



1300 NORTH 17th STREET, 11th FLOOR  
ARLINGTON, VIRGINIA 22209

OFFICE: (703) 812-0400  
FAX: (703) 812-0486  
www.fhhlaw.com  
www.commlawblog.com

MARK N. LIPP  
(703) 812-0445  
LIPP@FHHLAW.COM

May 5, 2022

Ms. Elizabeth E. Goldin  
Assistant Chief, Investigations & Hearings Division  
Enforcement Bureau  
Federal Communications Commission  
45 L Street, NE  
Washington, DC 20554

Re: **Response to Broadcast EEO Audit Letter**  
Radio License Holding CBC, LLC  
Station WQHZ(FM), Erie, Pennsylvania  
Facility Identifier Number 65748

Dear Ms. Goldin:

Radio License Holding CBC, LLC (“RLH”), licensee of radio station WQHZ(FM), Erie, Pennsylvania, hereby submits its Response to your letter of March 21, 2022 (“EEO Audit Letter”) concerning the Station’s compliance with the Commission’s Equal Employment Opportunity Rule, 47 C.F.R. § 73.2080. Station WQHZ is part of a station employment unit (“SEU”) based in Erie, Pennsylvania, that includes stations WXKC(FM), Erie, Pennsylvania (Facility ID 32984), WXTA(FM), Edinboro, Pennsylvania (Facility ID 72892), and WRIE(AM), Erie, Pennsylvania (Facility ID 32982). For this reason, RLH’s Response to the EEO Audit Letter involves the entire Erie SEU.

To comply with the procedures presented in Item 5(a) of the aforementioned EEO Audit Letter, RLH is uploading its Response into the online public inspection file of each station in this SEU.

May 5, 2022

Page 2

---

If there are any questions about this submission, please contact undersigned counsel to Radio License Holding CBC, LLC.

Sincerely,

  
Mark Lipp

Attachment

## DECLARATION OF RICHARD S. DENNING

I, Richard S. Denning, hereby declare as follows:

I am Executive Vice President and General Counsel of Radio License Holding CBC, LLC, licensee of radio station WQHZ(FM), Erie, Pennsylvania (Facility ID 65748), which is part of a station employment unit based in Erie, Pennsylvania, and which includes stations WXKC(FM), Erie, Pennsylvania (Facility ID 32984), WXTA(FM), Edinboro, Pennsylvania (Facility ID 72892), and WRIE(AM), Erie, Pennsylvania (Facility ID 65748) (collectively, the "SEU"). The stations in this SEU are commonly owned through indirect subsidiaries ultimately owned and controlled by Cumulus Media Inc. (collectively, "Cumulus"). This Declaration and the attachments provided hereto are being submitted in response to a letter dated March 21, 2022 (the "Audit Letter") from Elizabeth E. Goldin, Assistant Chief, Investigations & Hearings Division, Enforcement Bureau, Federal Communications Commission ("FCC"), concerning a random audit of the SEU's compliance with the FCC's equal employment opportunity ("EEO") rule, 47 C.F.R. § 73.2080.

The SEU employs five (5) or more full-time employees as the term is defined in Section 73.2080(e)(1) of the FCC's rules.

In response to Question 2(b)(i) of the Audit Letter, copies of the SEU's two most recent EEO public file reports, as described in 47 C.F.R. § 73.2080(c)(6), are included as Attachment A.

In response to Question 2(b)(ii) of the Audit Letter, the website of each station in the SEU is as follows: WQHZ(FM), [www.z1023online.com](http://www.z1023online.com); WXKC(FM), [www.classy100.com](http://www.classy100.com); WXTA(FM), [www.979nashfm.com](http://www.979nashfm.com); and WRIE(AM), [www.cbssportserie.com](http://www.cbssportserie.com).

A copy of the current EEO public file report is on or linked to each of the above websites.

In response to 2(b)(iii) of the Audit Letter, documentation concerning the recruitment sources used to fill each full-time position during the period covered by the above EEO public file reports is included in Attachment B, and, pursuant to the Audit Letter, this response provides one such notice for each position filled. The SEU's standard practice is to retain copies of job vacancy announcements that are sent to all recruitment sources, as required by 73.2080(c)(5)(iii). Further, no recruitment sources have notified the SEU that they want to be informed about the SEU's job openings, as described in §73.2080(c)(1)(ii), which is reflected in Section II of each EEO public file report.

In response to 2(b)(iv) of the Audit Letter, the Vacancy Data Forms included in Attachment B contain data regarding (a) the total number of interviewees for each full-time vacancy, and (b) the referral source for each interviewee for each full-time vacancy filled during the period covered by the EEO public file reports.

In response to 2(b)(v) of the Audit Letter, documentation of the SEU's performance of the recruitment initiatives as described in §73.2080(c)(2) during the relevant time period is

included in Attachment C. Station personnel involved in the recruitment initiatives are identified in Attachment C as well. Although these stations are located in a market with a population of more than 250,000, this SEU only employs nine (9) full-time employees. As a result, the SEU is required to perform at least two (2) recruitment initiatives during a two-year period.

In response to 2(b)(vi) of the Audit Letter, Cumulus affirms that it is not aware of any pending or resolved discrimination complaints filed against this SEU during the time period covered by this response.

In response to 2(b)(vii) of the Audit Letter, Cumulus has established and implemented a company-wide EEO compliance plan. At the corporate level, Cumulus recognizes the importance of EEO compliance and has communicated the importance of complying with the FCC's broad outreach and recordkeeping requirements to employees at all levels within the company, including its national, regional and local personnel. Cumulus previously engaged its outside communications counsel to conduct comprehensive FCC EEO training sessions, which were mandatory for all market and business managers. Those training sessions were followed by the distribution of written compliance materials to key personnel in each station employment unit who have recruitment and hiring responsibility. These materials continue to be an excellent resource. Cumulus also instituted a policy designed to help reduce the inevitable recordkeeping lapses which occur as a result of employee turnover. The SEU's compliance efforts also include identifying Cumulus' efforts to afford equal employment opportunities to employees through statements disseminated in job applications and vacancy announcements posted in conspicuous areas within the workplace.

Since 2017, Cumulus has engaged ClearCompany, a talent management system, to assist all markets with their recruitment efforts. ClearCompany automatically routed descriptions of job openings to a specific group of recruitment sources. On February 15, 2020, the company changed course and employed the services of CareerBuilder to help it locate, manage and hire talented applicants. It, too, automatically directs descriptions of job openings to certain recruitment sources.

Cumulus hired in-house regulatory counsel, who not only continued to use the reference tools provided by outside counsel, but also developed additional compliance aids to help all station employment units meet FCC EEO requirements. In-house counsel conducted periodic FCC EEO training sessions for all market and business managers and assisted the markets with their EEO public file reports on an annual basis, reviewing vacancy-specific and general outreach efforts and providing recommendations for improvement.

When in-house regulatory counsel left the company, Cumulus retained outside communications counsel to address questions and concerns related to FCC EEO compliance as they arose, and review annual EEO public file reports for many of its station employment units. As General Counsel to Cumulus, I assumed responsibility for conducting comprehensive FCC EEO training sessions, which continue to be mandatory for all market and business managers. During preparation for these sessions, I conferred with outside counsel to ensure that presentations were up-to-date.

At the local level, the SEU's seasoned Market Manager ("MM") and Business Manager ("BM") have primary responsibility for implementing and overseeing the EEO program, and are knowledgeable about the company's EEO policies and hiring practices. The MM and BM work closely with the SEU's Business Assistant ("BA"), to ensure that compliance efforts are observed. They, in turn, interact with managers in the Market that have hiring authority as well as the corporate Human Resources department to ensure that appropriate procedures are followed. The BA and BM maintain the SEU's Master Recruitment Source List ("MRSL"), which includes a discriminating variety of sources—local colleges and universities, county/state workforce/resource centers, numerous diversity sites, and the Cumulus careers website. The BA and BM see to it that job postings are widely distributed. When a decision is made to hire a new employee in the market, the BM obtains the necessary information from the hiring manager to post the job vacancy announcement(s). Job vacancies are always posted on the Cumulus careers website, which automatically routes these announcements to a specific group of recruitment sources. The description of each job opening and the required qualifications determine whether or not other recruitment sources are notified. Once a position is posted on the Cumulus careers recruitment site, the System will send an approval notice to the President of Cumulus Operations for final authorization of management position postings and to the MM for final authorization of all other position postings. Once a posting is finalized, the System notifies the hiring manager as applicants apply, and it is the responsibility of the hiring manager to track interviewees and associated recruitment sources. Once a hiring decision is made, the hiring manager returns the interviewee information to the BA.

This SEU takes its general outreach obligations seriously. Although many events that the SEU would typically host or participate in were curtailed due to the COVID-19 pandemic, it was able to accrue the required number of supplemental recruitment initiative points over the two-year period. Since in-person events were not safe, the SEU hosted several online job fairs. Further, Cumulus offered a variety of virtual training sessions to management and/or staff. One such session focused on compliance with FCC EEO rules, while other sessions concentrated on creating a diverse, inclusive, and healthy workplace environment.

In response to 2(b)(viii) of the Audit Letter, the SEU understands that it must periodically analyze the effectiveness of its EEO recruitment program by reviewing the productivity of the recruitment sources listed therein in terms of both the quantity and quality of the interviewees that are being generated from those recruitment sources, as well as the results that are being generated from its recruitment initiatives. Accordingly, the SEU typically examines its EEO program on an annual basis. The MM, BM, and BA meet to discuss the productivity of its recruitment sources and, as the 2021 EEO public file report shows, added numerous diversity and local sources to its MRSL. During these meetings they also share ideas about improving the SEU's general outreach to better inform the Erie community and the surrounding communities about career opportunities in broadcasting. It should be noted that if any EEO issues arise that warrant special attention, the SEU convenes separate meetings with appropriate personnel to discuss these issues.

In response to 2(b)(ix) of the Audit Letter, the SEU makes a concerted effort to comply with all federal, state and/or local laws regarding pay, benefits, seniority practices, promotions,

and selection techniques and tests to ensure that the SEU is providing equal employment opportunity, and is not discriminating against employees or job applicants. Accordingly, the SEU's MM, department managers, and Business department, together with Cumulus's corporate Human Resources Department, review the compensation, benefits, promotions and other employment practices of the SEU to ensure that they are fair and are based solely on an employee's experience and performance record. Further, in hiring a new employee, all responsible parties consider an applicant's experience to determine whether they are qualified for the position and analyze the candidate's past performance to determine their likelihood for success. The SEU's employment practices are the ultimate responsibility of its MM, Jim Riley, who works in conjunction with in-house counsel at Cumulus headquarters and, when applicable, outside employment and labor counsel.

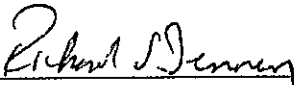
In response to 2(b)(x) of the Audit Letter, Radio License Holding CBC, LLC, is not a religious broadcaster.

[SIGNATURE ON THE FOLLOWING PAGE]

**SIGNATURE PAGE TO  
DECLARATION OF RICHARD S. DENNING**

I hereby declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge and belief.

Signed and dated this 5<sup>th</sup> day of May, 2022.

  
Richard S. Denning

## **Attachment A**



**WRIE(AM), WQHZ(FM), WXKC(FM) and WXTA(FM)**  
**EEO PUBLIC FILE REPORT**  
April 1, 2020 – March 31, 2021<sup>1</sup>

**I. VACANCY LIST**

See Section II, the “Master Recruitment Source List” (“MRSL”) for recruitment source data

<b>Job Title</b>	<b>Recruitment Sources (“RS”) Used to Fill Vacancy</b>	<b>RS Referring Hiree</b>
Digital Sales Manager	1-9, 11-12, 15, 17, 19, 22-31	24
Sales Assistant	1-9, 11-12, 15, 17, 19, 22-31	24

---

<sup>1</sup> This Report was revised in May 2022 to address reporting issues.

**WRIE(AM), WQHZ(FM), WXKC(FM) and WXTA(FM)**  
**EEO PUBLIC FILE REPORT**  
 April 1, 2020 – March 31, 2021

**II. MASTER RECRUITMENT SOURCE LIST (“MRSLS”)**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
1	<b>University of Pitt at Bradford</b> Contact: Becky Geibel 300Campus Drive Bradford, PA bgeibel@bradfordpittsburgh.edu 412.391.6373	No	0
2	<b>Booker T. Washington Center</b> Contact: Tina 1720 Holland Street Erie, PA Tmg914@gmail.com 814.453.5744	No	0
3	<b>Edinboro University</b> Contact: Philomena Gill (All University Students) 106 McNerney Hall Edinboro, PA pgill@edinboro.edu 814.732.2781	No	0
4	<b>Employment Opp Center</b> Contact: Cassie Pilarski 1358 East 12 <sup>th</sup> Street Erie PA Cpilarski@barberinstitute.org 814.455.5961	N	0
5	<b>Gannon University</b> Contact: Janet Armbruster (All University Students) 109 University Square Erie, PA cdes@gannon.edu/ Post to www.collegecnetral.com/gannon/employer.cfm 814.871.7220	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
6	<b>International Institute</b> Contact: Nan Chuwan 517 East 26 <sup>th</sup> Street Erie, PA nchuwan@uscree-erie.org 814.452.3935	No	0
7	<b>Martin Luther King Center</b> Contact: Fran Lee 312 Chestnut Street Erie, PA bmlkcenter@aol.com 814.459.2761	No	0
8	<b>Mercyhurst College</b> Contact: Frank Rizzone 501 East 38 <sup>th</sup> Street Erie, PA frizzone@mercyhurst.edu 814.824.2426	No	0
9	<b>Office of Vocational Rehabilitation</b> Contact: Tom Wellington 3200 Lovell Place Erie, PA thwellingt@pa.gov 814.8714551	No	0
10	<b>Pennsylvania Career Link</b> Contact: Stephen Curico 115 West Eighth Street Erie, PA www.cwds.state.pa.us 814.872.4297	No	0
11	<b>Penn State at Erie</b> Contact: Carol Capan 4701 College Drive Erie, PA recruitbehrend@psu.edu 814.898.6164	No	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
12	<b>Tri-State Business</b> Contact: Wendy Fugate 5757 West 26 <sup>th</sup> Street Erie, PA Wfugate@tsbi.edu 814.838.7673	No	0
13	<b>Gannon Center for Communications and Arts</b> Contact: Chet LaPrice (Comm Majors Only) 109 University Square Erie, PA 16541	No	0
14	<b>Edinboro University Department of Communications</b> Contact: Ronald K Raymond (Comm Majors Only) 102 Compton Hall 210 East Normal Street Edinboro, PA 16444	No	0
15	<b>Station Website Postings</b> ( <i>all SEU stations</i> )	No	0
16	<b>All Access Website</b> www.allaccess.com	No	0
17	<b>Word-of-Mouth Referral</b>	No	1
18	<b>Society of Broadcast Engineers Website</b> www.sbe.org/jl_submit.php	No	0
19	<b>Cumulus Business Managers</b> BM@Cumulus.com	No	0
20	<b>Traffic Directors Guild of America</b> www.tdga.org	No	0
21	<b>LinkedIn Website</b> www.linkedin.com	No	0
22	<b>Indeed Website</b> ( <i>not directly contacted by SEU</i> ) www.indeed.com	No	0
23	<b>Glassdoor Website</b> ( <i>not directly contacted by SEU</i> ) www.glassdoor.com	No	0
24	<b>Cumulus Careers Website</b> www.cumulusmedia.com/careers	No	6
25	<b>On-Site Job Bulletin Board</b>	No	0
26	<b>Oodle Website</b> www.oodle.com	No	0
27	<b>Trovit Website</b> www.trovit.com	No	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
28	MyJobHelper Website www.myjobhelper.com	No	0
29	JobIsJob Website www.jobisjob.com	No	0
30	The Job Spider Website www.jobspider.com	No	0
31	Adzuna Website www.adzuna.com	No	0
<b>TOTAL INTERVIEWEES OVER REPORTING PERIOD</b>			7

