunswick, NJ 08903	(732) 828-4555	
The Bridge to Independence & Career Opportunity	LouAnn Bloomer	39 Rose Street Danbury, CT 06810	(203) 743-6695	
Long Island Works Coalition	Cheryl Davidson	135 Maxess Road Melville, NY 11747	(631) 755-0700	
State of New Jersey Department of Community Affairs Division on Women	Elaine Feller	P. O. Box 801 Trenton, New Jersey 08625-0801	(609) 292-6420	
Black United Fund of New Jersey, Inc.	Sondra Clark	132 South Harrison Street East Orange, New Jersey 07018	(973) 676-5283	
Community Resource Database of Long Island	Loretta Piscatella	101 Eastwood Boulevard Centereach, NY 11720-2745	(631) 585-9393	
Job Sharing Resources	Kathy Tenenbaum	50 Riverside Avenue Merrick, NY 11566		
The Hispanic Federation	Lorraine Cortes	84 William Street, 15 <sup>th</sup> Floor New York, NY 10038	(212) 233-8955	
The New York Urban League	Darwin M. Davis	204 West 136 St. New York, NY 10030	(212) 926-8000	
Asian American Federation of New York	Cao K. O	120 Walls Street 3 <sup>rd</sup> Fl. New York, NY 10005-1309	(212) 344-5878	
The Japanese Chamber of Commerce & Industry	Tsutomu Karino	145 West 57 <sup>th</sup> Street, 7 <sup>th</sup> Floor New York, NY 10019	(212) 246-8001	
The Philippine Chamber of Commerce	Ellison Quijano	317 Madison Avenue, Suite 520 New York, NY 10017	(212) 972-9326	
Korean Chamber of Commerce	Suk, Yeun Ho	460 Park Avenue, Suite 410 New York, NY 10022	(212) 644-0140	
New York State Department of Labor	Ray Simmons	247 W. 54 <sup>th</sup> Street New York, NY 10019	(212) 621-0813	
The 100 Black Men of New York	Paul Williams	105 East 22 <sup>nd</sup> Street, Suite 911 New York, NY 10031	(212) 777-7070	
The 100 Black Men of New Jersey	Carey Hines	167 South Harison Street East Orange, NJ 07018	(973) 678-6522	

NJ Statewide Hispanic Chamber of Commerce	Daniel Jara	150 Warren Street – Suite 110 Jersey City, NJ 07302	(201) 451-9512	
New York Association of Black Journalists	Matthew Scott	Rockefeller Center New York, NY 10185	(212) 608-7340	
National Association of Hispanic Journalist	Ivan Roman	1000 National Press Building Washington, DC 200045-7144	(202) 662-7143	
Asian American Journalists Association	Albert Lee	1182 Market Street, Suite 320 San Francisco, CA 94102	(415) 346-2051	
National Lesbian & Gay Journalist Association	Dan Hendrick	39-03 46 St, Sunnyside NY 11104.	(917) 207 8715.	
The Harlem Business Alliance	Keith E. McHenry	275 Lenox Avenue 2 <sup>nd</sup> Floor New York, NY 10027	(212) 665-7010	
Job Path	Fredda Rosen	22 West 38 <sup>th</sup> Street, 11 <sup>th</sup> Floor New York, NY 10018	(212) 944-0564	
Native American Journalists Association	Patty Talahongva	University of S. Dakota 414 E. Clark St. Vermillion, SD 57069	(605) 677-5282	
The Burgess Group - Corporate Recruiters International, Inc.	William H. Burgess, III	1601 Third Avenue, Suite 18-D New York, NY 10128	212-410-6938	
Borough of Manhattan Community College	Ron West	199 Chambers Street New York, NY 10007	(212) 346-8373	
The State University of New Jersey-AHANA	Janet Jones	P.O. Box 1179 Bartholome Rd Piscataway, NJ 08855	(732) 445-6127	
Rutgers University-Newark Coop & Education Dept	Thomas Hopkins	360 Dr. Martin Luther King Blvd. Newark, NJ 07102	(973) 353-5311	
Columbia University Center for Career Services	Jill Galas	2960 Broadway, Mail code 5727 New York, NY 10027	(212) 854-5497	
St. John's University Career Services Center	Lydia Horemis	8000 Utopia Parkway Jamaica, NY 11439	(718) 990-6375	
Lehman College Career Services Center	Nancy Cintron	250 Bedford Park Blvd West Bronx, NY 10468-1589	(718) 960-8366	
New York University Office for Career Services	Trudy G. Steinfeld	719 Broadway, Room 302 New York, NY 10003	(212) 998-4730	
New York Institute of Technology	Barbara VanBure	21 West 60 Street Information Hall, Room 101 New York, NY 10023	(212) 261-1537	
BRONXNET	Michael Max Knobbe	250 Bedford Park Blvd West, Bronx, NY 10468	(718) 960-8354	
School of Visual Arts Career Development Office	Leslie Hammond	209 East 23rd Street New York, NY 10010-3994	(212) 592-2387	
Association of Progressive Dominicans, Inc	Carmen Muñoz	3940 Broadway 2 <sup>nd</sup> Floor New York, NY 10032	(212) 927-6089	

# WCBSTV.com: Your Source For New York News, Weather, Sports & Traffic: CBS 2 Jobs and Internships

## Jobs

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## CBS 2 Jobs and Internships

**If you're interested in a job at CBS 2 then this is the place to look.**

CBS is an Equal Opportunity/Affirmative Action Employer committed to diversity in our workforce. It is our policy to attract and retain the best-qualified people available, without regard to race, color, religion, national origin, gender, sexual orientation, age, disability or status as a Special Disabled Veteran, Vietnam Era Veteran or other qualifying veteran.

