



Federal Communications Commission
Washington, D.C. 20554

October 30, 2023

KXSP-AM, Omaha, NE, Fac ID #50313
SM-KXSP, LLC
2700 Corporate Drive Suite #115
Birmingham, AL 35242

Dear Licensee:

1. In accordance with 47 CFR § 73.2080(f)(4), KXSP-AM, Omaha, NE, Fac ID #50313 (the Station) and all other stations, if any, in the same station employment unit (defined by 73.2080(e)(2) as commonly owned stations in the same market that share employees) (the Unit) has been randomly selected for an audit of its Equal Employment Opportunity (EEO) program. A copy of section 73.2080 of the Federal Communications Commission (FCC or Commission) rules can be found here: <https://www.fcc.gov/enforcement/eb-eeo/equal-employment-opportunity-rules>.

2. Audit Data Requested.

(a) If the Unit has fewer than five full-time employees (defined by section 73.2080(e)(1) as employees regularly assigned to work 30 hours a week or more), submit a response listing the Unit's full-time employees identified by job title (no personal names should be provided), the number of hours each is regularly assigned to work per week, and a response to Question 2(b)(vi) below. Please also see Questions 3 and 4 below for guidance regarding brokers and brokered stations.

(b) If the Unit employs five or more full-time employees, provide the following information:

(i) Copies of the Unit's two most recent EEO Public File Reports, described in section 73.2080(c)(6).

(ii) For each station in the Unit that maintains a website, the website address. If the Unit's most recent EEO Public File Report is not posted on each website as required by section 73.2080(c)(6), identify that website and explain why the report is not so posted. If the Unit does not maintain a website, but its corporate site contains a link to a site pertaining to the Unit, identify the corporate website address where the Unit's most recent EEO Public File Report is linked pursuant to section 73.2080(c)(6).

(iii) For each of the Unit's full-time positions filled during the period covered by the EEO Public File Reports noted above, or since acquisition of the Unit (if during that period), the date of hire as required by section 73.2080(c)(5)(vi) as well as dated copies of all advertisements, bulletins, letters, faxes, e-mails or other communications announcing the position, as described in section 73.2080(c)(5)(iii). However, to reduce the burden of responding to this audit, if a job notice was sent to multiple sources, the Unit may include in its response: (1) documentation showing one such notice was sent, (2) a list of the additional sources to which the notice was distributed, and (3) a statement

confirming notices to all additional sources used to announce the vacancy were retained, as required by section 73.2080(c)(5)(iii).¹¹⁴ Include, however, copies of all job announcements sent to any organization (identified separately from other recruitment sources) that has notified the Unit that it wants to be notified of the Unit's job openings, as described in section 73.2080(c)(1)(ii).

(iv) As required by section 73.2080(c)(5)(v), the total number of interviewees for each vacancy and the referral source for each interviewee for all the Unit's full-time vacancies filled during the period covered by the above-noted EEO Public File Reports.

(v) Dated documentation demonstrating performance of the Unit's recruitment initiatives described in section 73.2080(c)(2) during the period covered by the above-noted EEO Public File Reports, such as participation in job fairs, events with educational institutions, and mentoring or training programs for staff. Specify the Unit personnel involved in each recruitment initiative. In addition, provide the Unit's total number of full-time employees and state whether the population of the market in which any of the Unit's stations operates is 250,000 or more. Based upon these two factors and as required by sections 73.2080(c)(2) and (e)(3) of the Commission's rules, state whether the Unit is required to perform two or four points worth of initiative activities within a two-year period (measured from the date the stations in the Unit file their renewal applications and the second, fourth, sixth and eighth anniversaries of that date). If the Unit performed more than the required number of initiative activities, it may provide documentation for only the required amount in its response, i.e., two or four points worth. If any documentation provided appears inadequate, e.g., it is not dated or does not clearly prove the Unit's participation, the Commission may ask for additional verification.