**WRIE(AM), WQHZ(FM), WXKC(FM) and WXTA(FM)**  
**EEO PUBLIC FILE REPORT**  
 April 1, 2020 – March 31, 2021

**III. RECRUITMENT INITIATIVES**

	<b>Type of Recruitment Initiative (Menu Selection)</b>	<b>Brief Description of Activity</b>
1.	Management-level training concerning methods of ensuring equal employment opportunity and preventing discrimination	On July 22, 2020, our Market and Business Managers and Business Assistant participated in a webinar presentation conducted by the Executive Vice President and General Counsel of Cumulus Media Inc. entitled, "The FCC's Equal Employment Opportunity Rules, Your Guide to Compliance." The FCC's EEO recruitment, recordkeeping, and reporting requirements were reexamined and reinforced, after which questions were entertained.
2.	Participate in events/programs sponsored by or on behalf of educational institutions related to careers in broadcasting	On March 25, 2021, our SEU's Market Manager spoke to a student classroom at Edinboro (Pennsylvania) University about radio and digital advertising and about careers in broadcasting.
3.	Host a job fair	Our SEU held an online job fair from March 1 through March 30, 2021. Over the course of the thirty-day period, employment candidates were provided the opportunity to go online at each station's website, twenty-four hours a day, seven days a week, to contact a number of potential local employers, including our SEU. The SEU solicited the participation of the local employers, organized the logistical aspects of the event and participated as an exhibitor. The SEU Market Manager and Sales Assistant were directly involved in the event.
4.	Management level training concerning methods of ensuring equal opportunity and preventing discrimination	Our SEU's Market Manager and Business Assistant attended a webinar hosted by the Pennsylvania Association of Broadcasters on March 24, 2021. The webinar consisted of a review of the obligations of the SEU to maintain EEO rules and a discussion of how to disseminate information about job openings, as well as how to train employees for job advancement when job openings are not available - all in order to stay within the obligations of the FCC's EEO guidelines.

**WRIE(AM), WQHZ(FM), WXKC(FM) and WXTA(FM)  
EEO PUBLIC FILE REPORT  
April 1, 2021 – March 31, 2022**

**I. VACANCY LIST**

See Section II, the "Master Recruitment Source List" ("MRSL") for recruitment source data

<b>Job Title</b>	<b>Recruitment Sources ("RS") Used to Fill Vacancy</b>	<b>RS Referring Hiree</b>
Business Assistant	5-8, 13, 15, 17, 20, 22-62	20

**WRIE(AM), WQHZ(FM), WXKC(FM) and WXTA(FM)  
EEO PUBLIC FILE REPORT  
April 1, 2021 – March 31, 2022**

**II. MASTER RECRUITMENT SOURCE LIST (“MRSLS”)**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
1	<b>Booker T. Washington Center</b> Contact: Tina 1720 Holland Street Erie, PA Tmg914@gmail.com 814.453.5744	No	0
2	<b>Edinboro University Department of Communications</b> Contact: Ronald K Raymond (Comm Majors Only) 102 Compton Hall 210 East Normal Street Edinboro, PA 16444 <a href="mailto:rraymond@edinboro.edu">rraymond@edinboro.edu</a>	No	0
3	<b>Employment Opp Center</b> Contact: Cassie Pilarski 1358 East 12 <sup>th</sup> Street Erie PA <a href="mailto:Cpilarski@barberinstitute.org">Cpilarski@barberinstitute.org</a> 814.455.5961	No	0
4	<b>International Institute</b> 517 East 26 <sup>th</sup> Street Erie, PA <a href="mailto:uscric@uscridc.org">uscric@uscridc.org</a> 814.452.3935	No	0
5	<b>Martin Luther King Center</b> Contact: Fran Lee 312 Chestnut Street Erie, PA <a href="mailto:bmlkcenter@aol.com">bmlkcenter@aol.com</a> 814.459.2761	No	0



RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
6	<b>Mercyhurst College</b> Contact: Frank Rizzone 501 East 38 <sup>th</sup> Street Erie, PA frizzone@mercyhurst.edu 814.824.2426	No	0
7	<b>Office of Vocational Rehabilitation</b> 3200 Lovell Place Erie, PA thwellingt@state.pa.us 814.572.0419	No	0
8	<b>PA CareerLink – Erie County</b> 155 West 8th Street Erie, PA 814-455-9966 <a href="mailto:jmiceli@pa.gov">jmiceli@pa.gov</a> <a href="mailto:sadejesus@pa.gov">sadejesus@pa.gov</a>	No	0
9	<b>Penn State at Erie</b> Contact: Carol Capan 4701 College Drive Erie, PA recruitbehrend@psu.edu 814.898.6164	No	0
10	<b>Tri-State Business</b> Contact: Wendy Fugate 5757 West 26 <sup>th</sup> Street Erie, PA Wfugate@tsbi.edu 814.838.7673	No	0
11	<b>Gannon Center for Communications and Arts</b> Contact: Chet LaPrice (Comm Majors Only) <a href="mailto:laprice002@gannon.edu">laprice002@gannon.edu</a> 109 University Square Erie, PA 16541	No	0
12	<b>Handshake-</b> <a href="http://app.joinhandshake.com">app.joinhandshake.com</a> (Lists to colleges in favorites group including Bowling Green, California U. of PA, Chatham Un, Clarion, Edinboro, Gannon, Lincoln Un of PA Office of Career Development, Lock Haven, Mercyhurst, Saint Vincent, Slippery Rock, University of Pennsylvania, Washington and Jefferson, Wilkes Barre, Westminster, Allegheny College, University of Pittsburgh, Duquesne, Grove City College, Indian Unv of PA)	No	0

<b>RS Number</b>	<b>RS Information</b>	<b>Source Entitled to Vacancy Notification? (Yes/No)</b>	<b>No. of Interviewees Referred by RS Over Reporting Period</b>
13	Station Website Postings (all SEU stations)	No	0
14	All Access Website allaccess.com	No	0
15	Word-of-Mouth Referral	No	0
16	Society of Broadcast Engineers Website www.sbe.org/jl_submit.php	No	0
17	Cumulus Business Managers BM@Cumulus.com	No	0
18	Traffic Directors Guild of America www.tdga.org	No	0
19	Linked In, ( <a href="http://www.linkedin.com">www.linkedin.com</a> )	No	0
20	Indeed ( <i>not directly contacted by SEU</i> ) www.indeed.com	No	4
21	Facebook ( <a href="http://www.facebook.com">www.facebook.com</a> )	No	0
22	Glassdoor ( <i>not directly contacted by SEU</i> ) www.glassdoor.com	No	0
23	Cumulus Careers Website <a href="http://www.cumulusmedia.jobs.net/en-US/">www.cumulusmedia.jobs.net/en-US/</a>	No	2
24	Internal Notification to On-Site Staff	No	0
25	Adzuna ( <a href="http://www.adzuna.com">www.adzuna.com</a> )	No	0
26	Job is Job ( <a href="http://www.jobisjob.com">www.jobisjob.com</a> )	No	0
27	The Job Spider ( <a href="http://www.jobspider.com">www.jobspider.com</a> )	No	0
28	MyJobHelper ( <a href="http://www.myjobhelper.com">www.myjobhelper.com</a> )	No	0
29	Oodle ( <a href="http://www.oodle.com">www.oodle.com</a> )	No	0
30	Trovit ( <a href="http://www.trovit.com">www.trovit.com</a> )	No	0
31	<a href="http://www.abilitiesinjobs.com">www.abilitiesinjobs.com</a>	No	0
32	<a href="http://www.asianinjobs.com">www.asianinjobs.com</a>	No	0
33	<a href="http://www.blackinjobs.com">www.blackinjobs.com</a>	No	0
34	<a href="http://www.hispanicinjobs.com">www.hispanicinjobs.com</a>	No	0
35	<a href="http://www.lgbtqinjobs.com">www.lgbtqinjobs.com</a>	No	0
36	<a href="http://www.diversityinjobs.com">www.diversityinjobs.com</a>	No	0
37	<a href="http://www.seniorsinjobs.com">www.seniorsinjobs.com</a>	No	0
38	<a href="http://www.womeninjobs.com">www.womeninjobs.com</a>	No	0
39	<a href="http://www.jofdav.com">www.jofdav.com</a>	No	0
40	<a href="http://www.disabledperson.com">www.disabledperson.com</a>	No	0
41	<a href="http://www.hireblacknow.com">www.hireblacknow.com</a>	No	0
42	<a href="http://www.hispanicjobexchange.com">www.hispanicjobexchange.com</a>	No	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
43	www.africanamericanjobsearch.com	No	0
44	www.asianjobsearch.com	No	0
45	www.lgbtjobsearch.com	No	0
46	www.disabledjobseekers.com	No	0
47	www.usdiversityjobsearch.com	No	0
48	www.veterancareercenter.com	No	0
49	www.seniorstowork.com	No	0
50	<b>Erie Institute of Technology</b> Student Services Center 814-868-9900 Jamie.murphy@erieit.edu	No	0
51	<b>Gannon University</b> Career Services 814-871-7680 cdes@gannon.edu	No	0
52	<b>Triangle Tech (Erie)</b> 2000 Liberty Street 814-453-6016 mspilko@triangle-tech.edu	No	0
53	<b>Northwest Regional Technology Institute</b> 3104 State Street 814-455-4446 director@nwrsti.com	No	0
54	<b>Dr Gertrude A Barber International Inst</b> 136 East Ave 814-453-7661 bnierie@barberinstitute.org	No	0
55	<b>Family Services of NW PA</b> 5100 Peach Street 814-866-4500 tammiew@fsnwpa.org	No	0
56	<b>Saint Martin Center Inc</b> 1701 Parade St 814-452-6113 rzawacki@stmartincenter.org	No	0
57	<b>Safenet Inc</b> 1702 French St 814-464-5695 scanston@safeneterie.org	No	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
58	<b>Gaudenzia Crossroads</b> 414 W 5 <sup>th</sup> St 814-459-4775 <a href="mailto:bvincent@gecac.org">bvincent@gecac.org</a>	No	0
59	<b>Barber National Institute</b> 100 Barber Place 814-878-4085 <a href="mailto:steved@barberinstitute.org">steved@barberinstitute.org</a>	No	0
60	<b>Greater Erie Community Center</b> 440 West 18 Street 814-451-5618 <a href="mailto:amccoy@gecac.org">amccoy@gecac.org</a>	No	0
61	<b>PA Office of Vocational Rehabilitation</b> 1521 North Sixth St 814-451-5421 <a href="mailto:rhodapp@pa.gov">rhodapp@pa.gov</a>	No	0
62	<b>Chautauqua Works</b> 4 East 3 <sup>rd</sup> Street 716-661-9553 <a href="mailto:jamestown@labor.ny.gov">jamestown@labor.ny.gov</a> <a href="mailto:Daniel.culbreth@labor.ny.gov">Daniel.culbreth@labor.ny.gov</a>	No	0
<b>TOTAL INTERVIEWEES OVER REPORTING PERIOD</b>			6

**WRIE(AM), WQHZ(FM), WXKC(FM) and WXTA(FM)**  
**EEO PUBLIC FILE REPORT**  
 April 1, 2021 – March 31, 2022

**III. RECRUITMENT INITIATIVES**

	<b>Type of Recruitment Initiative (Menu Selection)</b>	<b>Brief Description of Activity</b>
<b>1.</b>	Host job fair	The SEU held an online Job Fair from April 1, 2021 through March 31, 2022. Over the course of this period, employment candidates were provided the opportunity to go online at each station’s website, 24 hours a day, 7 days a week, to contact a number of potential local SEU Market employers, including the SEU. The SEU solicited the participation of the local employers, organized the logistical aspects of the event and participated as an exhibitor. The SEU Market Manager and General Sales Manager were involved in the event.
<b>2.</b>	Management-level training concerning methods of ensuring equal employment opportunity and preventing discrimination	On July 29, 2021, our SEU’s Market Manager took part in a presentation by Brooks Scott entitled, <i>Conversations of Race &amp; Allyship in the Workplace</i> . During his presentation he emphasized the importance of learning better ways to communicate to create a healthier workplace environment. He discussed managing unconscious biases, team building around values, learning specific skills and tactics to navigate sensitive conversation, understanding how to give useful feedback, and encouraged attendees to hire, promote and acknowledge people who don’t look, think, act, and problem solve like them.
<b>3.</b>	Management-level training concerning methods of ensuring equal employment opportunity and preventing discrimination	On August 18, 2021, our SEU’s Market Manager participated in a presentation conducted by Merging Path Coaching entitled, <i>Managing Unconscious Bias</i> . This session focused on managing teams without a bias.

	<b>Type of Recruitment Initiative (Menu Selection)</b>	<b>Brief Description of Activity</b>
4.	Management-level training regarding Diversity, Equity, and Inclusion	During the month of December, 2021, this SEU participated in Diversity, Equity, and Inclusion training. All hiring managers – Market Manager, Operations Manager, Business Manager, General Sales Manager, Local Sales Manager, Digital Sales Manager, and Promotions Director – as well as the entire staff were required to complete courses online using ThinkZoom. Participants viewed five segments entitled “Working Well With Others,” which addressed the meaning of diversity, the diversity continuum, the mistake of stereotyping, the power of inclusion, and diversity = greatness.
5.	Management-level training regarding methods of ensuring equal employment opportunity and prevention of discrimination and harassment	During the month of December 2021, our SEU participated in harassment prevention training. All hiring managers – Market Manager, Operations Manager, Business Manager, General Sales Manager, Local Sales Manager, Digital Sales Manager, and Promotions Director – as well as the entire staff were required to complete a course prepared by Mineral entitled, “Harassment Prevention.” The course presented best practices for updating policies and procedures, reporting incidents, and following up on complaints. In order to obtain a certificate of participation, managers were required to take a quiz following their completion of the tutorial.
6.	Participate in a job or career fair	On March 16, 2022, our SEU participated in an in-person Career and Internship Fair held by Penn State Behrend at the Junker Center in Erie, PA. Our SEU’s General Sales Manager spoke with attendees about career opportunities in broadcasting as well as job openings within the SEU and accepted resumes from interested candidates.