PLEASE NOTE: CBS 2 does not accept employment inquiries over the phone.

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### WCBS-TV REPORTER (posted 1-31) Full Time, AFTRA Position

Objective: To gather information, prepare and deliver news stories about a variety of areas for WCBS-TV's New York Metro area viewers.

#### Responsibilities:

Must be a professional who can communicate compelling, credible and accurate stories on our-air.  
Covers news events, always cultivates news sources, writes stories and prepares for newscasts daily.  
Researches information for accuracy.  
Generates enterprising and relevant story ideas and follows through the production and reporting of the same.  
Reports live from various locations even under difficult work/weather conditions.  
Gathers sound for stories as needed.  
Makes public appearances and represents WCBS-TV at charitable events, special cause related campaigns and community projects as needed.  
May occasionally be called to do fill-in anchoring as necessary.  
Performs other essential functions for reporter role as assigned.



**Minimum Education and Experience Requirements:**

Five years experience as a television reporter preferred.  
Journalism or related degree a plus.

For consideration, please send resume, cover letter indicating position of interest, and TAPE to:  
WCBS-TV

Att: Dianne Doctor  
Senior VP & News Director  
524 West 57th Street-2E-18-3  
New York, NY 10019

No Phone Calls Please!

"It is our policy to afford equal opportunity to all, to discriminate against none, to take affirmative action to promote equal employment and advancement opportunity regardless of race, color, national origin, religion, sex, age, sexual orientation, disability, veteran's status, marital status, height, or weight. We recognize that our continued growth and business success depends on the development and utilization of the full range of the nation's human resources". EOE/M/F/D/V

**ASSISTANT CONTROLLER (posted 1-14-06)**

WCBS - New York, NY  
Full Time, Exempt Position

**Position Purpose:** Responsible for the day-to-day accounting function of the Finance Department.

**Primary Responsibilities:**

Partners with Controller to complete monthly and quarterly closes, monthly forecasts, and annual budgeting. Plays key role in completing corporate reporting requirements including monthly and quarterly reports, as well as Sarbanes-Oxley testing.

Assesses accounting practices across the station to ensure consistent methodology in accordance with Viacom accounting policies and GAAP.

Supervises Accounts Payable, Accounts Receivable, Payroll and general accounting activities.

Coordinates and maintains a good working relationship with other departments on budgets, forecasts and consolidating financials.

**Minimum Education and Experience Requirements:**

Minimum of 7-10 years of financial, business experience.

Accounting degree and broadcasting experience preferred.

Financial auditing skills preferred.

Strong working knowledge of GAAP and Sarbanes-Oxley.

For consideration, please send resume and cover letter indicating position of interest to:

WCBS-TV

Attn: Human Resources c/o Finance Dept.

524 West 57th Street

New York, NY 10019

E-mails accepted at: Peteran@cbs.com

NO PHONE CALLS, PLEASE.

WCBS is an Equal Opportunity Employer.

It is our policy to afford equal opportunity to all, to discriminate against none, to take affirmative action to promote equal employment and advancement opportunity regardless of race, color, national origin, religion, sex, age, sexual orientation, disability, veteran's status, marital status, height, or weight. We recognize that our continued growth and business success depends on the development and utilization of the full range of the nation's human resources.

**National Sales Manager:**

CBS 2 New York has an immediate opening for a National Sales Manager. This position will be responsible for all national billing, maintaining / enhancing relationships with the CBS regional offices, national advertising agencies and clients. Candidates should have five years major market sales experience, worked at a television station and have extensive client contacts. Candidates need to possess excellent negotiating, written, verbal and presentation skills. This position requires extensive travel. The ideal candidate needs to be a team player and will also have to demonstrate leadership skills and ability to develop new business.

All inquiries should be sent to [lkaplan@cbs.com](mailto:lkaplan@cbs.com)

---

**WEEKEND NEWS PRODUCER (Posted 1-19-06)**  
WCBS-TV, NEW YORK, NY  
Full Time Position

**Position Purpose:** To produce WCBS-TV newscasts. Must be a great writer and an informed, energetic, enthusiastic and creative newsroom leader

**Primary Responsibilities:**

Continuously gathers, evaluates, writes and assembles stories into newscast form, in order to provide complete, accurate, and compelling newscasts.  
Works with anchors, associate producers, executive producers, reporters and editors in refining, graphically enhancing, and adding production values to stories, to produce the best possible newscast and maximize story value and impact.  
Offers enterprise story ideas during editorial meetings, to provide interesting and innovative story ideas to enhance viewership.  
Oversees and times newscasts in the control room on a daily basis, to ensure smooth and professional presentation of the newscast.  
Performs other essential functions as assigned.

**Minimum Education and Experience Requirements:**

Minimum five(5) years as a line producer in a medium or large market, preferred.  
Bachelor's degree in Broadcast Journalism or allied field preferred.  
Excellent organizational and communication skills required.  
Must be results-oriented, innovative and demonstrate teamwork.

For consideration, please email resume and cover letter indicating position of interest, and send tape to:

E-mails accepted at : [Kgodwin@cbs.com](mailto:Kgodwin@cbs.com)

Kimberly Godwin / Asst. News Director

CBS Broadcast Center - WCBS 2

524 W. 57th street

Rm. 2E18-7

New York, New York 10019

NO PHONE CALLS, PLEASE.