(vi) Any pending or resolved complaints involving the Unit filed during the Unit's current license term(s) before any body having competent jurisdiction under federal, state, territorial or local law, alleging unlawful discrimination in the employment practices of the Unit on the basis of race, color, religion, national origin, or sex. For each such complaint, provide: (1) a brief description of the allegations and issues involved; (2) the names of the complainant and other persons involved; (3) the date the complaint was filed; (4) the court or agency before which it is pending or by which it was resolved; (5) the file or case number; and (6) the disposition and date thereof or current status. Note that the Unit must report all complaints, regardless of their status or disposition.

(vii) In accordance with section 73.2080(b), during the Unit's current license term(s) (or since acquisition of the Unit (if during that period)), a description of the responsibilities of each level of Unit management responsible for implementing Unit EEO policies and how the Unit has informed employees and job applicants of its EEO policies and

¹¹⁴ For on-air announcements that aired multiple times to advertise the position, you may send a traffic log summary documenting the timeframe during which the announcements aired (in lieu of the log in its entirety). The log showing all air dates and times may be required for additional verification, but the Unit need not provide with its initial response.

program.

(viii) In accordance with section 73.2080(c)(3), during the Unit's current license term(s) (or since acquisition of the Unit (if during that period)), a description of the Unit's efforts to analyze its EEO recruitment program to ensure that it is effective and to address any problems found as a result of such analysis.

(ix) As required by section 73.2080(c)(4), during the Unit's current license term(s) (or since acquisition of the Unit (if during that period)), a description of the Unit's efforts to analyze periodically its measures taken to examine pay, benefits, seniority practices, promotions, and selection techniques and tests to ensure that they provide equal opportunity and do not have a discriminatory effect. If the Unit has one or more union agreements, describe how the Unit cooperates with each union to ensure EEO policies are followed for the Unit's union-member employees and job applicants.

(x) If your entity is a religious broadcaster and any of the Unit's full-time employees are subject to a religious qualification as described in section 73.2080(a) of the rules, the Unit should indicate that status in its response and provide data as applicable to its EEO program. For example, for those full-time hires subject to a religious qualification, you must provide only a record of the hire listed by job title and date filled, the recruitment sources used for the opening, and the source that referred the person hired. No other records are required for those hires. If five or more full-time positions are not subject to a religious qualification, the licensee must maintain and provide all records for such hires and complete the initiatives required under section 73.2080(c)(2). Otherwise, a religious broadcaster is not required to perform these initiatives.

(c) Resumes, company training manuals, posters, employee handbooks, and corporate guidebooks are not required to be submitted. If any of the information in these or similar materials is relevant to any part of this audit letter, the Unit may provide a summary of any content if it so wishes. If this audit requires an unusually burdensome volume of documentation, the Unit may contact EEO staff at (202) 418-1450 prior to the response deadline to discuss alternative ways of condensing the information.

3. Time Brokerage—Licensee of brokered station(s) receives audit letter.

If any station included in the Unit is subject to a time brokerage agreement, the licensee must immediately forward a copy of this letter to the broker under each such agreement. Additionally, if the Unit employs fewer than five full-time employees, the licensee must respond by providing a list of the Unit's full-time employees listed by job title, the number of hours each employee is assigned to work, and a response to Question 2(b)(vi) above. If the Unit employs five or more full-time employees, the licensee must respond fully to paragraph 2(b).

4. Time Brokerage—Broker receives audit letter.

(a) **Broker receives audit letter from brokered station licensee.** The broker must submit information requested in 2(b) above concerning information relating only to its own full-time employees working on behalf of the brokered station, as required by section 73.2080(f)(3) of the Commission's rules. If recruitment activity for those brokered station employees is maintained with that of other stations licensed to you, and you lack the ability to separate the information, submit information pertaining to both.

(b) **Broker receives audit letter directly from Commission.** If any station in the Unit is licensed to you, submit information requested in 2(b) above for the Unit's EEO program. If recruitment activity pertaining to full-time employees working on behalf of another station you broker is maintained with that of the Unit, and you lack the ability to separate the information, submit information pertaining to both.