## **Attachment B**

**CUMULUS MEDIA | ERIE PENNSYLVANIA** is searching for a digital sales expert that has an accomplished record of delivering client solutions coupled with successful sales experience in a related digital or broadcast field. The role of the **Digital Sales Manager** is to maximize revenue opportunities by assisting in the sales of complementary digital products under the Cumulus C-Suite umbrella as well as the market's/stations' digital assets (email, website, app, streaming, podcasts, video and social).

**Who We Are:** Cumulus offers coordinated RADIO and DIGITAL solutions to our clients that deliver Results and Return On Investment. Cumulus targets thousands of local businesses and introduces these companies to our large audiences and community of consumers. We can reach potential customers for local businesses ON-AIR, ON-LINE and ON-SITE.

**CUMULUS | ERIE PENNSYLVANIA** currently features 5 stations in the Erie area. Our stations include: 99.9 Classy 100, Nash FM 97.9, Z102.3, CBS Sports Radio 963 and 1260, and 104.3 The Vibe. The cluster of 5 stations reaches thousands of listeners on a daily basis. C-SUITE is our portfolio of Digital Advertising Products for Local Businesses.

This individual will integrate digital products and services into our robust radio asset offerings and identify innovative ways to meet the marketing needs of new and existing clients. This is a leadership position and will be responsible for collaboratively working with the cluster's overall sales leadership and coaching fellow sales team members on selling our suite of digital products.

**Key Responsibilities:**

- Resident expert in all digital products offered by Cumulus including:
  - Our vast marketing extension programs including targeted email, targeted display and geo-fencing, video and social solutions
  - Our local digital marketing services including website creation, social media and reputation management
  - Our Station Digital Assets – display and mobile ad positions, pre-roll video, Social media, podcasting and in-stream ads
- Act as primary liaison with all market selected third-party vendors (e.g. email and ad targeting vendors) for sending and fulfilling orders, RFP's
- Train and coach AE's on digital advertising tactics and products – as well as work with vendors to fulfill client needs
- Collaborate with sales leadership to develop and execute digital packages and solutions
- Measure, grow and exceed digital sales and market share goals
- Assist in the preparation, creation and delivery of compelling presentations to clients
- Analyze and provide necessary sales reports, market analysis and identify growth opportunities for digital assets



**Core Competencies:**

- Ability to develop, demonstrate and train people in digital products and sales strategies
- Demonstrate knowledge of selling digital products and applications, including; SEO/SEM, mobile, social media, reputation management, targeted ads (geo-fenced, behavioral) and how they work in tandem with radio assets
- Creative thinker and problem solver
- Highly organized with ability to support multiple ad buys at the same time
- Skilled in oral/written communications with the ability to articulate ideas and guidance concisely and professionally.
- Comfortable presenting to a diversified array of prospects/clients

**Qualifications:**

Bachelor's Degree in Radio and Broadcasting, Communications, Journalism, English or closely related field and (2) years of related experience preferred.

**What we offer:**

- Competitive pay
- Collaborative and creative work environment
- Recognition and reward for outstanding performance
- Medical, Dental & Vision Insurance coverage
- 401K with company match to plan for the long-term
- Paid Vacation & Holidays

For immediate consideration, please visit <https://cumulusmedia.jobs.net/>

For more information about CUMULUS MEDIA, visit our website at: <https://www.cumulusmedia.com/>

**CUMULUS MEDIA is proud to be an Equal Opportunity Employer (EOE).**

## WRIE(AM), WQHZ(FM), WXKC(FM) and WXTA(FM)

## VACANCY DATA FORM

<b>Full-Time Job Title:</b> Digital Sales Manager	<b>Date Filled:</b> 09-22-2020
<b>Recruitment Source ("RS") Referring Hiree:</b> Cumulus Careers Website (RS #24)	<b>Total Number of Interviewees:</b> 3

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1.	<b>University of Pitt at Bradford</b> Contact: Becky Geibel 300Campus Drive Bradford, PA bgeibel@bradfordpittsburgh.edu 412.391.6373	No	0
2.	<b>Booker T. Washington Center</b> Contact: Tina 1720 Holland Street Erie, PA Tmg914@gmail.com 814.453.5744	No	0
3.	<b>Edinboro University</b> Contact: Philomena Gill (All University Students) 106 McNerney Hall Edinboro, PA pgill@edinboro.edu 814.732.2781	No	0
4.	<b>Employment Opp Center</b> Contact: Cassie Pilarski 1358 East 12 <sup>th</sup> Street Erie PA Cpilarski@barberinstitute.org 814.455.5961	No	0
5.	<b>Gannon University</b> Contact: Janet Armbruster (All University Students) 109 University Square Erie, PA cdes@gannon.edu/ Post to www.collegecnetral.com/gannon/employer.cfm 814.871.7220	No	0

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
6.	<b>International Institute</b> Contact: Nan Chuwan 517 East 26 <sup>th</sup> Street Erie, PA nchuwan@uscri-erie.org 814.452.3935	No	0
7.	<b>Martin Luther King Center</b> Contact: Fran Lee 312 Chestnut Street Erie, PA bmlkcenter@aol.com 814.459.2761	No	0
8.	<b>Mercyhurst College</b> Contact: Frank Rizzone 501 East 38 <sup>th</sup> Street Erie, PA frizzone@mercyhurst.edu 814.824.2426	No	0
9.	<b>Office of Vocational Rehabilitation</b> Contact: Tom Wellington 3200 Lovell Place Erie, PA thwellingt@pa.gov 814.8714551	No	0
11.	<b>Penn State at Erie</b> Contact: Carol Capan 4701 College Drive Erie, PA recruitbehrend@psu.edu 814.898.6164	No	0
12.	<b>Tri-State Business</b> Contact: Wendy Fugate 5757 West 26 <sup>th</sup> Street Erie, PA Wfugate@tsbi.edu 814.838.7673	No	0
15.	<b>Station Website Postings</b> (all SEU stations)	No	0
17.	<b>Word-of-Mouth Referral</b>	No	1
19.	<b>Cumulus Business Managers</b> BM@Cumulus.com	No	0
22.	<b>Indeed Website</b> (not directly contacted by SEU) www.indeed.com	No	0

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
23.	<b>Glassdoor Website</b> <i>(not directly contacted by SEU)</i> www.glassdoor.com	No	0
24.	<b>Cumulus Careers Website</b> www.cumulusmedia.com/careers	No	2
25.	<b>On-Site Job Bulletin Board</b>	No	0
26.	<b>Oodle Website</b> www.oodle.com	No	0
27.	<b>Trovit Website</b> www.trovit.com	No	0
28.	<b>MyJobHelper Website</b> www.myjobhelper.com	No	0
29.	<b>Job Is Job Website</b> www.jobisjob.com	No	0
30.	<b>The Job Spider Website</b> www.jobspider.com	No	0
31.	<b>Adzuna Website</b> www.adzuna.com	No	0
<b>Total Interviewees</b>			<b>3</b>

## Kelly Murphy

---

**From:** Kelly Murphy  
**Sent:** Monday, February 24, 2020 8:39 AM  
**To:** bgeibel@bradfordpittsburgh.edu; Tmg914@gmail.com; pgill@edinboro.edu; Cassie Pilarski; Janet Armbruster-Gannon; nchuwan@uscri-erie.org; Fran Lee-MLK Cntr; Frank Rizzone-Mercyhurst College; Tom Wellington-Office Of Vocational Rehab (thwellingt@pa.gov); Carol Capan-Penn State Erie; Wfugate@tsbi.edu  
**Subject:** New Job Postings for Cumulus Media-Erie  
**Attachments:** Erie Account Executive Outside Sales 2-19-20.pdf; Erie Digital Sales Manager 2-20-20.pdf

Hi there,

We have two new job openings here at Cumulus Media-Erie. We are looking for an Account Executive and a Digital Sales Manager. Could you please post these job opening within your organization?

Thank you!

**Kelly Murphy**  
**Business Assistant**  
**Cumulus Radio Station Group | Erie**  
**O:** 814.868.5355  
**M:** 814.664.0240

471 Robison Road, Erie, PA, 16509  
[Kelly.murphy@cumulus.com](mailto:Kelly.murphy@cumulus.com)  
[cumulusmedia.com](http://cumulusmedia.com)



ERIE



**CUMULUS MEDIA | ERIE PENNSYLVANIA** is searching for a digital sales expert that has an accomplished record of delivering client solutions coupled with successful sales experience in a related digital or broadcast field. The role of the **Digital Sales Manager** is to maximize revenue opportunities by assisting in the sales of complementary digital products under the Cumulus C-Suite umbrella as well as the market's/stations' digital assets (email, website, app, streaming, podcasts, video and social).

**Who We Are:** Cumulus offers coordinated RADIO and DIGITAL solutions to our clients that deliver Results and Return On Investment. Cumulus targets thousands of local businesses and introduces these companies to our large audiences and community of consumers. We can reach potential customers for local businesses ON-AIR, ON-LINE and ON-SITE.

**CUMULUS | ERIE PENNSYLVANIA** currently features 5 stations in the Erie area. Our stations include: 99.9 Classy 100, Nash FM 97.9, Z102.3, CBS Sports Radio 963 and 1260, and 104.3 The Vibe. The cluster of 5 stations reaches thousands of listeners on a daily basis. C-SUITE is our portfolio of Digital Advertising Products for Local Businesses.

This individual will integrate digital products and services into our robust radio asset offerings and identify innovative ways to meet the marketing needs of new and existing clients. This is a leadership position and will be responsible for collaboratively working with the cluster's overall sales leadership and coaching fellow sales team members on selling our suite of digital products.

**Key Responsibilities:**

- Resident expert in all digital products offered by Cumulus including:
  - Our vast marketing extension programs including targeted email, targeted display and geo-fencing, video and social solutions
  - Our local digital marketing services including website creation, social media and reputation management
  - Our Station Digital Assets – display and mobile ad positions, pre-roll video, Social media, podcasting and in-stream ads
- Act as primary liaison with all market selected third-party vendors (e.g. email and ad targeting vendors) for sending and fulfilling orders, RFP's
- Train and coach AE's on digital advertising tactics and products – as well as work with vendors to fulfill client needs
- Collaborate with sales leadership to develop and execute digital packages and solutions
- Measure, grow and exceed digital sales and market share goals
- Assist in the preparation, creation and delivery of compelling presentations to clients
- Analyze and provide necessary sales reports, market analysis and identify growth opportunities for digital assets

**Core Competencies:**

- Ability to develop, demonstrate and train people in digital products and sales strategies
- Demonstrate knowledge of selling digital products and applications, including; SEO/SEM, mobile, social media, reputation management, targeted ads (geo-fenced, behavioral) and how they work in tandem with radio assets
- Creative thinker and problem solver
- Highly organized with ability to support multiple ad buys at the same time
- Skilled in oral/written communications with the ability to articulate ideas and guidance concisely and professionally.
- Comfortable presenting to a diversified array of prospects/clients

**Qualifications:**

Bachelor's Degree in Radio and Broadcasting, Communications, Journalism, English or closely related field and (2) years of related experience preferred.

**What we offer:**

- Competitive pay
- Collaborative and creative work environment
- Recognition and reward for outstanding performance
- Medical, Dental & Vision Insurance coverage
- 401K with company match to plan for the long-term
- Paid Vacation & Holidays

For immediate consideration, please visit <https://cumulusmedia.jobs.net/>

For more information about CUMULUS MEDIA, visit our website at: <https://www.cumulusmedia.com/>

**CUMULUS MEDIA is proud to be an Equal Opportunity Employer (EOE).**

# Referencing requisition 000161 - Digital Sales Manager

Edit job posting Digital Sales Manager 000161



## Postings history

3 Records

Date modified	Career Site Go Live Date	Career Site Expiration Date	User	Action	Posting ID	Site
04/06/2020 15:08:36	02/20/2020	05/19/2020	marcia.diehl	Suspension	88	
04/06/2020 15:08:59	02/20/2020	04/06/2020	marcia.diehl	Suspension	88	
02/20/2020 15:48:06	02/20/2020	05/19/2020	marcia.diehl	Send to publish	88	Cumulus Media

## Digital Sales Manager (161/88)

[Delete](#)

Digital Sales Manager March 21, 2020 9:02 PM  
Resend (with changes)

North America > USA > Pennsylvania > Erie County > Erie

Board Name	Clicks	Activity	Status	Activity
Adzuna	0	Posted: March 19, 2020 9:03 PM Removed: April 6, 2020 3:08 PM	Deleted	
Glassdoor.com	2	Posted: February 20, 2020 3:49 PM Removed: April 6, 2020 3:08 PM	Deleted	
Job Is Job	0	Posted: March 21, 2020 9:02 PM Removed: April 6, 2020 3:08 PM	Deleted	
Job Spider	0	Posted: February 20, 2020 3:49 PM Removed: April 6, 2020 3:08 PM	Deleted	
MyJobHelper	0	Posted: February 20, 2020 3:49 PM Removed: April 6, 2020 3:08 PM	Deleted	
Oodle	0	Posted: March 19, 2020 9:03 PM Removed: April 6, 2020 3:08 PM	Deleted	
Trovit	0	Posted: March 19, 2020 9:03 PM Removed: April 6, 2020 3:08 PM	Deleted	



**CUMULUS MEDIA | ERIE PENNSYLVANIA** has an immediate opening for a full time **Sales Assistant** for our 5 station cluster. The sales assistant is an integral part of a radio advertising sales team and provides administrative support to the sales reps and managers. The ideal candidate will be dependable, hardworking and have the ability to balance multiple deadline-oriented projects while maintaining a great attitude and sense of humor in a fast-paced work environment. If this sounds like you, and you are looking for a great opportunity to learn the sales side of the radio broadcasting industry, read on.

**Who We Are:** Cumulus offers coordinated RADIO and DIGITAL solutions to our clients that deliver Results and Return On Investment. Cumulus targets thousands of local businesses and introduces these companies to our large audiences and community of consumers. We can reach potential customers for local businesses ON-AIR, ON-LINE and ON-SITE.