EOE/M/F/D/V

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WCBS-TV NEW YORK

New Business Development and Special Projects AE

Must have...

- ~ Two to five years of media sales experience. Strong PC skills.
- ~ Proven track record in developing new business by selling promotions and sponsorships including sports.
- ~ Excellent communication & organizational skills.
- ~ Understanding of how to present and increase web sales.
- ~ Professional telephone skills along with verbal and written presentation skills, and lead generating qualities.
- ~ Valid driver's license required.

Please send resume:

WCBS-TV

Attn: W. Lee

524 West 57th Street

New York, NY 10019

Bldg 513 / 3rd Floor / Room #3360C

Fax to (212) 975-7609

or

Email to leew@cbs2ny.com

*Kevin Hayes of KROCK  
TSFR 2/13*

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WGA Writer Position:

5 years Minimum experience in TV News writing.

Proficiency in writing and cutting voice-overs, voice-over to sound and packages under deadline for air.

Able to respond instantly to breaking news: writing copy and cutting tape.

Should have a strong command of all current events including local, national and world news.. as well as cultural affairs, weather and sports.

Must know how to research a story, log feeds and raw tape and gather updated news information from the assignment desk.

Should contact by email.

PLEASE NOTE: CBS 2 does not accept employment inquiries over the phone.

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Freelance Writer Shifts Available:

Minimum of 5 years experience writing stories and packages for TV News Broadcasts.

Contact KQUILLINAN@CBS.COM

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CBS 2 Internships

CBS 2 offers college students the opportunity to intern in one of our many departments. Internships can be in either the fall, spring, winter or summer season. To be considered for the program please send a cover letter and resume to:

Ms. Vanessa Kenon-Hunt

WCBS-TV

524 West 57 Street

New York, NY 10019

You must be a matriculating college student to participate in the internship program.

PLEASE NOTE: CBS 2 does not accept employment inquiries over the phone.

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Interested in a career in radio? Check for the latest openings at the CBS/Infinity Radio Stations.

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## Jobs

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## CBS 2 Jobs and Internships

**If you're interested in a job at CBS 2 then this is the place to look.**

CBS is an Equal Opportunity/Affirmative Action Employer committed to diversity in our workforce. It is our policy to attract and retain the best-qualified people available, without regard to race, color, religion, national origin, gender, sexual orientation, age, disability or status as a Special Disabled Veteran, Vietnam Era Veteran or other qualifying veteran.

PLEASE NOTE: CBS 2 does not accept employment inquiries over the phone.

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### WCBS-TV NEW YORK

New Business Development and Special Projects AE

Must have...

- ~ Two to five years of media sales experience. Strong PC skills.
- ~ Proven track record in developing new business by selling promotions and sponsorships including sports.
- ~ Excellent communication & organizational skills.
- ~ Understanding of how to present and increase web sales.
- ~ Professional telephone skills along with verbal and written presentation skills, and lead generating qualities.
- ~ Valid driver's license required.

Please send resume:

WCBS-TV

Att:W.Lee

524 West 57th Street

New York, NY 10019

Bldg 513 / 3rd Floor / Room #3360C

Fax to (212) 975-7609

or

Email to leew@cbs2ny.com

---

**WGA Writer Position:**

5 years Minimum experience in TV News writing.

Proficiency in writing and cutting voice-overs, voice-over to sound and packages under deadline for air.

Able to respond instantly to breaking news: writing copy and cutting tape.

Should have a strong command of all current events including local, national and world news.. as well as cultural affairs, weather and sports.

Must know how to research a story, log feeds and raw tape and gather updated news information from the assignment desk.

Should contact by email.

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**Freelance Writer Shifts Available:**

Minimum of 5 years experience writing stories and packages for TV News Broadcasts.

Contact KQUILLINAN@CBS.COM

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**CBS 2 Internships**

CBS 2 offers college students the opportunity to intern in one of our many departments. Internships can be in either the fall, spring, winter or summer season. To be considered for the program please send a cover letter and resume to:

Ms. Vanessa Kenon-Hunt

WCBS-TV

524 West 57 Street

New York, NY 10019

You must be a matriculating college student to participate in the internship program.

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Interested in a career in radio? Check for the latest openings at the CBS/Infinity Radio Stations.

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[www.nextstudent.com](http://www.nextstudent.com)

**2.75% Locked Student Loan Consolidation**

1.25% discount on federal rate. Low rates. Fast processing. Everyone qualifies for discount. Complete entire consolidation online or call.

# WCBSTV.com: Your Source For New York News, Weather, Sports & Traffic: CBS 2 Jobs and Internships

## Jobs

© Jan 19, 2006 6:12 pm US/Eastern

### **CBS 2 Jobs and Internships**

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#### **National Sales Manager:**

CBS 2 New York has an immediate opening for a National Sales Manager. This position will be responsible for all national billing, maintaining / enhancing relationships with the CBS regional offices, national advertising agencies and clients. Candidates should have five years major market sales experience, worked at a television station and have extensive client contacts. Candidates need to possess excellent negotiating, written, verbal and presentation skills. This position requires extensive travel. The ideal candidate needs to be a team player and will also have to demonstrate leadership skills and ability to develop new business.