(c) **Broker described in 4(a) or 4(b).** If full-time employees at the station you broker, combined with full-time employees at the Station (or Unit), total fewer than five, you need only respond to this letter by submitting a list of full-time employees (identified by job title and number of hours regularly assigned to work per week) for both the brokered station(s) and subject Station as well as a response to Question 2(b)(vi).

5. Procedures.

(a) **The response to this audit letter must be uploaded to the FCC-hosted online public inspection file (<https://publicfiles.fcc.gov/>) belonging to each station in the Unit by no later than December 14, 2023.** The response should be placed in the EEO Audits, Investigations, and Complaints subfolder in the online public file (found at EEO Records>>Additional Documents>> EEO Audits, Investigations, and Complaints). Include in the response the Station's Facility ID Number and an e-mail address of a Station representative.

(b) Any extension of time must be requested at least five days prior to aforementioned deadline (via email to EB-EEO@fcc.gov), indicate the additional time the Unit believes it needs to complete its response (not to exceed 45 days) and will be granted only upon a showing of good cause. Unless and until an extension is granted, the original deadline remains in effect.

(c) If the Unit submitted an EEO audit response in 2021 or 2022 and/or the most recent license renewal application(s) applicable to the Unit were granted after October 1, 2021, send an email to EB-EEO@fcc.gov for additional guidance on whether a response is required. In the email, provide a reference to the relevant filings/applications before the Commission.

(d) The accuracy and completeness of the response must be certified by an officer, partner or other principal of the Station licensee or broker (as appropriate) or, in the case of a noncommercial educational station, by an officer, member or other principal of the licensee. (See 47 CFR § 1.16.). To knowingly and willfully make any false statement or conceal any

material fact in response to this audit is punishable by fine or imprisonment (*see* 18 U.S.C. § 1001; 47 CFR § 1.17), revocation of any station license or construction permit (47 U.S.C. § 312(a)(1)), and/or forfeiture (47 U.S.C. § 503). Failure to respond to this audit letter by the deadline is punishable by sanctions in accordance with section 73.2080(g).

(e) As required by sections 73.3526(e)(10) (commercial stations) and 73.3527(e)(11) (noncommercial educational stations), a copy of this letter and the response must be placed in the FCC-hosted online public inspection file belonging to each station in the Unit. Consequently, the response should not include personal information about individuals, such as social security numbers, home addresses, or other personally identifiable information. The FCC does not require that employment units retain such information in their records, or that such information be provided in response to this letter.

(f) Upon receipt, audit responses will be reviewed for completeness. If any questions arise or there are missing materials, EEO staff will contact you. The Enforcement Bureau no longer issues letters to licensees upon completion of our review of audit responses.

6. Should you have any questions, please contact EEO Staff at EB-EEO@fcc.gov or (202) 418-1450. Thank you for your cooperation.

Sincerely,

/s/ Elizabeth Goldin

Elizabeth E. Goldin
Assistant Chief, Investigations & Hearings Division
Enforcement Bureau



Summary of SummitMedia Omaha KXSP-AM Audit:

In response to the audit of its Equal Employment Opportunity (EEO) program, SummitMedia is providing:

- Unit website addresses:
 - <https://www.am590espnradio.com/>
 - <https://www.summitmediacorp.com>
- Unit's two most recent EEO Public File Reports 2/12/2021-1/31/2022 and 2/1/2022-1/31/2023:
 - [AM Station KXSP - Additional Documents Subfolder - FCC Public Inspection Files](#)
- Supporting documentation for full-time vacancies, master recruitment source list, and recruitment initiatives.

Recap:

- Unit had 11 full-time positions filled during the reporting period. Included is supporting documentation for the below vacancies that includes number of interviewees for each vacancy and the referral source for each interviewee.