**CUMULUS | ERIE PENNSYLVANIA** currently features 5 stations in the Erie area. Our stations include: 99.9 Classy 100, Nash FM 97.9, Z102.3, CBS Sports Radio 963 and 1260, and 104.3 The Vibe. The cluster of 5 stations reaches thousands of listeners on a daily basis. C-SUITE is our portfolio of Digital Advertising Products for Local Businesses.

**Key Responsibilities:**

- Primary role is acting as a liaison between our sales team, our clients and our other inter-company departments
- Organize and input both new and revised orders; assist in creating sales proposals, digital campaigns; and provide customer care to help eliminate problems, and grow our business
- Assists Account Executives with orders and traffic as needed
- Prepares and assembles reports and presentations
- Provide research materials using Tapscan, Media Monitors, Scarborough, etc.
- Keep sales materials/ media kits up to date
- Backup for Account Executives as needed to input traffic instructions into vCreative
- Shares Receptionist duties
- Attend National promotions as needed
- Answers telephones, types correspondence and schedules appointments
- Maintains account lists and mailing lists and employee lists
- Provide support to clients by providing documents, forms and other paperwork to ensure seamless execution of client media buys

- Gather copy and traffic, enter copy information in WideOrbit system, work to solve clearance issues, and merge and reconcile daily commercial logs
- Works on highly time sensitive projects, adhering to deadlines
- Manages multiple project requests simultaneously with quick turnaround time
- Responsible for entering National orders and commercial copy
- Additional duties as designated by the Market Manager or Business Manager related to sales or administrative functions

## JOB REQUIREMENTS

- 1-3 Years of experience in sales, marketing, advertising and/or promotions preferred
- Extensive computer skills including but not limited to extensive knowledge of Microsoft Office, Word, PowerPoint, Excel, image manipulation, social media and the ability to adapt to proprietary computer systems
- Background in radio station continuity or sales helpful
- Self-starter that is detail oriented, organized, and must be excellent at written and oral communication and possess strong multitasking skills
- Dependable with a strong work ethic and possess a team player attitude
- Aptitude to make decisions and work independently without immediate direction or supervision
- Ability to interact with management and staff at all levels

### What we offer:

- Competitive pay
- Professional growth and career path
- Focused, responsible and collaborative work environment with the ability, to ask “what if” and try innovative solutions
- Medical, Dental & Vision Insurance coverage
- 401K with company match to plan for the long-term
- Paid Vacation & Holidays

For immediate consideration, please visit <https://cumulusmedia.jobs.net/>

For more information about CUMULUS MEDIA, visit our website at: <https://www.cumulusmedia.com/>

**CUMULUS MEDIA is proud to be an Equal Opportunity Employer (EOE).**

## WRIE(AM), WQHZ(FM), WXKC(FM) and WXTA(FM)

## VACANCY DATA FORM

<b>Full-Time Job Title:</b> Sales Assistant	<b>Date Filled:</b> 09-25-2020
<b>Recruitment Source ("RS") Referring Hiree:</b> Cumulus Careers Website (RS #24)	<b>Total Number of Interviewees:</b> 4

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1.	<b>University of Pitt at Bradford</b> Contact: Becky Geibel 300Campus Drive Bradford, PA bgeibel@bradfordpittsburgh.edu 412.391.6373	No	0
2.	<b>Booker T. Washington Center</b> Contact: Tina 1720 Holland Street Erie, PA Tmg914@gmail.com 814.453.5744	No	0
3.	<b>Edinboro University</b> Contact: Philomena Gill (All University Students) 106 Mc Nerney Hall Edinboro, PA pgill@edinboro.edu 814.732.2781	No	0
4.	<b>Employment Opp Center</b> Contact: Cassie Pilarski 1358 East 12 <sup>th</sup> Street Erie PA Cpilarski@barberinstitute.org 814.455.5961	No	0
5.	<b>Gannon University</b> Contact: Janet Armbruster (All University Students) 109 University Square Erie, PA cdes@gannon.edu/ Post to www.collegecnetral.com/gannon/employer.cfm 814.871.7220	No	0

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
6.	<b>International Institute</b> Contact: Nan Chuwan 517 East 26 <sup>th</sup> Street Erie, PA nchuwan@uscree-erie.org 814.452.3935	No	0
7.	<b>Martin Luther King Center</b> Contact: Fran Lee 312 Chestnut Street Erie, PA bmlkcenter@aol.com 814.459.2761	No	0
8.	<b>Mercyhurst College</b> Contact: Frank Rizzone 501 East 38 <sup>th</sup> Street Erie, PA frizzone@mercyhurst.edu 814.824.2426	No	0
9.	<b>Office of Vocational Rehabilitation</b> Contact: Tom Wellington 3200 Lovell Place Erie, PA thwellingt@pa.gov 814.8714551	No	0
11.	<b>Penn State at Erie</b> Contact: Carol Capan 4701 College Drive Erie, PA recruitbehrend@psu.edu 814.898.6164	No	0
12.	<b>Tri-State Business</b> Contact: Wendy Fugate 5757 West 26 <sup>th</sup> Street Erie, PA Wfugate@tsbi.edu 814.838.7673	No	0
15.	<b>Station Website Postings</b> (all SEU stations)	No	0
17.	<b>Word-of-Mouth Referral</b>	No	0
19.	<b>Cumulus Business Managers</b> BM@Cumulus.com	No	4
22.	<b>Indeed Website</b> (not directly contacted by SEU) www.indeed.com	No	0

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
23.	<b>Glassdoor Website</b> <i>(not directly contacted by SEU)</i> www.glassdoor.com	No	0
24.	<b>Cumulus Careers Website</b> www.cumulusmedia.com/careers	No	6
25.	<b>On-Site Job Bulletin Board</b>	No	0
26.	<b>Oodle Website</b> www.oodle.com	No	0
27.	<b>Trovit Website</b> www.trovit.com	No	0
28.	<b>MyJobHelper Website</b> www.myjobhelper.com	No	0
29.	<b>Job Is Job Website</b> www.jobisjob.com	No	0
30.	<b>The Job Spider Website</b> www.jobspider.com	No	0
31.	<b>Adzuna Website</b> www.adzuna.com	No	0
<b>Total Interviewees</b>			<b>4</b>

## Kelly Murphy

---

**From:** Kelly Murphy  
**Sent:** Thursday, July 09, 2020 12:05 PM  
**To:** bgeibel@bradfordpittsburgh.edu; Tmg914@gmail.com; pgill@edinboro.edu; Cassie Pilarski; Janet Armbruster-Gannon; nchuwan@uscree-erie.org; Fran Lee-MLK Cntr; Frank Rizzone-Mercyhurst College; Tom Wellington-Office Of Vocational Rehab (thwellingt@pa.gov); Carol Capan-Penn State Erie; Wfugate@tsbi.edu  
**Subject:** New Job Postings for Cumulus Media-Erie  
**Attachments:** Sales Assistant 7-09-20 Job Posting.pdf

Hi there,

Could you please post this with your organization?

Thank you and have a great day!

**Kelly Murphy**  
Business Assistant  
Cumulus Radio Station Group | Erie  
O: 814-351-0228

471 Robison Road, Erie, PA, 16509  
[Kelly.murphy@cumulus.com](mailto:Kelly.murphy@cumulus.com)  
[cumulusmedia.com](http://cumulusmedia.com)



ERIE



**CUMULUS MEDIA | ERIE PENNSYLVANIA** has an immediate opening for a full time **Sales Assistant** for our 5 station cluster. The sales assistant is an integral part of a radio advertising sales team and provides administrative support to the sales reps and managers. The ideal candidate will be dependable, hardworking and have the ability to balance multiple deadline-oriented projects while maintaining a great attitude and sense of humor in a fast-paced work environment. If this sounds like you, and you are looking for a great opportunity to learn the sales side of the radio broadcasting industry, read on.

**Who We Are:** Cumulus offers coordinated RADIO and DIGITAL solutions to our clients that deliver Results and Return On Investment. Cumulus targets thousands of local businesses and introduces these companies to our large audiences and community of consumers. We can reach potential customers for local businesses ON-AIR, ON-LINE and ON-SITE.

**CUMULUS | ERIE PENNSYLVANIA** currently features 5 stations in the Erie area. Our stations include: 99.9 Classy 100, Nash FM 97.9, Z102.3, CBS Sports Radio 963 and 1260, and 104.3 The Vibe. The cluster of 5 stations reaches thousands of listeners on a daily basis. C-SUITE is our portfolio of Digital Advertising Products for Local Businesses.

**Key Responsibilities:**

- Primary role is acting as a liaison between our sales team, our clients and our other inter-company departments
- Organize and input both new and revised orders; assist in creating sales proposals, digital campaigns; and provide customer care to help eliminate problems, and grow our business
- Assists Account Executives with orders and traffic as needed
- Prepares and assembles reports and presentations
- Provide research materials using Tapscan, Media Monitors, Scarborough, etc.
- Keep sales materials/ media kits up to date
- Backup for Account Executives as needed to input traffic instructions into vCreative
- Shares Receptionist duties
- Attend National promotions as needed
- Answers telephones, types correspondence and schedules appointments
- Maintains account lists and mailing lists and employee lists
- Provide support to clients by providing documents, forms and other paperwork to ensure seamless execution of client media buys

- Gather copy and traffic, enter copy information in WideOrbit system, work to solve clearance issues, and merge and reconcile daily commercial logs
- Works on highly time sensitive projects, adhering to deadlines
- Manages multiple project requests simultaneously with quick turnaround time
- Responsible for entering National orders and commercial copy
- Additional duties as designated by the Market Manager or Business Manager related to sales or administrative functions

## JOB REQUIREMENTS

- 1-3 Years of experience in sales, marketing, advertising and/or promotions preferred
- Extensive computer skills including but not limited to extensive knowledge of Microsoft Office, Word, PowerPoint, Excel, image manipulation, social media and the ability to adapt to proprietary computer systems
- Background in radio station continuity or sales helpful
- Self-starter that is detail oriented, organized, and must be excellent at written and oral communication and possess strong multitasking skills
- Dependable with a strong work ethic and possess a team player attitude
- Aptitude to make decisions and work independently without immediate direction or supervision
- Ability to interact with management and staff at all levels

### What we offer:

- Competitive pay
- Professional growth and career path
- Focused, responsible and collaborative work environment with the ability, to ask “what if” and try innovative solutions
- Medical, Dental & Vision Insurance coverage
- 401K with company match to plan for the long-term
- Paid Vacation & Holidays

For immediate consideration, please visit <https://cumulusmedia.jobs.net/>

For more information about CUMULUS MEDIA, visit our website at: <https://www.cumulusmedia.com/>

**CUMULUS MEDIA is proud to be an Equal Opportunity Employer (EOE).**



# Referencing requisition 000335 - Sales Assistant

Edit job posting Sales Assistant 000335



## Postings history

3 Records

Date modified	Career Site Go Live Date	Career Site Expiration Date	User	Action	Posting ID	Site
10/06/2020 22:19:54	07/09/2020	10/06/2020	Automated Luceo Process	Suspension	242	
10/06/2020 22:19:56	07/09/2020	10/06/2020	Automated Luceo Process	Suspension	242	
07/09/2020 10:08:35	07/09/2020	10/06/2020	marcia.diehl	Send to publish	242	Cumulus Media

## Sales Assistant (335/242)

[Delete](#)

Sales Assistant July 9, 2020 10:13 AM

North America > USA > Pennsylvania > Erie County > Erie

[Resend \(with changes\)](#)

Board Name	Clicks	Activity	Status	Activity
Adzuna	0	Posted: July 9, 2020 10:14 AM Removed: August 6, 2020 10:14 AM	Expired	
Glassdoor.com	0	Posted: July 9, 2020 10:14 AM Removed: July 16, 2020 10:14 AM	Expired	
Job Is Job	0	Posted: July 9, 2020 10:14 AM Removed: August 8, 2020 10:14 AM	Expired	
Job Spider	7	Posted: July 10, 2020 2:14 AM Removed: August 9, 2020 2:14 AM	Expired	
MyJobHelper	0	Posted: July 9, 2020 10:14 AM Removed: July 16, 2020 10:14 AM	Expired	
Oodle	0	Posted: July 9, 2020 10:14 AM Removed: July 16, 2020 10:14 AM	Expired	
Trovit	0	Posted: July 9, 2020 10:14 AM Removed: July 16, 2020 10:14 AM	Expired	

## Kelly Murphy

---

**From:** Marcia Diehl  
**Sent:** Thursday, July 09, 2020 12:27 PM  
**To:** BM  
**Cc:** Kelly Murphy  
**Subject:** Please post - Erie Sales Assistant Opening  
**Attachments:** Sales Assistant 7-09-20 Job Posting.pdf

Thanks!

**Marcia Diehl**  
Business Manager  
Cumulus Radio Station Group | Erie  
O: 814.351.0234

471 Robison Rd, Erie, PA 16509  
[Marcia.Diehl@cumulus.com](mailto:Marcia.Diehl@cumulus.com)  
[cumulusmedia.com](http://cumulusmedia.com)



ERIE



---

### CUMULUS MEDIA Email Policy

PLEASE NOTE: This message contains confidential information and is intended only for the individual(s) named. Employees of CUMULUS MEDIA Inc. and its subsidiaries are prohibited from forwarding this email or otherwise disclosing the contents of this email, or any portion thereof, to any third party, including any non-employee of the respective companies. Failure of an employee to comply with this policy will result in disciplinary action up to and including immediate termination of employment.

**CUMULUS MEDIA | ERIE PENNSYLVANIA** has an immediate opening for a **Business Assistant**. The Business Assistant is an integral part of our radio team. The ideal candidate will be dependable, hardworking and have the ability to balance multiple deadline-oriented tasks while maintaining a great attitude and sense of humor in a fast-paced work environment. If this sounds like you, and you are looking for a great opportunity to learn the business side of the radio broadcasting industry, read on.

**Who We Are:**

**CUMULUS | ERIE** currently features 5 stations in the Erie area. Our stations include: 99.9 Classy 100, Nash FM 97.9, Z102.3, CBS Sports Radio 963 and 1260, and 104.3 The Vibe. The cluster of 5 stations reaches thousands of listeners on a daily basis. C-SUITE is our portfolio of Digital Advertising Products for Local Businesses.