All inquiries should be sent to [lkaplan@cbs.com](mailto:lkaplan@cbs.com)

---

WEEKEND NEWS PRODUCER (Posted 1-19-06)  
WCBS-TV, NEW YORK, NY  
Full Time Position



**Position Purpose:** To produce WCBS-TV newscasts. Must be a great writer and an informed, energetic, enthusiastic and creative newsroom leader

**Primary Responsibilities:**

Continuously gathers, evaluates, writes and assembles stories into newscast form, in order to provide complete, accurate, and compelling newscasts.

Works with anchors, associate producers, executive producers, reporters and editors in refining, graphically enhancing, and adding production values to stories, to produce the best possible newscast and maximize story value and impact.

Offers enterprise story ideas during editorial meetings, to provide interesting and innovative story ideas to enhance viewership.

Oversees and times newscasts in the control room on a daily basis, to ensure smooth and professional presentation of the newscast.

Performs other essential functions as assigned.

**Minimum Education and Experience Requirements:**

Minimum five(5) years as a line producer in a medium or large market, preferred.

Bachelor's degree in Broadcast Journalism or allied field preferred.

Excellent organizational and communication skills required.

Must be results-oriented, innovative and demonstrate teamwork.

For consideration, please email resume and cover letter indicating position of interest, and send tape to:

E-mails accepted at : Kgodwin@cbs.com

Kimberly Godwin / Asst. News Director

CBS Broadcast Center - WCBS 2

524 W. 57th street

Rm. 2E18-7

New York, New York 10019

NO PHONE CALLS, PLEASE.

EOE/M/F/D/V

It is our policy to afford equal opportunity to all, to discriminate against none, to take affirmative action to promote equal employment and advancement opportunity regardless of race, color, national origin, religion, sex, age, sexual orientation, disability, veteran's status, marital status, height, or weight. We recognize that our continued growth and business success depends on the development and utilization of the full range of the nation's human resources.

**WCBS-TV NEW YORK**

**New Business Development and Special Projects AE**

**Must have...**

- ~ Two to five years of media sales experience. Strong PC skills.
- ~ Proven track record in developing new business by selling promotions and sponsorships including sports.
- ~ Excellent communication & organizational skills.
- ~ Understanding of how to present and increase web sales.
- ~ Professional telephone skills along with verbal and written presentation skills, and lead generating qualities.
- ~ Valid driver's license required.

Please send resume:

WCBS-TV

Att:W.Lee

524 West 57th Street

New York, NY 10019

Bldg 513 / 3rd Floor / Room #3360C

Fax to (212) 975-7609

or



Email to [leew@cbs2ny.com](mailto:leew@cbs2ny.com)

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**WGA Writer Position:**

5 years Minimum experience in TV News writing.  
Proficiency in writing and cutting voice-overs, voice-over to sound and packages under deadline for air.  
Able to respond instantly to breaking news: writing copy and cutting tape.  
Should have a strong command of all current events including local, national and world news.. as well as cultural affairs, weather and sports.  
Must know how to research a story, log feeds and raw tape and gather updated news information from the assignment desk.

Should contact by email.

PLEASE NOTE: CBS 2 does not accept employment inquiries over the phone.

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**Freelance Writer Shifts Available:**

Minimum of 5 years experience writing stories and packages for TV News Broadcasts.  
Contact [KQUILLINAN@CBS.COM](mailto:KQUILLINAN@CBS.COM)

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Ms. Vanessa Kenon-Hunt  
WCBS-TV  
524 West 57 Street  
New York, NY 10019

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Interested in a career in radio? Check for the latest openings at the CBS/Infinity Radio Stations.

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[www.pickamortgage.com](http://www.pickamortgage.com)

**2.75% Fixed Student Loan Consolidation**

Take advantage of rates as low as 2.75% at NextStudent®. Lower any student loan payment including New York up to  
Flexible payment options - pre-qualify online in 1 minute.  
<https://www.nextstudent.com>

# WCBSTV.com: Your Source For New York Weather, Sports & Traffic: CBS 2 Jobs and Internships

## Jobs

© Jan 24, 2006 11:44 am US/Eastern

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---

**WCBS-TV REPORTER (posted 1-31)**  
Full Time, AFTRA Position

Objective: To gather information, prepare and deliver news stories about a variety of areas for WCBS-TV's New York Metro area viewers.

Responsibilities:

Must be a professional who can communicate compelling, credible and accurate stories on our-air.  
Covers news events, always cultivates news sources, writes stories and prepares for newscasts daily.  
Researches information for accuracy.  
Generates enterprising and relevant story ideas and follows through the production and reporting of the same.  
Reports live from various locations even under difficult work/weather conditions.  
Gathers sound for stories as needed.  
Makes public appearances and represents WCBS-TV at charitable events, special cause related campaigns and community projects as needed.  
May occasionally be called to do fill-in anchoring as necessary.  
Performs other essential functions for reporter role as assigned.

**Minimum Education and Experience Requirements:**

Five years experience as a television reporter preferred.  
Journalism or related degree a plus.

For consideration, please send resume, cover letter indicating position of interest, and TAPE to:  
WCBS-TV

Att: Dianne Doctor  
Senior VP & News Director  
524 West 57th Street-2E-18-3  
New York, NY 10019

No Phone Calls Please!