Sales Account Executive	05/11/2021
VP/General Manager	07/01/2021
Sales Administrative Assistant	10/06/2021
Promotions Manager	10/19/2021
Program Director/On-Air Talent	11/08/2021
Sales Account Executive	11/09/2021
Sales Account Executive	03/29/2022
VP/General Manager	05/17/2022
Sales Account Executive	05/24/2022
Sales Account Executive	12/19/2022
Sales Account Executive	01/04/2023
- Unit had 7 recruitment initiatives with included documentation.
- Unit implemented efforts to analyze its EEO recruitment program.



(REFERENCE COPY - Not for submission)

Broadcast Equal Employment Opportunity Program Report

FRN: **0027762087** File Number: **0000132275** Submit Date: **01/25/2021** Call Sign: **KEZO-FM** Facility ID: **74105**City: **OMAHA** State: **NE**Service: **Full Power FM** Purpose: **EEO Report** Status: **Received** Status Date: **01/25/2021** Filing Status: **Active**

General Information

Section	Question	Response
Application Description	Description of the application (255 characters max.) is visible only to you and is not part of the submitted application. It will be displayed in your Applications workspace.	Omaha, NE Market - EEO Program Report
Attachments	Are attachments (other than associated schedules) being filed with this application?	Yes

Licensee Information

Licensee Name, Type and Contact Information

Applicant	Address	Phone	Email	Applicant Type
SM-KEZO-FM, LLC Doing Business As: SM-KEZO-FM, LLC	2700 CORPORATE DRIVE SUITE 115 BIRMINGHAM, AL 35242 United States	+1 (205) 322-2987	darryl.grondines@summitmediacorp.com	LLC

Contact Representatives

Contact Name	Address	Phone	Email	Contact Type
Francisco R Montero, Esq. Fletcher, Heald & Hildreth, PLC	1300 N 17th Street, Suite 1100 Arlington, VA 22209 United States	+1 (703) 812-0400	montero@fhhlaw.com	Legal Representative

Common Stations

Facility Identifier	Call Sign	City	State	Time Brokerage Agreement
50313	KXSP	OMAHA	NE	No
74105	KEZO-FM	OMAHA	NE	No
50314	KQCH	OMAHA	NE	No
74103	KKCD	OMAHA	NE	No
50308	KSRZ	OMAHA	NE	No

Program Report Questions

Section	Question	Response
Discrimination Complaints	Have any pending or resolved complaints been filed during this license term before any body having competent jurisdiction under federal, state, territorial or local law, alleging unlawful discrimination in the employment practices of the station(s)?	No

Full-time Employees	Does your station employment unit employ fewer than five full-time employees? Consider as "full-time" employees all those permanently working 30 or more hours a week?	No
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Additional Program Report Questions

Responsibility for Implementation

A broadcast station must assign a particular official overall responsibility for equal employment opportunity at the station. That official's name and title are:

Name	Title
H Carl Palmer	Manager

Certification

Question	Response
The undersigned certifies that he or she is (a) the party filing the report, or an officer, director, member, partner, trustee, authorized employee, or other individual or duly elected or appointed official who is authorized to sign on behalf of the party filing the report; or (b) an attorney qualified to practice before the Commission under 47 C.F.R. Section 1.23(a), who is authorized to represent the party filing the report, and who further certifies that he or she has read the document; that to the best of his or her knowledge, information, and belief there is good ground to support it; and that it is not interposed for delay	
Certified Date	01/25/2021
Certified Title	Manager
Authorized Party Name	H Carl Palmer

Attachments

File Name	Uploaded By	Attachment Type	Description	Upload Status
Omaha NE Market - 2019-2020 EEO Public File Report.pdf	Applicant	EEO Public File Report	Omaha NE Market - 2019-2020 EEO Public File Report	Done with Virus Scan and/or Conversion
Omaha NE Market - 2020-2021 EEO Public File Report.pdf	Applicant	EEO Public File Report	Omaha NE Market - 2020-2021 EEO Public File Report	Done with Virus Scan and/or Conversion
Omaha NE Market - EEO Narrative Statement.pdf	Applicant	Narrative Statement	Omaha NE Market - EEO Narrative Statement	Done with Virus Scan and/or Conversion