**Key Responsibilities:**

- Responsible for answering phones and greeting clients, on-air guests, visitors, job applicants, and contest winners.
- Assist with distribution of prizes to listeners and keep all records related to prizes.
- Receive and distribute incoming mail and deliveries and prepare outgoing mail.
- Assist with reconciliation of commercial logs and loading of commercial logs in conjunction with the Traffic Hub.
- Submit network traffic affidavits in a timely manner.
- Prepare lockbox deposit for checks received at market office or via mail and process credit card payments.
- Produce and mail weekly and monthly billing invoices including entering co-op scripts into WideOrbit.
- Process credit apps including obtaining credit reference information.
- Add/update client profiles in WideOrbit.
- Maintain Public Files and EEO files and requirements including preparation of annual EEO report.
- Handle supply orders.
- Assist Business Manager with end of month close process including preparation of monthly deliverables.
- Support Promotions Department including producing promotional materials, event-set up, scheduling part-timers, and website maintenance.
- Backup to Sales Assistant.
- All other duties as deemed necessary by local market management

**Requirements**

**Qualifications:**

- Ability to interact with all types of people in a courteous and friendly manner
- Attention to detail/ organizational skills
- Ability to multi-task and tolerate stress in a busy environment
- Excellent verbal and written communication skills
- Knowledge of administrative and clerical procedures, and computers and relevant software (Microsoft Office) and multi-line phone system
- All new hires must be fully vaccinated for COVID-19 by date of hire, subject to legally-mandated accommodations

**What we offer:**

- Competitive pay
- Professional growth and career path
- Focused, responsible and collaborative work environment with the ability, to ask "what if" and try innovative solutions
- Medical, Dental & Vision Insurance coverage
- 401K with company match to plan for the long-term
- Paid Vacation & Holidays

For immediate consideration, please visit <https://cumulusmedia.jobs.net/>

For more information about CUMULUS MEDIA, visit our website at: <https://www.cumulusmedia.com/>

**CUMULUS MEDIA is proud to be an Equal Opportunity Employer (EOE).**

## WRIE(AM), WQHZ(FM), WXKC(FM) and WXTA(FM)

## VACANCY DATA FORM

<b>Full-Time Job Title:</b> Business Assistant	<b>Date Filled:</b> 11-04-2021
<b>Recruitment Source ("RS") Referring Hiree:</b> Indeed (RS #20, not directly contacted by SEU)	<b>Total Number of Interviewees:</b> 6

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1.	<b>Booker T. Washington Center</b> Contact: Tina 1720 Holland Street Erie, PA Tmg914@gmail.com 814.453.5744	No	0
2.	<b>Edinboro University Department of Communications</b> Contact: Ronald K Raymond (Comm Majors Only) 102 Compton Hall 210 East Normal Street Edinboro. PA 16444 rraymond@edinboro.edu	No	0
3.	<b>Employment Opp Center</b> Contact: Cassie Pilarski 1358 East 12 <sup>th</sup> Street Erie PA Cpilarski@barberinstitute.org 814.455.5961	No	0
4.	<b>International Institute</b> 517 East 26 <sup>th</sup> Street Erie, PA uscric@uscridc.org 814.452.3935	No	0
5.	<b>Martin Luther King Center</b> Contact: Fran Lee 312 Chestnut Street Erie, PA bmlkcenter@aol.com 814.459.2761	No	0

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
6.	<b>Mercyhurst College</b> Contact: Frank Rizzone 501 East 38 <sup>th</sup> Street Erie, PA frizzone@mercyhurst.edu 814.824.2426	No	0
7.	<b>Office of Vocational Rehabilitation</b> 3200 Lovell Place Erie, PA thwellingt@state.pa.us 814.572.0419	No	0
8.	<b>PA CareerLink – Erie County</b> 155 West 8th Street Erie, PA 814-455-9966 jmiceli@pa.gov sadejesus@pa.gov	No	0
9.	<b>Penn State at Erie</b> Contact: Carol Capan 4701 College Drive Erie, PA recruitbehrend@psu.edu 814.898.6164	No	0
10.	<b>Tri-State Business</b> Contact: Wendy Fugate 5757 West 26 <sup>th</sup> Street Erie, PA Wfugate@tsbi.edu 814.838.7673	No	0
11.	<b>Gannon Center for Communications and Arts</b> Contact: Chet LaPrice (Comm Majors Only) <u>laprice002@gannon.edu</u> 109 University Square Erie, PA 16541	No	0
12.	<b>Handshake- <a href="http://app.joinhandshake.com">app.joinhandshake.com</a></b> (Lists to colleges in favorites group including Bowling Green, California U. of PA, Chatham Un, Clarion, Edinboro, Gannon, Lincoln Un of PA Office of Career Development, Lock Haven, Mercyhurst, Saint Vincent, Slippery Rock, University of Pennsylvania, Washington and Jefferson, Wilkes Barre, Westminster, Allegheny College, University of Pittsburgh, Duquesne, Grove City College, Indian Unv of PA)	No	0
13.	<b>Station Website Postings</b> (all SEU stations)	No	0

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
14.	<b>All Access Website</b> allaccess.com	No	0
15.	<b>Word-of-Mouth Referral</b>	No	0
16.	<b>Society of Broadcast Engineers Website</b> www.sbe.org/jl_submit.php	No	0
17.	<b>Cumulus Business Managers</b> BM@Cumulus.com	No	0
18.	<b>Traffic Directors Guild of America</b> www.tdga.org	No	0
19.	<b>Linked In, (<a href="http://www.linkedin.com">www.linkedin.com</a>)</b>	No	0
20.	<b>Indeed (not directly contacted by SEU)</b> www.indeed.com	No	4
21.	<b>Facebook, (<a href="http://www.facebook.com">www.facebook.com</a>)</b>	No	0
22.	<b>Glassdoor (not directly contacted by SEU)</b> www.glassdoor.com	No	0
23.	<b>Cumulus Careers Website</b> www.cumulusmedia.jobs.net/en-US/	No	2
24.	<b>Internal Notification to On-Site Staff</b>	No	0
25.	<b>Adzuna (<a href="http://www.adzuna.com">www.adzuna.com</a>)</b>	No	0
26.	<b>Job Is Job (<a href="http://www.jobisjob.com">www.jobisjob.com</a>)</b>	No	0
27.	<b>The Job Spider (<a href="http://www.jobspider.com">www.jobspider.com</a>)</b>	No	0
28.	<b>MyJobHelper (<a href="http://www.myjobhelper.com">www.myjobhelper.com</a>)</b>	No	0
29.	<b>Oodle (<a href="http://www.oodle.com">www.oodle.com</a>)</b>	No	0
30.	<b>Trovit (<a href="http://www.trovit.com">www.trovit.com</a>)</b>	No	0
31.	<a href="http://www.abilitiesinjobs.com">www.abilitiesinjobs.com</a>	No	0
32.	<a href="http://www.asianinjobs.com">www.asianinjobs.com</a>	No	0
33.	<a href="http://www.blackinjobs.com">www.blackinjobs.com</a>	No	0
34.	<a href="http://www.hispanicinjobs.com">www.hispanicinjobs.com</a>	No	0
35.	<a href="http://www.lgbtqinjobs.com">www.lgbtqinjobs.com</a>	No	0
36.	<a href="http://www.diversityinjobs.com">www.diversityinjobs.com</a>	No	0
37.	<a href="http://www.seniorsinjobs.com">www.seniorsinjobs.com</a>	No	0
38.	<a href="http://www.womeninjobs.com">www.womeninjobs.com</a>	No	0
39.	<a href="http://www.jofdav.com">www.jofdav.com</a>	No	0
40.	<a href="http://www.disabledperson.com">www.disabledperson.com</a>	No	0

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
41.	www.hireblacknow.com	No	0
42.	www.hispanicjobexchange.com	No	0
43.	www.africanamericanjobsearch.com	No	0
44.	www.asianjobsearch.com	No	0
45.	www/lgbtjobsearch.com	No	0
46.	www.disabledjobseekers.com	No	0
47.	www.usdiversityjobsearch.com	No	0
48.	www.veterancareercenter.com	No	0
49.	www.seniorstowork.com	No	0
50.	<b>Erie Institute of Technology</b> Student Services Center 814-868-9900 Jamie.murphy@erieit.edu	No	0
51.	<b>Gannon University</b> Career Services 814-871-7680 cdes@gannon.edu	No	0
52.	<b>Triangle Tech (Erie)</b> 2000 Liberty Street 814-453-6016 mspilko@triangle-tech.edu	No	0
53.	<b>Northwest Regional Technology Institute</b> 3104 State Street 814-455-4446 director@nwrti.com	No	0
54.	<b>Dr Gertrude A Barber International Inst</b> 136 East Ave 814-453-7661 bnierie@barberinstitute.org	No	0
55.	<b>Family Services of NW PA</b> 5100 Peach Street 814-866-4500 tammiew@fsnwpa.org	No	0
56.	<b>Saint Martin Center Inc</b> 1701 Parade St 814-452-6113 rzawacki@stmartincenter.org	No	0



RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
57.	<b>Safenet Inc</b> 1702 French St 814-464-5695 scanston@safeneterie.org	No	0
58.	<b>Gaudenzia Crossroads</b> 414 W 5 <sup>th</sup> St 814-459-4775 bvincent@gecac.org	No	0
59.	<b>Barber National Institute</b> 100 Barber Place 814-878-4085 steved@barberinstitute.org	No	0
60.	<b>Greater Erie Community Center</b> 440 West 18 Street 814-451-5618 amccoy@gecac.org	No	0
61.	<b>PA Office of Vocational Rehabilitation</b> 1521 North Sixth St 814-451-5421 rhodapp@pa.gov	No	0
62.	<b>Chautauqua Works</b> 4 East 3 <sup>rd</sup> Street 716-661-9553 jamestown@labor.ny.gov Daniel.culbreth@labor.ny.gov	No	0
<b>Total Interviewees</b>			<b>6</b>

# Erie Business Assistant job posting

Marcia Diehl <Marcia.Diehl@cumulus.com>

Mon 6/28/2021 5:19 PM

To: BM <BM@cumulus.com>

Cc: Kelly Murphy <Kelly.Murphy@cumulus.com>

📎 1 attachments (383 KB)

Erie Business Assistant 6-24-21.pdf;

Please post in your market. Thanks!

**Marcia Diehl**  
**Business Manager**  
**Cumulus Radio Station Group | Erie**  
**O: 814.351.0234**

471 Robison Road, Erie, PA 16509  
marcia.diehl@cumulus.com  
cumulusmedia.com



**CUMULUS MEDIA | ERIE PENNSYLVANIA** has an immediate opening for a **Business Assistant**. The Business Assistant is an integral part of our radio team. The ideal candidate will be dependable, hardworking and have the ability to balance multiple deadline-oriented tasks while maintaining a great attitude and sense of humor in a fast-paced work environment. If this sounds like you, and you are looking for a great opportunity to learn the business side of the radio broadcasting industry, read on.

**Who We Are:**

**CUMULUS | ERIE** currently features 5 stations in the Erie area. Our stations include: 99.9 Classy 100, Nash FM 97.9, Z102.3, CBS Sports Radio 963 and 1260, and 104.3 The Vibe. The cluster of 5 stations reaches thousands of listeners on a daily basis. C-SUITE is our portfolio of Digital Advertising Products for Local Businesses.

**Key Responsibilities:**

- Responsible for answering phones and greeting clients, on-air guests, visitors, job applicants, and contest winners.
- Assist with distribution of prizes to listeners and keep all records related to prizes.
- Receive and distribute incoming mail and deliveries and prepare outgoing mail.
- Assist with reconciliation of commercial logs and loading of commercial logs in conjunction with the Traffic Hub.
- Submit network traffic affidavits in a timely manner.
- Prepare lockbox deposit for checks received at market office or via mail and process credit card payments.
- Produce and mail weekly and monthly billing invoices including entering co-op scripts into WideOrbit.
- Process credit apps including obtaining credit reference information.
- Add/update client profiles in WideOrbit.
- Maintain Public Files and EEO files and requirements including preparation of annual EEO report.
- Handle supply orders.
- Assist Business Manager with end of month close process including preparation of monthly deliverables.
- Support Promotions Department including producing promotional materials, event-set up, scheduling part-timers, and website maintenance.
- Backup to Sales Assistant.
- All other duties as deemed necessary by local market management

**Requirements**

**Qualifications:**

- Ability to interact with all types of people in a courteous and friendly manner
- Attention to detail/ organizational skills
- Ability to multi-task and tolerate stress in a busy environment
- Excellent verbal and written communication skills
- Knowledge of administrative and clerical procedures, and computers and relevant software (Microsoft Office) and multi-line phone system
- All new hires must be fully vaccinated for COVID-19 by date of hire, subject to legally-mandated accommodations

**What we offer:**

- Competitive pay
- Professional growth and career path
- Focused, responsible and collaborative work environment with the ability, to ask "what if" and try innovative solutions
- Medical, Dental & Vision Insurance coverage
- 401K with company match to plan for the long-term
- Paid Vacation & Holidays

For immediate consideration, please visit <https://cumulusmedia.jobs.net/>

For more information about CUMULUS MEDIA, visit our website at: <https://www.cumulusmedia.com/>

**CUMULUS MEDIA is proud to be an Equal Opportunity Employer (EOE).**



Report Summary For: **Cumulus Media**

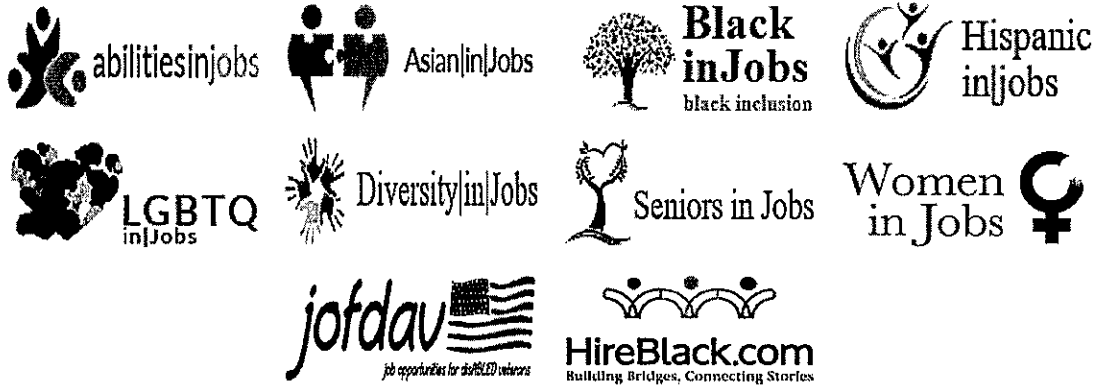
Start Date: **04-01-2021** End Date: **03-31-2022** Location: **Erie, Pennsylvania**

## Distribution to Diversity Sites

Information in this section lists which Diversity sites that Broadbean has sent for each job requisition for the period of 01-01-2021 to 04-14-2022. The breakdown of Diversity Listings Expressions of Interest (EOI) can be found at the job level