"It is our policy to afford equal opportunity to all, to discriminate against none, to take affirmative action to promote equal employment and advancement opportunity regardless of race, color, national origin, religion, sex, age, sexual orientation, disability, veteran's status, marital status, height, or weight. We recognize that our continued growth and business success depends on the development and utilization of the full range of the nation's human resources". EOE/M/F/D/V

**ASSISTANT CONTROLLER (posted 1-14-06)**

WCBS - New York, NY  
Full Time, Exempt Position

Position Purpose: Responsible for the day-to-day accounting function of the Finance Department.

**Primary Responsibilities:**

Partners with Controller to complete monthly and quarterly closes, monthly forecasts, and annual budgeting. Plays key role in completing corporate reporting requirements including monthly and quarterly reports, as well as Sarbanes-Oxley testing.

Assesses accounting practices across the station to ensure consistent methodology in accordance with Viacom accounting policies and GAAP.

Supervises Accounts Payable, Accounts Receivable, Payroll and general accounting activities.

Coordinates and maintains a good working relationship with other departments on budgets, forecasts and consolidating financials.

**Minimum Education and Experience Requirements:**

Minimum of 7-10 years of financial, business experience.  
Accounting degree and broadcasting experience preferred.  
Financial auditing skills preferred.  
Strong working knowledge of GAAP and Sarbanes-Oxley.

For consideration, please send resume and cover letter indicating position of interest to:  
WCBS-TV

Attn: Human Resources c/o Finance Dept.  
524 West 57th Street  
New York, NY 10019  
E-mails accepted at: Peteran@cbs.com  
NO PHONE CALLS, PLEASE.

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**National Sales Manager:**

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All inquiries should be sent to [lkaplan@cbs.com](mailto:lkaplan@cbs.com)

---

**WEEKEND NEWS PRODUCER (Posted 1-19-06)**  
WCBS-TV, NEW YORK, NY  
Full Time Position

Position Purpose: To produce WCBS-TV newscasts. Must be a great writer and an informed, energetic, enthusiastic and creative newsroom leader

**Primary Responsibilities:**

Continuously gathers, evaluates, writes and assembles stories into newscast form, in order to provide complete, accurate, and compelling newscasts.  
Works with anchors, associate producers, executive producers, reporters and editors in refining, graphically enhancing, and adding production values to stories, to produce the best possible newscast and maximize story value and impact.  
Offers enterprise story ideas during editorial meetings, to provide interesting and innovative story ideas to enhance viewership.  
Oversees and times newscasts in the control room on a daily basis, to ensure smooth and professional presentation of the newscast.  
Performs other essential functions as assigned.

**Minimum Education and Experience Requirements:**

Minimum five(5) years as a line producer in a medium or large market, preferred.  
Bachelor's degree in Broadcast Journalism or allied field preferred.  
Excellent organizational and communication skills required.  
Must be results-oriented, innovative and demonstrate teamwork.

For consideration, please email resume and cover letter indicating position of interest, and send tape to:

E-mails accepted at : [Kgodwin@cbs.com](mailto:Kgodwin@cbs.com)

Kimberly Godwin / Asst. News Director

CBS Broadcast Center - WCBS 2

524 W. 57th street

Rm. 2E18-7

New York, New York 10019

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EOE/M/F/D/V

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WCBS-TV NEW YORK

New Business Development and Special Projects AE  
Must have...

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- ~ Proven track record in developing new business by selling promotions and sponsorships including sports.
- ~ Excellent communication & organizational skills.
- ~ Understanding of how to present and increase web sales.
- ~ Professional telephone skills along with verbal and written presentation skills, and lead generating qualities.
- ~ Valid driver's license required.

Please send resume:

WCBS-TV

Att: W. Lee

524 West 57th Street

New York, NY 10019

Bldg 513 / 3rd Floor / Room #3360C

Fax to (212) 975-7609

or

Email to leew@cbs2ny.com

*Delete*

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WGA Writer Position: (1)

5 years Minimum experience in TV News writing.

Proficiency in writing and cutting voice-overs, voice-over to sound and packages under deadline for air.

Able to respond instantly to breaking news: writing copy and cutting tape.

Should have a strong command of all current events including local, national and world news.. as well as cultural affairs, weather and sports.

Must know how to research a story, log feeds and raw tape and gather updated news information from the assignment desk.

Should contact by email.

PLEASE NOTE: CBS 2 does not accept employment inquiries over the phone.

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Freelance Writer Shifts Available:

Minimum of 5 years experience writing stories and packages for TV News Broadcasts.

Contact KQUILLINAN@CBS.COM

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CBS 2 Internships

CBS 2 offers college students the opportunity to intern in one of our many departments. Internships can be in either the fall, spring, winter or summer season. To be considered for the program please send a cover letter and resume to:

Ms. Vanessa Kenon-Hunt

WCBS-TV

524 West 57 Street

# WCBSTV.com: Your Source For New York Weather, Sports & Traffic: CBS 2 Jobs and Internships

## Jobs

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Position: Executive Assistant to President & General Manager, WCBS-TV (posted 2/27/06)

### Requirements:

- Experienced candidate must be discrete about proprietary information, have strong organizational skills, use effective communication skills and have a polished diplomatic working style with all levels of our company;
- Must be a proficient multi-tasker, able to handle pressure, prioritize projects and be adept at managing: busy phones, scheduling personal/professional engagements on General Manager's calendar and handle his car / travel arrangements;
- Candidate should possess basic financial skills;
- PC proficiency must include Excel, Microsoft Outlook/ Word & Power Point;
- Candidate should have at least three years related experience in a business environment which would require contact with senior level executives. (Prior experience in either a corporate setting or in the broadcasting industry would be a plus.)