I. Full-time Vacancies Filled During the Reporting Period

Job Title	Recruitment Sources Utilized to Fill Vacancy	Recruitment Source for Person Hired (by code number)
2 Marketing Strategy Lead	L6, C2, C1, C3, C4 handshake?	Code Number: C3 Hire Date: 05/11/21
3 General Manager	L6, C2, C1, C4, C3	Code Number: C1 Hire Date: 07/01/2021
2 Business Support Manager	C1, C2, C3, L1, L2, L3, L4, L5	Code Number: C3 Hire Date: 10/06/21
1 Promotions Director	C2, C1, L1, L2, L3, L4, L5, C5, C6, C7	Code Number: C3 Hire Date: 10/19/21
5 Program Director/ Operations Manager	C1, C2, C8, C4, C9, C11, C10, C5, C7 L1, L2, L3, L4, L5	Code Number: C1 Hire Date: 11/08/2021
4 Marketing Strategy Lead	C2, C1, C3, L1, L2, L3, L4, L5, C3	Code Number: C1 Hire Date: 11/09/2021

II. Non-Vacancy Specific Recruitment Efforts During Reporting Period

Initiative	Date / Description / Scope of Involvement
Virtual Job Fair Participation - NBA	7/12/21-7/16/21 Station personnel who have substantial responsibility in the making of hiring decisions participated in the Nebraska Broadcasters Association Virtual Job Fair.
Participated in Career Fair - NBA	8/10/21 Managers who have substantial responsibility in the making of hiring decisions participated in career fair and interacted with attendees at the event.
Participated in Career Fair – Omaha Home for Boys	10/14/21 Station personnel who have substantial responsibility in the making of hiring decisions participated in a nontraditional career fair. Here they spoke with applicants about open positions and the qualifications necessary to fill those positions and answered questions about the opportunities at Summit.

EEO PUBLIC FILE REPORT

Reporting Period: February 1 2021 – January 31, 2022
 Stations Included in Report: KEZO(FM), KKCD(FM), KSRZ(FM), KQCH(FM), KXSP(AM) List of Recruitment Sources
 (including the number of interviewees referred during the reporting period)
 * An asterisk next to the name of the source indicates that this source sought to receive notice of vacancies

Code	Recruitment Source	Address	Contact Person	Phone	Number of Interviewees Referred
Common Sources					
C1	Employee referrals				10
C2	Summitmediacorp.com	2700 Corporate Dr, Ste. 115 Birmingham, AL 35242			2
C3	Indeed	6433 Champion Grandview Way Building 1 Austin, TX 78750	Indeed.com		6
C4	LinkedIn	2029 Stierlin Court Mountain View, CA 94043	LinkedIn.com		9
C5	Allaccess		Allaccess.com		2
C6	Radioink		Radioink.com		0
C7	Ramp247		Ramp247.com		2
C8	Internal Candidate				0
C9	In-Person Networking				0
C10	Walk-In Applicant				0
C11	Outside industry referrals				0
L1	Bellevue University				0
L2	College of Saint Mary				0
L3	Creighton University	2500 California Plaza Omaha, NE 68131	Cheri Jackson careercenter@creighton.edu	402-280-2723	0
L4	University of NE at Omaha	6001 Dodge Street Omaha NE 68182	Chris Allen PHD Dr. Sherry Jodean Brownlee callen@unomaha.edu, swilson@unomaha.edu		0
L5	University of NE - Lincoln	230 Nebraska Union Lincoln, NE 68588	Dshannon Sechase careerservices@unl.edu	402-472-7211	0
L6	Radio Advertisements	10714 Mockingbird Drive Omaha, NE 68127	Sales Manager www.summitmediacorp.com	402-592-3333	0
L7	NE Wesleyan University				0
L8	University of NE at Kearney				0
Total Number of Interviewees Referred:					31

This file was originally uploaded (1/31/22) to Station Information-Additional Documents-Annual EEO Filings. Re-uploaded to correct EEO Reports File when discovered.