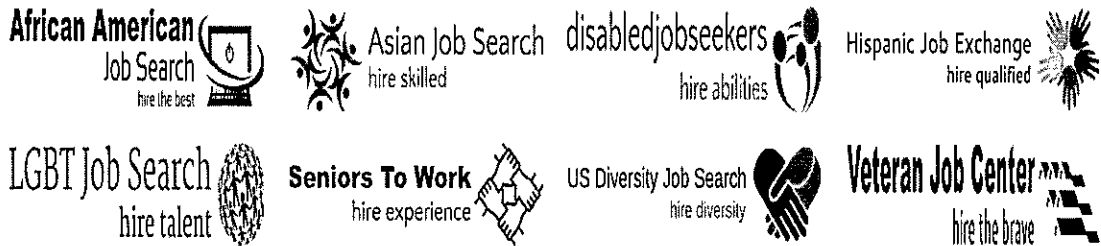
Broadbean posts all jobs in this report to the following Standard Diversity Network:

- www.abilitiesinjobs.com
- www.asianinjobs.com
- www.blackinjobs.com
- www.hispanicinjobs.com
- www.lgbtqinjobs.com
- www.diversityinjobs.com
- www.seniorsinjobs.com
- www.womeninjobs.com
- www.disabledperson.com
- www.jofdav.com
- www.hireblack.com



If you have the Premium Add-On as part of your OFCCP service, Broadbean posts all jobs to the following Premium Diversity Network as well:

- www.africanamericanjobsearch.com
- www.asianjobsearch.com
- www.disabledjobseekers.com
- www.hispanicjobexchange.com
- www.lgbtjobsearch.com
- www.seniorstowork.com
- www.usdiversityjobsearch.com
- www.veteranjobcenter.com





# JOB DISTRIBUTION SUMMARY REPORT

## Report Summary For: **Cumulus Media**

Start Date: **04-01-2021** End Date: **03-31-2022** Location: **Erie, Pennsylvania**

Brand	Job Title/Req	City	State	Listing Date	EOI
Cumulus Media	Business Assistant J3N5KJ78169JSG3XJT1	Erie	PA	2021/06/25	0
Cumulus Media	Business Assistant J3R38072V2XXS4665RM	Erie	PA	2021/09/11	0



Report Summary For: **Cumulus Media**

Start Date: **06-01-2021** End Date: **11-13-2021** Location: **Erie, Pennsylvania**

## Distribution to Career One-Stop Centers and Community-Based Organizations

Job Req: J3N5KJ78169JSG3XJT1

Date Received: 06-25-2021

### Business Assistant

Cumulus Media Erie, PA

Center Name	Center Type	Address	Phone	Email	Date Sent
Erie Institute of Technology	Education	Student Services Center	814-868-9900	jamie.murphy@erieit.edu	07/20/2021
Gannon University	Education	Career Services	814-871-7680	cdes@gannon.edu	07/20/2021
Mercyhurst College	Education	Career Services	800-825-1926	frizzone@mercyhurst.edu	07/20/2021
Triangle Tech (Erie)	Diversity	2000 Liberty Street	814-453-6016	mphilko@triangle-tech.edu	07/20/2021
Northwest Regional Technology Institute	Diversity Education	3104 State Street	814-455-4446	director@nwrta.com	07/20/2021
DR GERTRUDE A BARBER INTERNATIONAL INST	Education	136 EAST AVE	814-453-7661	bnierie@barberinstitute.org	07/20/2021
FAMILY SERVICES OF NW PA	Diversity	5100 PEACH ST	8148664500	tammiew@fsnwpa.org	07/20/2021
SAINT MARTIN CENTER INC	Diversity	1701 PARADE ST	8144526113	rzawacki@stmartincenter.org	07/20/2021
MARTIN LUTHER KING CENTER	Diversity	312 CHESTNUT ST	8144592761	bmlkcenter@aol.com	07/20/2021
SAFENET INC	Diversity	1702 FRENCH ST	8144645695	scranton@safeneterie.org	07/20/2021
GAUDENZIA CROSSROADS	Seniors	414 W 5TH ST	8144594775	bvincent@gecac.org	07/20/2021
OFFICE OF VOCATIONAL REHABILITATION	Vocational Rehab	3200 LOVELL PL	814-871-4551	thwellingt@state.pa.us	07/20/2021
Barber National Institute	Vocational Rehab	100 Barber Place	814-878-4085	steved@barberinstitute.org	07/20/2021
Greater Erie Community Center	Diversity	440 West 18th St	814-451-5618	amccoy@gecac.org	07/20/2021
PA Office of Vocational Rehabilitation	Vocational Rehab	1521 North Sixth Street	814-451-5421	rhodapp@pa.gov	07/20/2021
PA CareerLink - Erie County	One-Stop Career Center	155 West 8th Street	814-455-9966	Jmiceli@pa.gov sadejesus@pa.gov	07/20/2021
Chautauqua Works	One-Stop Career Center Diversity	4 East 3rd Street	716-661-9553	jamestown@labor.ny.gov Daniel.Culbreth@labor.ny.gov	07/20/2021

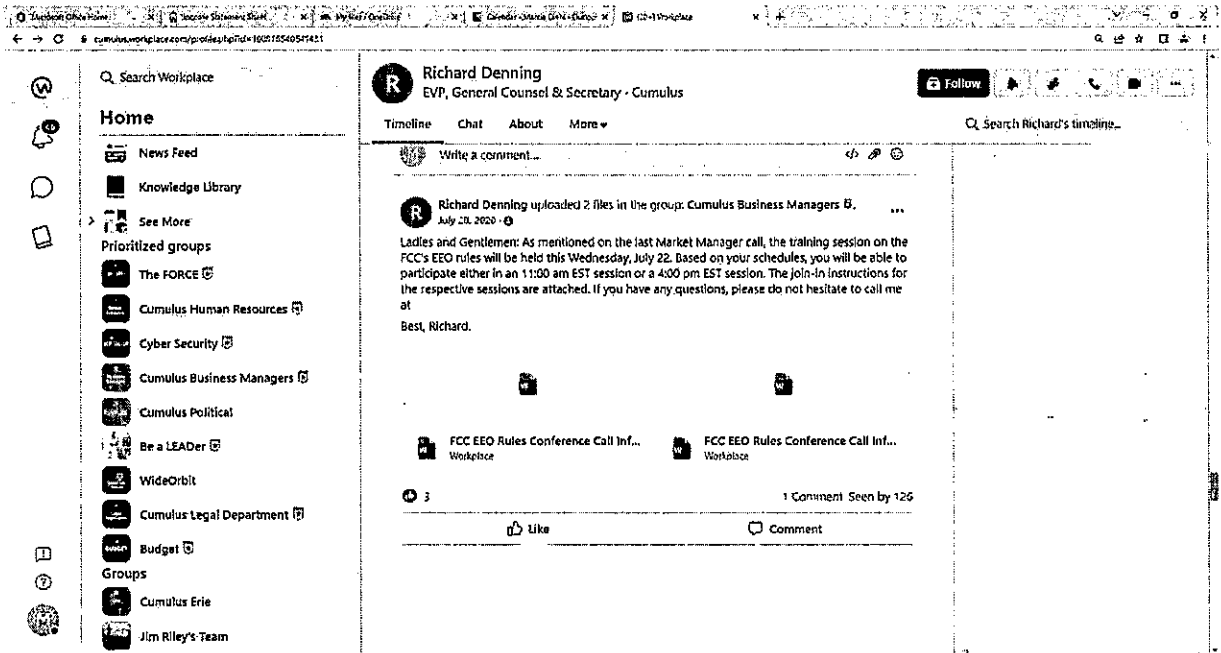
## **Attachment C**



**WRIE(AM), WQHZ(FM), WXKC(FM) and WXTA(FM)**

**III. RECRUITMENT INITIATIVES**

	<b>Type of Recruitment Initiative (Menu Selection)</b>	<b>Brief Description of Activity</b>
1.	Management-level training concerning methods of ensuring equal employment opportunity and preventing discrimination	On July 22, 2020, our Market and Business Managers and Business Assistant participated in a webinar presentation conducted by the Executive Vice President and General Counsel of Cumulus Media Inc. entitled, "The FCC's Equal Employment Opportunity Rules, Your Guide to Compliance." The FCC's EEO recruitment, recordkeeping, and reporting requirements were reexamined and reinforced, after which questions were entertained.
2.	Participate in events/programs sponsored by or on behalf of educational institutions related to careers in broadcasting	On March 25, 2021, our SEU's Market Manager spoke to a student classroom at Edinboro (Pennsylvania) University about radio and digital advertising and about careers in broadcasting.
3.	Host a job fair	Our SEU held an online job fair from March 1 through March 30, 2021. Over the course of the thirty-day period, employment candidates were provided the opportunity to go online at each station's website, twenty-four hours a day, seven days a week, to contact a number of potential local employers, including our SEU. The SEU solicited the participation of the local employers, organized the logistical aspects of the event and participated as an exhibitor. The SEU Market Manager and Sales Assistant were directly involved in the event.
4.	Management level training concerning methods of ensuring equal opportunity and preventing discrimination	Our SEU's Market Manager and Business Assistant attended a webinar hosted by the Pennsylvania Association of Broadcasters on March 24, 2021. The webinar consisted of a review of the obligations of the SEU to maintain EEO rules and a discussion of how to disseminate information about job openings, as well as how to train employees for job advancement when job openings are not available - all in order to stay within the obligations of the FCC's EEO guidelines.



Corporate Conferencing has invited you to attend the following event :

## **FCC Training webinar**

**22 July, Wednesday @ 04:00 PM EDT**

EVENT DETAILS :

FCC Training webinar

### **Join Event**

(If the join button above doesn't work, please click on the link below, or copy and paste it into your browser)

<https://primetime.bluejeans.com/a2m/live-event/ftcavrfe>

**Alternate join options :**



# The FCC's Equal Employment Opportunity Rules



*Your Guide to Compliance for Cumulus Market Managers & Business  
Managers*

*July 22, 2020*

# DUPLICATE INVOICE



**WQHZ-FM**  
**471 Robison Road**  
**Erie, PA 16509**  
**Main: (814) 868-5355**  
**Billing: (814) 868-5355**

Property		WQHZ-FM	
Invoice #	AA2749799	Order #	624722
Invoice Date	03/28/21	Alt Order #	
Invoice Month	March 2021	Deal #	
Invoice Period	03/01/21 - 03/28/21	Flight Dates	03/10/21 - 04/03/21
Advertiser	Promos		
Product	Online Job Fair Promo WQHZ		
Estimate #			
Account Executive	Erie House		
Sales Office	Local-Erie PA		
Sales Region	Local		
Agency Code			
Advertiser Code			
Billing Calendar	Broadcast		
Billing Type	Cash		
Special Handling			
Agency Ref			
Advertiser Ref			
Product 1			
Product 2			

Billing Address:

Promos  
 Attention: Accounts Payable  
 3280 Peachtree Road NW  
 Suite 2200  
 Atlanta, GA 30305

Send Payment To:

**WQHZ-FM**  
**Cumulus Media- Erie**  
**3638 Momentum Place**  
**Chicago, IL 60689-5336**

Line	Start Date	End Date	Description	Start/End Time	MTWTFSS	Length	Spots/ Week	Rate	Type												
1	03/10/21	04/03/21	M-Su	6a-12a	MTWTFSS	:30	35	\$0.00	NM												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Weeks:</th> <th>Start Date</th> <th>End Date</th> <th>MTWTFSS</th> <th>Spots/Week</th> <th>Rate</th> </tr> </thead> <tbody> <tr> <td></td> <td>03/08/21</td> <td>03/14/21</td> <td>--WTFSS</td> <td>35</td> <td>\$0.00</td> </tr> </tbody> </table>										Weeks:	Start Date	End Date	MTWTFSS	Spots/Week	Rate		03/08/21	03/14/21	--WTFSS	35	\$0.00
Weeks:	Start Date	End Date	MTWTFSS	Spots/Week	Rate																
	03/08/21	03/14/21	--WTFSS	35	\$0.00																
Spots: #	Ch	Day	Air Date	Air Time	Description	Start/End Time	Length	Ad-ID	Rate	Type											
3	WQHZ	W	03/10/21	6:42 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WQH	\$0.00	NM											
4	WQHZ	W	03/10/21	7:41 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WQH	\$0.00	NM											
1	WQHZ	W	03/10/21	8:41 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WQH	\$0.00	NM											
33	WQHZ	W	03/10/21	12:53 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WQH	\$0.00	NM											
2	WQHZ	W	03/10/21	2:16 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WQH	\$0.00	NM											
6	WQHZ	W	03/10/21	3:54 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WQH	\$0.00	NM											
5	WQHZ	W	03/10/21	8:17 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WQH	\$0.00	NM											
9	WQHZ	Th	03/11/21	8:18 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WQH	\$0.00	NM											
10	WQHZ	Th	03/11/21	9:16 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WQH	\$0.00	NM											
12	WQHZ	Th	03/11/21	9:43 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WQH	\$0.00	NM											
11	WQHZ	Th	03/11/21	10:23 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WQH	\$0.00	NM											
8	WQHZ	Th	03/11/21	11:22 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WQH	\$0.00	NM											
7	WQHZ	Th	03/11/21	1:51 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WQH	\$0.00	NM											
35	WQHZ	Th	03/11/21	6:21 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WQH	\$0.00	NM											
16	WQHZ	F	03/12/21	6:18 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WQH	\$0.00	NM											
14	WQHZ	F	03/12/21	11:49 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WQH	\$0.00	NM											
17	WQHZ	F	03/12/21	12:23 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WQH	\$0.00	NM											
13	WQHZ	F	03/12/21	1:20 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WQH	\$0.00	NM											
18	WQHZ	F	03/12/21	2:52 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WQH	\$0.00	NM											
15	WQHZ	F	03/12/21	10:16 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WQH	\$0.00	NM											
31	WQHZ	F	03/12/21	10:49 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WQH	\$0.00	NM											
34	WQHZ	Sa	03/13/21	8:13 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WQH	\$0.00	NM											
19	WQHZ	Sa	03/13/21	8:58 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WQH	\$0.00	NM											
22	WQHZ	Sa	03/13/21	9:56 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WQH	\$0.00	NM											
21	WQHZ	Sa	03/13/21	6:46 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WQH	\$0.00	NM											
24	WQHZ	Sa	03/13/21	9:19 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WQH	\$0.00	NM											
23	WQHZ	Sa	03/13/21	9:48 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WQH	\$0.00	NM											

Effective October 1, 2020, except where prohibited by law, we will impose a 1.5% administrative fee on all credit card payments. We do not apply an administrative fee to cash payments, including Cash in Advance payments. In addition, we do not apply an administrative fee to credit card payments processed prior to the advertising start date.