### Responsibilities:

- Complex Administrative support with very busy volume of phone calls daily;
- Extensive interaction with TV local and CBS corporate senior officers & executives;
- Act as the liaison between all department heads, talent and the General Manager; support the Sr Vice President, Station Operations & the News Director as needed;
- Coordinate logistical details relative to WCBS-TV's presence at high profile industry functions, awards & charitable events with direction from Director of Communications & Public Relations;



- Plan all aspects of annual station holiday party for employees and station's VIP guests;
  - E-mail maintenance , track, prioritize, organize mail, invoices, contracts and other sensitive documents;
- CBS Software/Systems include:
- Trex and Eye on the Buy
  - All GWTS Applications
  - IBS

E-mail resumes to: [cquintero@cbs.com](mailto:cquintero@cbs.com)

>

#### On-Air Talent

Full Time-- AFTRA Positions (News, Sports Reporters & News Anchors)

Objective: To gather information, prepare and deliver news stories about a variety of subject areas for WCBS-TV's New York Metro area viewers.

#### Responsibilities:

- Must be a professional who can communicate compelling, credible and accurate stories on our-air.
- Covers news events, sporting events, always cultivates sources, writes stories and prepares for daily newscasts.
- Researches information for accuracy
- Generates enterprising and relevant story ideas and follows through the production and reporting of the same.
- Reports live from various locations even under difficult work/weather conditions.
- Gathers sound for stories as needed.
- Makes public appearances and represents WCBS-TV at charitable events, special cause related campaigns and community projects as needed.
- May occasionally be called to do fill-in anchoring as necessary.
- Performs other essential functions for reporter role as assigned.

#### Minimum Education and Experience Requirements:

- Five years related experience preferred.
- Journalism or related degree a plus.

For consideration, please send resume, cover letter indicating position of interest, and TAPE to:

WCBS-TV

Dianne Doctor

524 West 57th Street-2E-18-3

New York, NY 10019

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#### ASSISTANT CONTROLLER (posted 1-14-06)

WCBS - New York, NY

Full Time, Exempt Position

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Coordinates and maintains a good working relationship with other departments on budgets, forecasts and consolidating financials.

Minimum Education and Experience Requirements:

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Full Time Position

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Primary Responsibilities:

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Works with anchors, associate producers, executive producers, reporters and editors in refining, graphically enhancing, and adding production values to stories, to produce the best possible newscast and maximize story value and impact.

Offers enterprise story ideas during editorial meetings, to provide interesting and innovative story ideas to enhance viewership.

Oversees and times newscasts in the control room on a daily basis, to ensure smooth and professional presentation of the newscast.



Performs other essential functions as assigned.

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Minimum five(5) years as a line producer in a medium or large market, preferred.

Bachelor's degree in Broadcast Journalism or allied field preferred.

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Kimberly Godwin / Asst. News Director

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[Click here to read about what it's like to intern at CBS 2](#)

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#### SPONSORED LINKS

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Rates as low as 2.75% at NextStudent®. Lower any student loan payment including New York up to 60% or more. File online in 1 minute.  
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##### **150k Loan for 483/month - New York**

Refinance and save \$1,000s! Compare up to 4 free quotes. All credit types accepted!  
[www.pickamortgage.com](http://www.pickamortgage.com)

##### **Fast, Easy Student Loan Consolidation**

1.25% discount on federal rate. Low rates, fast processing. Everyone qualifies for discount. Complete entire consolidation  
[www.topconsolidator.com](http://www.topconsolidator.com)

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Receive up to 4 free quotes from trusted lenders in your area. Bad credit OK!  
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- [Lawyer For Skilling Attacks Ex-Enron CFO](#)
- [Moussaoui Jury Watches Video Testimony](#)
- [Dana Reeve's Death Hits Home In Westchester](#)

# WCBSTV.com: Your Source For New York Weather, Sports & Traffic: CBS 2 Jobs and Internships

## Jobs

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WCBS-TV NEW YORK  
Entry Level - **Sales Assistant**

Assist and support two Local Account Executives and New Business Development Team with order entry and maintenance of local sales orders. Must have: Strong PC skills. Excellent communication & organizational skills. Excellent work ethic and desire to learn. Must be very detail oriented. Work closely with Traffic Department. Professional telephone skills when dealing with clients and management.

Please send resume:

WCBS-TV  
Attn: Lee Kaplan  
524 West 57th Street  
New York, NY 10019  
Bldg 513 / 3rd Floor  
Fax to (212) 975-7609  
Email to [lkaplan@cbs.com](mailto:lkaplan@cbs.com)

Position: **Executive Assistant to President & General Manager**  
WCBS-TV (posted 2/27/06)

Requirements:

- Experienced candidate must be discrete about proprietary information, have strong organizational skills, use effective communication skills and have a polished diplomatic working style with all levels of our company;
- Must be a proficient multi-tasker, able to handle pressure, prioritize projects and be adept at managing: busy phones, scheduling personal/professional engagements on General Manager's calendar and handle his car / travel arrangements;
- Candidate should possess basic financial skills;
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- Candidate should have at least three years related experience in a business environment which would require contact with senior level executives. (Prior experience in either a corporate setting or in the broadcasting industry would be a plus.)