KEZO-FM, KKCD(FM), KSRZ(FM), KQCH(FM), KXSP(AM)
EEO PUBLIC FILE REPORT
February 1, 2022 – January 31, 2023

I. VACANCY LIST

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

	Job Title	Recruitment Sources (“RS”) Used to Fill Vacancy	RS Referring Hiree
7	Account Executive (Marketing Strategy Lead)	1-3, 5-6	5
8	General Manager/VP	8, 10	10
9	Account Executive (Marketing Strategy Lead)	1-6,10	1
10	Account Executive (Marketing Strategy Lead)	1-6, 10	2

KEZO-FM, KKCD(FM), KSRZ(FM), KQCH(FM), KXSP(AM)
EEO PUBLIC FILE REPORT
February 1, 2022 – January 31, 2023

II. MASTER RECRUITMENT SOURCE LIST (“MRSL”)

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
1	Indeed Website www.indeed.com	No	8
2	LinkedIn Website www.linkedin.com	No	6
3	Summit Corporate Website www.summitmediacorp.com	No	0
4	Internal Job Posting 6700 Mercy Road #303 Omaha, NE 68106	No	0
5	Employee Referral	No	6
6	Handshake.com 225 Bush St 12th floor San Francisco, CA	No	0
7	Networking Events- Kansas Broadcasting Engineering Academy – General Manager and Chief Engineer attended a two-day Introduction to Radio Engineering, With the goal to network with the other 30 plus attendees. This event was on September 19 th and 20 th 2022	No	0
8	Media Staffing Network <i>(This Network distributes notifications about job openings to numerous recruitment sources.)</i> Kate Glenn kate@mediastaffingnetwork.com 810.357.3096	No	8
9	Walk-In/Self-Referral	No	0
10	Networking Referral General Sales Manager was contacted by a neighbor. That lead to interviews and ultimately SEU extended an offer for employment that was accepted	No	1
TOTAL INTERVIEWEES OVER REPORTING PERIOD			29

KEZO-FM, KKCD(FM), KSRZ(FM), KQCH(FM), KXSP(AM)
EEO PUBLIC FILE REPORT
February 1, 2022 – January 31, 2023

III. RECRUITMENT INITIATIVES

	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
1	Participate in Job Fair	From July 11 through 15, 2022, our SEU participated in the Nebraska Broadcasters Association Virtual Job Fair. Our Promotions Director monitored this online event and spoke to interested candidates about the company, career opportunities in radio, and job openings within the SEU. Our SEU also broadcast employment ads on our Stations and posted openings to the careerpage.org .
2	Participate in Job Fair	From October 10 through 14, 2022, our SEU participated in the Nebraska Broadcasting Associations Virtual Job Fair. Our General Sales Manager and Promotions Director monitored this online event and spoke to interested candidates about the company, career opportunities in radio, and job openings within the SEU. Our SEU also broadcast employment ads on our Stations and posted openings to the careerpage.org .
3	Management-level training concerning methods of ensuring equal employment opportunity and preventing discrimination	On January 17, 2023, our SEU's new General Manager received personalized training about the FCC's EEO recruitment, recordkeeping, and reporting requirements from a member of the SEU's communications law firm. Further, the Fletcher, Heald & Hildreth Power Point presentation, <i>The FCC's EEO Rules</i> was shared with the General Manager to review and use as a reference tool going forward.
4	Participate in event sponsored by or on behalf of an educational institution related to careers in broadcasting	On October 28, 2022, our SEU's General Sales Manager was invited to participate in Career Day at Lincoln High School in Lincoln, NE., during which he spoke with students in three classes about how radio stations operate and the opportunities available for a future career in broadcasting.