# DUPLICATE INVOICE



Send Payment To:  
**WRIE-AM**  
 Cumulus Media- Erie  
 3638 Momentum Place  
 Chicago, IL 60689-5336

Invoice #	AA2749795	Invoice Month	March 2021
Invoice Date	03/28/21	Invoice Period	03/01/21 - 03/28/21
Advertiser	Promos		
Product	Online Job Fair Promo WRIE		
Estimate #			

Line	Start Date	End Date	Description	Start/End Time	MTWTFSS	Length	Spots/Week	Rate	Type
1	03/10/21	04/03/21	M-Su	6a-12a	MTWTFSS	:30	35	\$0.00	NM

Spots: #	Ch	Day	Air Date	Air Time	Description	Start/End Time	Length	Ad-ID	Rate	Type
23	WRIEA	Sa	03/13/21	10:56 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WRI	\$0.00	NM
27	WRIEA	Su	03/14/21	10:39 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WRI	\$0.00	NM
33	WRIEA	Su	03/14/21	12:19 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WRI	\$0.00	NM
28	WRIEA	Su	03/14/21	4:38 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WRI	\$0.00	NM
30	WRIEA	Su	03/14/21	5:56 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WRI	\$0.00	NM
25	WRIEA	Su	03/14/21	6:18 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WRI	\$0.00	NM
29	WRIEA	Su	03/14/21	7:37 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WRI	\$0.00	NM
26	WRIEA	Su	03/14/21	11:19 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WRI	\$0.00	NM
Weeks:		<u>Start Date</u>	<u>End Date</u>	<u>MTWTFSS</u>	<u>Spots/Week</u>	<u>Rate</u>				
		03/15/21	03/21/21	MTWTFSS	35	\$0.00				

Spots: #	Ch	Day	Air Date	Air Time	Description	Start/End Time	Length	Ad-ID	Rate	Type
36	WRIEA	M	03/15/21	6:57 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WRI	\$0.00	NM
39	WRIEA	M	03/15/21	3:40 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WRI	\$0.00	NM
37	WRIEA	M	03/15/21	3:56 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WRI	\$0.00	NM
65	WRIEA	M	03/15/21	5:22 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WRI	\$0.00	NM
38	WRIEA	M	03/15/21	5:40 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WRI	\$0.00	NM
40	WRIEA	Tu	03/16/21	6:46 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WRI	\$0.00	NM
64	WRIEA	Tu	03/16/21	8:20 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WRI	\$0.00	NM
42	WRIEA	Tu	03/16/21	9:43 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WRI	\$0.00	NM
43	WRIEA	Tu	03/16/21	4:19 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WRI	\$0.00	NM
41	WRIEA	Tu	03/16/21	4:56 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WRI	\$0.00	NM
68	WRIEA	W	03/17/21	6:22 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WRI	\$0.00	NM
46	WRIEA	W	03/17/21	8:45 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WRI	\$0.00	NM
45	WRIEA	W	03/17/21	9:56 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WRI	\$0.00	NM
47	WRIEA	W	03/17/21	11:20 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WRI	\$0.00	NM
44	WRIEA	W	03/17/21	12:40 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WRI	\$0.00	NM
48	WRIEA	Th	03/18/21	9:21 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WRI	\$0.00	NM
50	WRIEA	Th	03/18/21	11:38 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WRI	\$0.00	NM
51	WRIEA	Th	03/18/21	11:57 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WRI	\$0.00	NM
70	WRIEA	Th	03/18/21	12:56 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WRI	\$0.00	NM
49	WRIEA	Th	03/18/21	11:39 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WRI	\$0.00	NM
69	WRIEA	F	03/19/21	7:48 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WRI	\$0.00	NM
53	WRIEA	F	03/19/21	6:56 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WRI	\$0.00	NM
52	WRIEA	F	03/19/21	7:57 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WRI	\$0.00	NM
54	WRIEA	F	03/19/21	8:39 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WRI	\$0.00	NM
55	WRIEA	F	03/19/21	9:57 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WRI	\$0.00	NM
56	WRIEA	Sa	03/20/21	8:56 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WRI	\$0.00	NM
66	WRIEA	Sa	03/20/21	1:36 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WRI	\$0.00	NM
58	WRIEA	Sa	03/20/21	2:56 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WRI	\$0.00	NM
57	WRIEA	Sa	03/20/21	10:35 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WRI	\$0.00	NM
59	WRIEA	Sa	03/20/21	10:56 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WRI	\$0.00	NM
62	WRIEA	Su	03/21/21	1:57 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WRI	\$0.00	NM
61	WRIEA	Su	03/21/21	2:18 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WRI	\$0.00	NM
63	WRIEA	Su	03/21/21	2:40 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WRI	\$0.00	NM
60	WRIEA	Su	03/21/21	10:18 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WRI	\$0.00	NM
67	WRIEA	Su	03/21/21	11:56 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WRI	\$0.00	NM
Weeks:		<u>Start Date</u>	<u>End Date</u>	<u>MTWTFSS</u>	<u>Spots/Week</u>	<u>Rate</u>				

Effective October 1, 2020, except where prohibited by law, we will impose a 1.5% administrative fee on all credit card payments. We do not apply an administrative fee to cash payments, including Cash in Advance payments. In addition, we do not apply an administrative fee to credit card payments processed prior to the advertising start date.

**DUPLICATE INVOICE**

Send Payment To:



**WXXC-FM**  
**Cumulus Media- Erie**  
**3638 Momentum Place**  
**Chicago, IL 60689-5336**

Invoice #	AA2749796	Invoice Month	March 2021
Invoice Date	03/28/21	Invoice Period	03/01/21 - 03/28/21
Advertiser	Promos		
Product	Online Job Fair Promo WXXC		
Estimate #			

Line	Start Date	End Date	Description	Start/End Time	MTWTFSS	Length	Spots/ Week	Rate	Type																					
1	03/10/21	04/03/21	M-Su	6a-12a	MTWTFSS	:30	35	\$0.00	NM																					
<table border="0" style="width: 100%;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">03/22/21</td> <td style="width: 10%; text-align: center;">03/28/21</td> <td style="width: 10%; text-align: center;">MTWTFSS</td> <td style="width: 10%; text-align: center;">35</td> <td style="width: 10%; text-align: center;">\$0.00</td> <td colspan="4"></td> </tr> <tr> <td>Spots: #</td> <td>Ch</td> <td>Day</td> <td>Air Date</td> <td>Air Time</td> <td>Description</td> <td>Start/End Time</td> <td>Length</td> <td>Ad-ID</td> <td>Rate</td> <td>Type</td> </tr> </table>											03/22/21	03/28/21	MTWTFSS	35	\$0.00					Spots: #	Ch	Day	Air Date	Air Time	Description	Start/End Time	Length	Ad-ID	Rate	Type
	03/22/21	03/28/21	MTWTFSS	35	\$0.00																									
Spots: #	Ch	Day	Air Date	Air Time	Description	Start/End Time	Length	Ad-ID	Rate	Type																				
74	WXXC	M	03/22/21	6:37 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXXC	\$0.00	NM																				
73	WXXC	M	03/22/21	8:53 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXXC	\$0.00	NM																				
99	WXXC	M	03/22/21	2:19 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXXC	\$0.00	NM																				
71	WXXC	M	03/22/21	2:47 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXXC	\$0.00	NM																				
72	WXXC	M	03/22/21	7:18 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXXC	\$0.00	NM																				
100	WXXC	Tu	03/23/21	1:26 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXXC	\$0.00	NM																				
75	WXXC	Tu	03/23/21	5:21 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXXC	\$0.00	NM																				
76	WXXC	Tu	03/23/21	8:37 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXXC	\$0.00	NM																				
78	WXXC	Tu	03/23/21	9:52 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXXC	\$0.00	NM																				
77	WXXC	Tu	03/23/21	10:53 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXXC	\$0.00	NM																				
80	WXXC	W	03/24/21	7:04 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXXC	\$0.00	NM																				
81	WXXC	W	03/24/21	11:45 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXXC	\$0.00	NM																				
102	WXXC	W	03/24/21	4:53 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXXC	\$0.00	NM																				
79	WXXC	W	03/24/21	5:52 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXXC	\$0.00	NM																				
82	WXXC	W	03/24/21	11:20 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXXC	\$0.00	NM																				
84	WXXC	Th	03/25/21	8:36 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXXC	\$0.00	NM																				
86	WXXC	Th	03/25/21	10:52 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXXC	\$0.00	NM																				
105	WXXC	Th	03/25/21	6:48 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXXC	\$0.00	NM																				
85	WXXC	Th	03/25/21	8:20 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXXC	\$0.00	NM																				
83	WXXC	Th	03/25/21	9:36 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXXC	\$0.00	NM																				
104	WXXC	F	03/26/21	6:48 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXXC	\$0.00	NM																				
90	WXXC	F	03/26/21	7:24 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXXC	\$0.00	NM																				
87	WXXC	F	03/26/21	11:21 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXXC	\$0.00	NM																				
89	WXXC	F	03/26/21	7:37 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXXC	\$0.00	NM																				
88	WXXC	F	03/26/21	10:19 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXXC	\$0.00	NM																				
93	WXXC	Sa	03/27/21	8:12 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXXC	\$0.00	NM																				
92	WXXC	Sa	03/27/21	12:49 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXXC	\$0.00	NM																				
91	WXXC	Sa	03/27/21	6:22 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXXC	\$0.00	NM																				
101	WXXC	Sa	03/27/21	8:43 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXXC	\$0.00	NM																				
94	WXXC	Sa	03/27/21	11:47 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXXC	\$0.00	NM																				
103	WXXC	Su	03/28/21	9:21 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXXC	\$0.00	NM																				
96	WXXC	Su	03/28/21	9:43 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXXC	\$0.00	NM																				
98	WXXC	Su	03/28/21	10:22 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXXC	\$0.00	NM																				
97	WXXC	Su	03/28/21	1:50 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXXC	\$0.00	NM																				
95	WXXC	Su	03/28/21	3:49 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXXC	\$0.00	NM																				

**Total Spots 105**

**DUE NET 30: 1.5% Service Fee on Credit Cards**

Net Total \$0.00

Invoice Balance as of 04/20/22 2:27:05 PM ET \$0.00

Effective October 1, 2020, except where prohibited by law, we will impose a 1.5% administrative fee on all credit card payments. We do not apply an administrative fee to cash payments, including Cash in Advance payments. In addition, we do not apply an administrative fee to credit card payments processed prior to the advertising start date.



**WXTA-FM**  
 471 Robison Road  
 Erie, PA 16509  
 Main: (814) 868-5355  
 Billing: (814) 868-5355

**DUPLICATE INVOICE**

Property: WXTA-FM	
Invoice #	AA2770711
Invoice Date	04/11/21
Invoice Month	April 2021
Invoice Period	03/29/21 - 04/03/21
Advertiser	Promos
Product	Online Job Fair Promo WXTA
Estimate #	
Order #	624732
Alt Order #	
Deal #	
Flight Dates	03/10/21 - 04/03/21
Account Executive	Erie House
Sales Office	Local-Erie PA
Sales Region	Local
Agency Code	
Advertiser Code	
Billing Calendar	Broadcast
Billing Type	Cash
Special Handling	
Agency Ref	
Advertiser Ref	
Product 1	
Product 2	

Billing Address:

Promos  
 Attention: Accounts Payable  
 3280 Peachtree Road NW  
 Suite 2200  
 Atlanta, GA 30305

Send Payment To:

**WXTA-FM**  
 Cumulus Media- Erie  
 3638 Momentum Place  
 Chicago, IL 60689-5336

Line	Start Date	End Date	Description	Start/End Time	MTWTFSS	Length	Spots/ Week	Rate	Type												
1	03/10/21	04/03/21	M-Su	6a-12a	MTWTFSS	:30	35	\$0.00	NM												
<table border="1"> <thead> <tr> <th>Weeks:</th> <th>Start Date</th> <th>End Date</th> <th>MTWTFSS</th> <th>Spots/Week</th> <th>Rate</th> </tr> </thead> <tbody> <tr> <td></td> <td>03/29/21</td> <td>04/04/21</td> <td>MTWTFSS-</td> <td>35</td> <td>\$0.00</td> </tr> </tbody> </table>										Weeks:	Start Date	End Date	MTWTFSS	Spots/Week	Rate		03/29/21	04/04/21	MTWTFSS-	35	\$0.00
Weeks:	Start Date	End Date	MTWTFSS	Spots/Week	Rate																
	03/29/21	04/04/21	MTWTFSS-	35	\$0.00																
Spots: #	Ch	Day	Air Date	Air Time	Description	Start/End Time	Length	Ad-ID	Rate	Type											
110	WXTA	M	03/29/21	6:51 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXT	\$0.00	NM											
109	WXTA	M	03/29/21	7:36 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXT	\$0.00	NM											
107	WXTA	M	03/29/21	3:37 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXT	\$0.00	NM											
136	WXTA	M	03/29/21	5:36 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXT	\$0.00	NM											
108	WXTA	M	03/29/21	8:44 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXT	\$0.00	NM											
106	WXTA	M	03/29/21	9:45 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXT	\$0.00	NM											
115	WXTA	Tu	03/30/21	6:21 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXT	\$0.00	NM											
113	WXTA	Tu	03/30/21	7:52 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXT	\$0.00	NM											
112	WXTA	Tu	03/30/21	9:49 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXT	\$0.00	NM											
137	WXTA	Tu	03/30/21	4:20 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXT	\$0.00	NM											
114	WXTA	Tu	03/30/21	9:17 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXT	\$0.00	NM											
111	WXTA	Tu	03/30/21	10:15 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXT	\$0.00	NM											
118	WXTA	W	03/31/21	8:16 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXT	\$0.00	NM											
116	WXTA	W	03/31/21	9:16 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXT	\$0.00	NM											
120	WXTA	W	03/31/21	9:48 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXT	\$0.00	NM											
117	WXTA	W	03/31/21	10:16 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXT	\$0.00	NM											
119	WXTA	W	03/31/21	11:16 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXT	\$0.00	NM											
139	WXTA	W	03/31/21	11:46 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXT	\$0.00	NM											
122	WXTA	Th	04/01/21	8:25 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXT	\$0.00	NM											
124	WXTA	Th	04/01/21	9:05 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXT	\$0.00	NM											
140	WXTA	Th	04/01/21	9:35 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXT	\$0.00	NM											
123	WXTA	Th	04/01/21	1:21 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXT	\$0.00	NM											
121	WXTA	Th	04/01/21	6:24 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXT	\$0.00	NM											
125	WXTA	Th	04/01/21	8:48 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXT	\$0.00	NM											
129	WXTA	F	04/02/21	11:36 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXT	\$0.00	NM											
130	WXTA	F	04/02/21	11:48 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXT	\$0.00	NM											
127	WXTA	F	04/02/21	12:35 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXT	\$0.00	NM											

Effective October 1, 2020, except where prohibited by law, we will impose a 1.5% administrative fee on all credit card payments. We do not apply an administrative fee to cash payments, including Cash in Advance payments. In addition, we do not apply an administrative fee to credit card payments processed prior to the advertising start date.