Responsibilities:

- Complex Administrative support with very busy volume of phone calls daily;
- Extensive interaction with TV local and CBS corporate senior officers & executives;
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- All GWTS Applications
- IBS

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Full Time-- AFTRA Positions (News, Sports Reporters & News Anchors)

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- Covers news events, sporting events, always cultivates sources, writes stories and prepares for daily newscasts.
- Researches information for accuracy
- Generates enterprising and relevant story ideas and follows through the production and reporting of the same.
- Reports live from various locations even under difficult work/weather conditions.
- Gathers sound for stories as needed.
- Makes public appearances and represents WCBS-TV at charitable events, special cause related campaigns and community projects as needed.
- May occasionally be called to do fill-in anchoring as necessary.
- Performs other essential functions for reporter role as assigned.

Minimum Education and Experience Requirements:

- Five years related experience preferred.
- Journalism or related degree a plus.

For consideration, please send resume, cover letter indicating position of interest, and TAPE to:

WCBS-TV  
Dianne Doctor  
524 West 57th Street-2E-18-3  
New York, NY 10019

No Phone Calls Please!

"It is our policy to afford equal opportunity to all, to discriminate against none, to take affirmative action to promote equal employment and advancement opportunity regardless of race, color, national origin, religion, sex, age, sexual orientation, disability, veteran's status, marital status, height, or weight. We recognize that our continued growth and business success depends on the development and utilization of the full range of the nation's human resources". EOE/M/F/D/V

**ASSISTANT CONTROLLER** (posted 1-14-06)

WCBS - New York, NY  
Full Time, Exempt Position

Position Purpose: Responsible for the day-to-day accounting function of the Finance Department.

Primary Responsibilities:

Partners with Controller to complete monthly and quarterly closes, monthly forecasts, and annual budgeting. Plays key role in completing corporate reporting requirements including monthly and quarterly reports, as well as Sarbanes-Oxley testing.

Assesses accounting practices across the station to ensure consistent methodology in accordance with CBS TV accounting policies and GAAP.

Supervises Accounts Payable, Accounts Receivable, Payroll and general accounting activities.

Coordinates and maintains a good working relationship with other departments on budgets, forecasts and consolidating financials.

Minimum Education and Experience Requirements:

Minimum of 7-10 years of financial, business experience.

Accounting degree and broadcasting experience preferred.

Financial auditing skills preferred.

Strong working knowledge of GAAP and Sarbanes-Oxley.

For consideration, please send resume and cover letter indicating position of interest to:

WCBS-TV

Attn: Human Resources c/o Finance Dept.

524 West 57th Street

New York, NY 10019

E-mails accepted at: Peteran@cbs.com

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**NEWS PRODUCER** (Posted 1-19-06)

WCBS-TV, NEW YORK, NY

Full Time Position

Position Purpose: To produce WCBS-TV newscasts. Must be a great writer and an informed, energetic, enthusiastic and creative newsroom leader

Primary Responsibilities:

Continuously gathers, evaluates, writes and assembles stories into newscast form, in order to provide complete, accurate, and compelling newscasts.

Works with anchors, associate producers, executive producers, reporters and editors in refining, graphically enhancing, and adding production values to stories, to produce the best possible newscast and maximize story

value and impact.

Offers enterprise story ideas during editorial meetings, to provide interesting and innovative story ideas to enhance viewership.

Oversees and times newscasts in the control room on a daily basis, to ensure smooth and professional presentation of the newscast.

Performs other essential functions as assigned.

Minimum Education and Experience Requirements:

Minimum five(5) years as a line producer in a medium or large market, preferred.

Bachelor's degree in Broadcast Journalism or allied field preferred.

Excellent organizational and communication skills required.

Must be results-oriented, innovative and demonstrate teamwork.

For consideration, please email resume and cover letter indicating position of interest, and send tape to:

E-mails accepted at : Kgodwin@cbs.com

Kimberly Godwin / Asst. News Director

CBS Broadcast Center - WCBS 2

524 W. 57th street

Rm. 2E18-7

New York, New York 10019

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EOE/M/F/D/V

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#### **WGA Writer Positions**

5 years Minimum experience in TV News writing.

Proficiency in writing and cutting voice-overs, voice-over to sound and packages under deadline for air.

Able to respond instantly to breaking news: writing copy and cutting tape.

Should have a strong command of all current events including local, national and world news.. as well as cultural affairs, weather and sports.

Must know how to research a story, log feeds and raw tape and gather updated news information from the assignment desk.

Should contact by email.

PLEASE NOTE: CBS 2 does not accept employment inquiries over the phone.

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#### **Freelance Writer Shifts Available**

Minimum of 5 years experience writing stories and packages for TV News Broadcasts.

Contact KQUILLINAN@CBS.COM

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#### **CBS 2 Internships**

CBS 2 offers college students the opportunity to intern in one of our many departments. Internships can be in either the fall, spring, winter or summer season. To be considered for the program please send a cover letter and resume to:

Ms. Vanessa Kenon-Hunt

WCBS-TV

524 West 57 Street

New York, NY 10019

You must be a matriculating college student to participate in the internship program.



# WCBSTV.com: Your Source For New York Weather, Sports & Traffic: CBS 2 Jobs and Internships

## Jobs

© Mar 8, 2006 11:50 am US/Eastern

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**If you're interested in a job at CBS 2 then this is the place to look.**

CBS is an Equal Opportunity/Affirmative Action Employer committed to diversity in our workforce. It is our policy to attract and retain the best-qualified people available, without regard to race, color, religion, national origin, gender, sexual orientation, age, disability or status as a Special Disabled Veteran, Vietnam Era Veteran or other qualifying veteran.