Sandy
Corcoran

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**EEO CHECKLIST
FOR
JOB RECRUITMENT FILE**

A job file should be created for each external job opening. The following items should be included (as applicable) in the job recruitment file and retained until the grant of the application covering the license term:

- Personnel Requisition Form
- Job Description/Job Posting
- Copies of dated General Recruitment Posts, Letters, Specific Job Opening Recruitment Letters (and follow-up letters) transmitted to sources
- Completed Interviewed Applicant Referral Source Sheets
- Completed Interviewed Applicants Tracking Log
- Completed Recruitment Sources Contact and Referral Log
- Copy of any newspaper advertisement (check for EOE/M/F clause) *N/A*
- Copy of SummitMedia website advertisement

NOTE: RESUMES RECEIVED FROM AND EMPLOYMENT APPLICATIONS COMPLETED BY ALL INTERVIEWED CANDIDATES MUST BE KEPT IN A FILE SEPARATE FROM THE JOB RECRUITMENT FILE.

Sharon Kelly

EEO Manager

9/28/2021

Date file completed

SummitMedia

PERSONNEL REQUISITION POSITION APPROVAL

TO: Darryl Grondines
From: Rick Parrish

Date: 8/13/2021
Dept: Promotion

Job Title of Open Position: Promotion Director

Full Time

Part Time

Replacement

New Position

Budgeted Yes No

Posting for internal board: Promotion Direction

SummitMedia is looking for an experienced Promotion Director. The ideal candidate has a proven track record of promotion success. SummitMedia puts a high value on strategy, creativity, entertainment, and innovation.

KEY RESPONSIBILITIES:

- (i) Develop original concepts, scripts, ideas, and pitches that are compelling and reflect each brand's strategy, brand voice, and feel relevant to each brand's audience. The Omaha Cluster includes - AM 590 ESPN Omaha, Channel 94.1, Z-92 Rock, Star 104.5, CD 105.9.
- (ii) Develop an annual promotional calendar with the Operations Manager and Program Director's direction to achieve market objectives and drive digital and terrestrial consumption while following the budget.
- (iii) Collaborate with the programming and market leadership to develop and execute all facets of promotions and marketing
- (iv) Demonstrate technical marketing skills and product knowledge of all station in the Omaha cluster
- (v) Managing the areas of the promotions department, which include image, appearances, station merchandising, and community and public relations
- (vi) Manage part-time staff by scheduling events, projects, social content, etc.
- (vii) Collaborate with the sales staff to develop and execute promotions for clients
- (viii) Develop client promotional proposals for sales staff
- (ix) Develop creative and compelling on-air contests
- (x) Work with outside vendors to execute marketing programs and initiatives
- (xi) Create and implement revenue-generating programs and contests
- (xii) Assist in the development and management of website content
- (xiii) Manage station mobile app content, active functions, and promotion plan to increase downloads and listener engagement
- (xiv) Develop and build strong relationships within the community that result in enhanced station visibility, brand recognition, and promotional partnerships that align with and grow the target audience
- (xv) Attend staff meetings
- (xvi) Creatively and consistently implement the programming strategy

- (xvii) Set up and breakdown of promotional setups used for on-site promotion events
- (xviii) Maintain knowledge of current FCC (and other appropriate governmental agencies) regulations, ensuring compliance and protection of station licenses.
- (xix) Interact with listeners, co-workers, and station clients in a professional manner
- (xx) Act as liaison between the promotions and programming, sales and market leadership
- (xxi) Will coordinate with staff in the setup and maintenance of equipment while working live or remote broadcasts
- (xxii) Maintain listener databases and send weekly and monthly station e-blasts as directed
- (xxiii) Maintain professional competency, knowledge, and skills through a commitment to continuing professional development and training
- (xxiv) Carry out all other duties assigned to Employee by Company

If interested send your material to:
 Careers.Omaha@summitmediacorp.com

It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination. Discrimination because of race, color, religion, national origin, age or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

This job will be posted internally on the office bulletin boards and the SummitMedia websites. If you need additional sources, please notify the Controller's office.