DUPLICATE INVOICE



Send Payment To:  
**WXTA-FM**  
**Cumulus Media- Erie**  
**3638 Momentum Place**  
**Chicago, IL 60689-5336**

Invoice #	AA2770711	Invoice Month	April 2021
Invoice Date	04/11/21	Invoice Period	03/29/21 - 04/03/21
Advertiser	Promos		
Product	Online Job Fair Promo WXTA		
Estimate #			

Line	Start Date	End Date	Description	Start/End Time	MTWTFSS	Length	Spots/Week	Rate	Type																																																																																																			
1	03/10/21	04/03/21	M-Su	6a-12a	MTWTFSS	:30	35	\$0.00	NM																																																																																																			
<table border="1"> <thead> <tr> <th>Spots: #</th> <th>Ch</th> <th>Day</th> <th>Air Date</th> <th>Air Time</th> <th>Description</th> <th>Start/End Time</th> <th>Length</th> <th>Ad-ID</th> <th>Rate</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>128</td> <td>WXTA</td> <td>F</td> <td>04/02/21</td> <td>4:38 PM</td> <td>M-Su</td> <td>6a-12a</td> <td>:30</td> <td>ONLINE JOB FAIR PROMO WXT</td> <td>\$0.00</td> <td>NM</td> </tr> <tr> <td>126</td> <td>WXTA</td> <td>F</td> <td>04/02/21</td> <td>7:12 PM</td> <td>M-Su</td> <td>6a-12a</td> <td>:30</td> <td>ONLINE JOB FAIR PROMO WXT</td> <td>\$0.00</td> <td>NM</td> </tr> <tr> <td>133</td> <td>WXTA</td> <td>Sa</td> <td>04/03/21</td> <td>7:19 AM</td> <td>M-Su</td> <td>6a-12a</td> <td>:30</td> <td>ONLINE JOB FAIR PROMO WXT</td> <td>\$0.00</td> <td>NM</td> </tr> <tr> <td>131</td> <td>WXTA</td> <td>Sa</td> <td>04/03/21</td> <td>8:31 AM</td> <td>M-Su</td> <td>6a-12a</td> <td>:30</td> <td>ONLINE JOB FAIR PROMO WXT</td> <td>\$0.00</td> <td>NM</td> </tr> <tr> <td>138</td> <td>WXTA</td> <td>Sa</td> <td>04/03/21</td> <td>1:18 PM</td> <td>M-Su</td> <td>6a-12a</td> <td>:30</td> <td>ONLINE JOB FAIR PROMO WXT</td> <td>\$0.00</td> <td>NM</td> </tr> <tr> <td>134</td> <td>WXTA</td> <td>Sa</td> <td>04/03/21</td> <td>6:20 PM</td> <td>M-Su</td> <td>6a-12a</td> <td>:30</td> <td>ONLINE JOB FAIR PROMO WXT</td> <td>\$0.00</td> <td>NM</td> </tr> <tr> <td>132</td> <td>WXTA</td> <td>Sa</td> <td>04/03/21</td> <td>9:47 PM</td> <td>M-Su</td> <td>6a-12a</td> <td>:30</td> <td>ONLINE JOB FAIR PROMO WXT</td> <td>\$0.00</td> <td>NM</td> </tr> <tr> <td>135</td> <td>WXTA</td> <td>Sa</td> <td>04/03/21</td> <td>10:47 PM</td> <td>M-Su</td> <td>6a-12a</td> <td>:30</td> <td>ONLINE JOB FAIR PROMO WXT</td> <td>\$0.00</td> <td>NM</td> </tr> </tbody> </table>										Spots: #	Ch	Day	Air Date	Air Time	Description	Start/End Time	Length	Ad-ID	Rate	Type	128	WXTA	F	04/02/21	4:38 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXT	\$0.00	NM	126	WXTA	F	04/02/21	7:12 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXT	\$0.00	NM	133	WXTA	Sa	04/03/21	7:19 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXT	\$0.00	NM	131	WXTA	Sa	04/03/21	8:31 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXT	\$0.00	NM	138	WXTA	Sa	04/03/21	1:18 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXT	\$0.00	NM	134	WXTA	Sa	04/03/21	6:20 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXT	\$0.00	NM	132	WXTA	Sa	04/03/21	9:47 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXT	\$0.00	NM	135	WXTA	Sa	04/03/21	10:47 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXT	\$0.00	NM
Spots: #	Ch	Day	Air Date	Air Time	Description	Start/End Time	Length	Ad-ID	Rate	Type																																																																																																		
128	WXTA	F	04/02/21	4:38 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXT	\$0.00	NM																																																																																																		
126	WXTA	F	04/02/21	7:12 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXT	\$0.00	NM																																																																																																		
133	WXTA	Sa	04/03/21	7:19 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXT	\$0.00	NM																																																																																																		
131	WXTA	Sa	04/03/21	8:31 AM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXT	\$0.00	NM																																																																																																		
138	WXTA	Sa	04/03/21	1:18 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXT	\$0.00	NM																																																																																																		
134	WXTA	Sa	04/03/21	6:20 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXT	\$0.00	NM																																																																																																		
132	WXTA	Sa	04/03/21	9:47 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXT	\$0.00	NM																																																																																																		
135	WXTA	Sa	04/03/21	10:47 PM	M-Su	6a-12a	:30	ONLINE JOB FAIR PROMO WXT	\$0.00	NM																																																																																																		
<b>Total Spots</b>							<b>35</b>																																																																																																					

**DUE NET 30: 1.5% Service Fee on Credit Cards**

<u>Net Total</u>	<b>\$0.00</b>
<u>Invoice Balance as of 04/20/22 2:30:49 PM ET</u>	<b>\$0.00</b>

Effective October 1, 2020, except where prohibited by law, we will impose a 1.5% administrative fee on all credit card payments. We do not apply an administrative fee to cash payments, including Cash in Advance payments. In addition, we do not apply an administrative fee to credit card payments processed prior to the advertising start date.



WRIE(AM), WQHZ(FM), WXKC(FM) and WXTA(FM)

III. RECRUITMENT INITIATIVES

	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
1.	Host job fair	The SEU held an online Job Fair from April 1, 2021 through March 31, 2022. Over the course of this period, employment candidates were provided the opportunity to go online at each station’s website, 24 hours a day, 7 days a week, to contact a number of potential local SEU Market employers, including the SEU. The SEU solicited the participation of the local employers, organized the logistical aspects of the event and participated as an exhibitor. The SEU Market Manager and General Sales Manager were involved in the event.
2.	Management-level training concerning methods of ensuring equal employment opportunity and preventing discrimination	On July 29, 2021, our SEU’s Market Manager took part in a presentation by Brooks Scott entitled, <i>Conversations of Race &amp; Allyship in the Workplace</i> . During his presentation he emphasized the importance of learning better ways to communicate to create a healthier workplace environment. He discussed managing unconscious biases, team building around values, learning specific skills and tactics to navigate sensitive conversation, understanding how to give useful feedback, and encouraged attendees to hire, promote and acknowledge people who don’t look, think, act, and problem solve like them.
3.	Management-level training concerning methods of ensuring equal employment opportunity and preventing discrimination	On August 18, 2021, our SEU’s Market Manager participated in a presentation conducted by Merging Path Coaching entitled, <i>Managing Unconscious Bias</i> . This session focused on managing teams without a bias.

	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
4.	Management-level training regarding Diversity, Equity, and Inclusion	During the month of December, 2021, this SEU participated in Diversity, Equity, and Inclusion training. All hiring managers – Market Manager, Operations Manager, Business Manager, General Sales Manager, Local Sales Manager, Digital Sales Manager, and Promotions Director – as well as the entire staff were required to complete courses online using ThinkZoom. Participants viewed five segments entitled “Working Well With Others,” which addressed the meaning of diversity, the diversity continuum, the mistake of stereotyping, the power of inclusion, and diversity = greatness.
5.	Management-level training regarding methods of ensuring equal employment opportunity and prevention of discrimination and harassment	During the month of December 2021, our SEU participated in harassment prevention training. All hiring managers – Market Manager, Operations Manager, Business Manager, General Sales Manager, Local Sales Manager, Digital Sales Manager, and Promotions Director – as well as the entire staff were required to complete a course prepared by Mineral entitled, “Harassment Prevention.” The course presented best practices for updating policies and procedures, reporting incidents, and following up on complaints. In order to obtain a certificate of participation, managers were required to take a quiz following their completion of the tutorial.
6.	Participate in a job or career fair	On March 16, 2022, our SEU participated in an in-person Career and Internship Fair held by Penn State Behrend at the Junker Center in Erie, PA. Our SEU’s General Sales Manager spoke with attendees about career opportunities in broadcasting as well as job openings within the SEU and accepted resumes from interested candidates.

## Jim Riley

---

**Subject:** Conversations of Race & Allyship in the Workplace | CUMULUS MEDIA  
**Location:** See information below

**Start:** Thu 7/29/2021 10:00 AM  
**End:** Thu 7/29/2021 11:30 AM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Todd McCarty  
**Required Attendees:** Scott Frazier; Eric Mastel; Patrick Reedy; Bruce Law; Matt Raback; Pat Galloway; John Lewis; Sommer Frisk; Shelly Wilkes; Dot Ealy; **Jim Riley**; James Robinson; Alex Cadelago; Jeff Boden

### Conversations of Race & Allyship in the Workplace | CUMULUS MEDIA

Conversations of Race and Allyship in the Workplace is an in-depth discussion about the current cultural climate surrounding race and what it means to ally.

Your facilitator,

Brooks E. Scott, the owner and founder of Merging Path Coaching, is a professionally certified Executive Coach and Interpersonal Communications expert that specializes in management and leadership training, all with a focused lens of diversity and inclusion.

He delivers conversational style workshops that are designed to provide an open safe space to explore identity themes and topics.

Join us for an ACTIVE discussion as we walk through a number of perspectives regarding the current challenges of race relations in our culture and society and end with commitments we can make within our company to take action as an Ally.

---

Brooks E. Scott is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/85176306632?pwd=cy8zWnl4NVg3SWUwTDZuUWUzdW9GUT09>

Meeting ID: 851 7630 6632

Passcode: 045401

One tap mobile

+14086380968,,85176306632#,,,,\*045401# US (San Jose)

+16699006833,,85176306632#,,,,\*045401# US (San Jose)

## Jim Riley

---

**Subject:** Managing Unconscious Bias | CUMULUS MEDIA  
**Location:** See information below

**Start:** Wed 8/18/2021 11:00 AM  
**End:** Wed 8/18/2021 2:00 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Todd McCarty  
**Required Attendees:** Eric Mastel; Chris Moreau; John Rowe; Don Boyd; Ken Salyer; Bill Kelly; Marv Nyren; Bruce Law; John Spilman; Beth Coughlin; Eric McCart; Lindy Parr; Shannon Urton; Pat Galloway; John Lewis; Sommer Frisk; Larry Blumhagen; Bob Goodell; Shelly Wilkes; Dot Ealy; James Robinson; **Jim Riley**; Alex Cadelago; Marlene Hamilton; Marissa Bouchillon  
**Optional Attendees:** Jason Hutchinson; Emily Boldon

### Managing Unconscious Bias | CUMULUS MEDIA

This 3-hour program is a fast-paced and interactive exploration of our unconscious biases, their impact on our work, and tactics for addressing them. Your facilitator, Brooks E. Scott, the owner and founder of Merging Path Coaching, is a professionally certified Executive Coach and Interpersonal Communications expert that specializes in management training, leadership, all with a focused lens of diversity and inclusion. He delivers conversational style workshops that are designed to provide an open safe space to explore identity themes and topics.

#### The workshop is anchored by three learning objectives:

- Build our awareness and understanding of our unconscious biases, so that we can become better students of our own behavior (i.e. we can catch ourselves in biased moments so others don't have to)
- Establish a shared language and framework for discussing bias, in a safe and constructive way
- Commit to incremental individual changes that add up to significant collective changes in any organization

---

Brooks E. Scott is inviting you to a scheduled Zoom meeting.

#### Join Zoom Meeting

<https://us02web.zoom.us/j/84492147552?pwd=UUNUaXZaZ0RMeDV0R09NUXQvYmlhZz09>

Meeting ID: 844 9214 7552

Passcode: 517321

One tap mobile

+14086380968,,84492147552#,,,,\*517321# US (San Jose)

+16699006833,,84492147552#,,,,\*517321# US (San Jose)

Dial by your location

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)



**Mineral™**

# **CERTIFICATE OF ACHIEVEMENT**

This is to certify that

**James Riley**

has completed the course:

**Harassment Prevention for New York State & New York City  
Managers**

**December 7, 2021**



## [EXT]Confirmation - Penn State Behrend Spring In-Person Career and Internship Fair 3/16/22

Bishop, Tracy <iog3@psu.edu>

Thu 2/10/2022 1:49 PM

To: Marcia Diehl <Marcia.Diehl@cumulus.com>

📎 3 attachments (2 MB)

Schedule and Shipping.pdf; Lodging and Directions.pdf; Campus Map with Parking.pdf;

You don't often get email from iog3@psu.edu. [Learn why this is important](#)

Thank you for completing the online registration for the in-person fall fair. We're happy that you are able to join us on **March 16, from 11:00 a.m. to 3:00 p.m. for our Spring In-Person Career and Internship Fair at Penn State Behrend, Junker Center**. Attached are documents detailing hotel information and directions, the fair schedule, shipping information, and a campus map.

Additional information and a parking permit link will be sent about a week before the fair.

We will not print name tags for students or employers. Please bring your company issued name tag.

Due to space constraints and fire safety code, there is a strict limit of three representatives per table. You may purchase additional tables to host more representatives if needed.

This year we are again offering sponsorship opportunities for employers. Contact us if you are interested in purchasing ad space in the student directory.

Please review all majors offered at [Penn State Behrend](#). If you would like to update your registration with additional majors email [recruitbehrend@psu.edu](mailto:recruitbehrend@psu.edu).

If you have any questions regarding the fair, posting jobs/internships on Nittany Lion Careers, or additional on-campus recruiting needs, please [email](#) or call 814-898-6112. We will be happy to assist you.

Any changes to your online registration, such as the number of representatives attending, must be made by contacting our office at [recruitbehrend@psu.edu](mailto:recruitbehrend@psu.edu) or 814-898-6164.

Parking information will be sent to you in about a week before the fair. In the meantime, [see the event website](#) for additional information.

Thank you and we look forward to seeing you on campus!

Tracy Bishop

Office Manager/Recruiting Assistant

Academic & Career Planning Center

Penn State Behrend

125 Reed Union Building

Erie, PA 16563

814-898-6164 | [iog3@psu.edu](mailto:iog3@psu.edu)