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WCBS-TV NEW YORK

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**Position: Assignment Desk Researcher**

Full Time—WGA union position

**Responsibilities:**

WCBS-TV seeks a Researcher in our News Dept. The job consists of helping reporters and assignment editors research and make calls on stories. Duties may also include dispatching crews, research on long form stories, logging tapes, and occasional field producing. Ideal candidate will have to be available overnights and weekends. Previous assignment editor experience a plus. No phone calls please.

Send resumes and cover letters via e-mail to: [rbamberger@cbs.com](mailto:rbamberger@cbs.com).

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**Entry Level - Sales Assistant**

Assist and support two Local Account Executives and New Business Development Team with order entry and maintenance of local sales orders. Must have: . Strong PC skills. Excellent communication & organizational skills. Excellent work ethic and desire to learn. Must be very detail oriented. Work closely with Traffic Department. Professional telephone skills when dealing with clients and management.

Please send resume:

WCBS-TV

Attn: Lee Kaplan

524 West 57th Street

New York, NY 10019

Bldg 513 / 3rd Floor

Fax to (212) 975-7609

Email to lkaplan@cbs.com

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Position: **Executive Assistant to President & General Manager**

WCBS-TV (posted 2/27/06)

Requirements:

- Experienced candidate must be discrete about proprietary information, have strong organizational skills, use effective communication skills and have a polished diplomatic working style with all levels of our company;
- Must be a proficient multi-tasker, able to handle pressure, prioritize projects and be adept at managing: busy phones, scheduling personal/professional engagements on General Manager's calendar and handle his car / travel arrangements;
- Candidate should possess basic financial skills;
- PC proficiency must include Excel, Microsoft Outlook/ Word & Power Point;
- Candidate should have at least three years related experience in a business environment which would require contact with senior level executives. (Prior experience in either a corporate setting or in the broadcasting industry would be a plus.)

Responsibilities:

- Complex Administrative support with very busy volume of phone calls daily;
  - Extensive interaction with TV local and CBS corporate senior officers & executives;
  - Act as the liaison between all department heads, talent and the General Manager; support the Sr Vice President, Station Operations & the News Director as needed;
  - Coordinate logistical details relative to WCBS-TV's presence at high profile industry functions, awards & charitable events with direction from Director of Communications & Public Relations;
  - Plan all aspects of annual station holiday party for employees and station's VIP guests;
  - E-mail maintenance , track, prioritize, organize mail, invoices, contracts and other sensitive documents;
- CBS Software/Systems include:
- Trex and Eye on the Buy
  - All GWTS Applications
  - IBS

E-mail resumes to: cquintero@cbs.com

### **On-Air Talent**

Full Time-- AFTRA Positions (News, Sports Reporters & News Anchors)

Objective: To gather information, prepare and deliver news stories about a variety of subject areas for WCBS-TV's New York Metro area viewers.

Responsibilities:

- Must be a professional who can communicate compelling, credible and accurate stories on our-air.
- Covers news events, sporting events, always cultivates sources, writes stories and prepares for daily newscasts.
- Researches information for accuracy
- Generates enterprising and relevant story ideas and follows through the production and reporting of the same.
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[Click here to read about what it's like to intern at CBS 2](#)

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Interested in a career in radio? Check for the latest openings at the CBS/Infinity Radio Stations.

#### **SPONSORED LINKS**

##### **2.75% Fixed Student Loan Consolidation**

Lock rates as low as 2.75%. Fixed lower rates, 70% lower payments. No fees, everyone qualifies. Flexible payment options apply online instant with e-sign.  
[www.nextstudent.com](http://www.nextstudent.com)

##### **Under 3.0% Student Loan Consolidation**

1.25% discount on federal rate. Low rates, fast processing. Everyone qualifies for discount! Complete entire consolidation  
[www.topconsolidator.com](http://www.topconsolidator.com)

##### **Compare Free Mortgage Quotes**

Get lower refinance rates now. Receive up to 4 quotes with no obligation. Bad credit OK!  
[www.comparefreequotes.com](http://www.comparefreequotes.com)

##### **Problem Credit Mortgage Experts**

Our problem credit mortgage specialists can help you refinance with a low rate! Receive up to 4 free quotes. Pick the best  
[www.homeloanhelpline.com](http://www.homeloanhelpline.com)

##### **\$150,000 Mortgage for \$483/Month**

Compare up to 4 free offers. Refinance and save \$1,000s. All credit types accepted!  
[www.pickamortgage.com](http://www.pickamortgage.com)

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- [NYPD To Hire 1,200 New Officers, Civilians](#)

# WCBSTV.com: Your Source For New York Weather, Sports & Traffic: CBS 2 Jobs and Internships

## Jobs

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WCBS-TV NEW YORK

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**WEB PRODUCER/WRITER** Duties include, but are not limited to: producing daily news material for the station web site, including story selection, writing, copyediting, headline writing, video and still photo selection; webcast line producing; creative ideas, managing user-generated content. Each producer/writer will cover a daily shift. Qualifications: college degree; on-line news experience preferred. Experience with other on-line station networks such as IBS or World Now is helpful. Applicants must be strong writers and additional skills in design and web production are preferred. Writing test is mandatory.

Send resume to:  
Philip O'Brien  
Executive Editor, WCBSTV.com  
524 West 57th Street  
New York, N.Y. 10019  
Fax: 212-075-7221  
pobrien@CBS.com

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Full Time—WGA union position

**Responsibilities:**

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