Department Head/Hiring Manager _____ Date: _____

General Manager Rick Paul Date: 8/13/2021


 8/13/21

SummitMedia is looking for a Promotion Director to lead our Omaha, NE cluster. This opening is for a proven professional who LOVES music, is passionate about radio, and is an excellent executer! You will manage all brand promotion-related activity in Omaha, NE cluster, including but not limited to the following formats: Sports, AC, Rock, Top 40, and more.

About us:

SummitMedia Omaha, NE is KQCH-FM, KXSP-AM, KKCD-FM, KEZO-FM, and KSRZ-FM, an integrated broadcasting, digital media, direct marketing, and events company.

What You'll Do:

- Work closely with Programming, sales, and market leadership to implement the brand strategy creatively and consistently
- ensure station positioning/branding is reflected in all marketing, promotions, and digital media
- Manage the execution for all local contracts
- Develop & execute brand and sales promotions
- Act as liaison between programming and sales in the management of client expectations
- Work closely with the EVP to ensure all contests and promotions meet company requirements/guidelines
- Maintain knowledge of current FCC (and other appropriate governmental agencies) regulations, ensuring compliance and protection of station licenses.
- Assist with brand development in conjunction with specific Brand Content Leaders, PD, OM, and Market President
- Work with Brand and Content Leaders on marketing budgets for all stations
- Assist with client/partnership development in conjunction with General Sales Manager, Market President, PD, and OM
- Execute workflow strategy to ensure that both Programming and Sales are utilizing systems and software to their ability
- Attend sales meetings, client meetings, station meetings as needed
- Manage all areas of the promotions department, which includes brand image, appearances, station merchandising, community and public relations, and build critical market relationships

The “MUST-HAVE skills” list:

- Self-starter with the ability to work independently, from home, and multi-task
- Maintain professional competency, knowledge, and skills through a commitment to continuing professional development and training
- Organizational and detail skills
- Communicate effectively with both staff and leadership and demonstrated external oral and written communication skills
- Experience using Microsoft Word, PowerPoint, and Excel
- Knowledge of promotion software, including but not limited to Zipwhip (mobile contesting), Atpivada (web contesting and user-generated content engine), and vPromotion (promotion management software)
- Night or weekend work
- Three years’ experience executing radio promotion and marketing campaigns

Send resume and any other related materials to: careers.omaha@summitmediacorp.com

best years as a company. Their promotions are well deserved and I can't wait to see what they will accomplish in the future."

Robin Palmer, SMACKsongs' Chief Creative Officer, remarked, "When Shane and I started working together almost 15 years ago, we could only dream of SMACK with such a great team. Congrats and thanks to Lee, Jeremy, Sam and Carly for continuing to build a great place for songwriters. That's what it's all about." [Krabel, Sarno, Sater photos: **Ford Fairchild**; Groves photo: **Emma Delevante**]

Amazing Opportunities



- Cox Media Group's heritage News-Talk outlet **WSB Radio/Atlanta** has a rare APD opening. WSB Director of Branding & Programming **Drew Anderssen** is actively looking for a killer News-Talk APD to help him lead one of the biggest stations in the nation. WSB is a monster brand in Atlanta with huge ratings and two Marconi nominations this year. This is truly a career-changing position for the right person, possibly you. Interested candidates should apply via the [CMG careers site](#).



- SummitMedia has two major opportunities available in its Omaha group: 1) Director of Programming & Operations, and 2) Promotion Director.
- The Director of Programming & Operations will have operational oversight of the cluster and also serve day-to-day Program Director of Top 40 **KQCH (Channel 94.1)**. This opening is for a proven professional who LOVES music, is passionate about radio, and is an excellent executer! Qualified pros are urged to send your impressive audio and resume

to: careers.omaha@summitmediacorp.com.

- The Promotion Director will manage all brand promotion-related activity for the Omaha, NE cluster, which also includes Active Rock **KEZO (Z92)**, Classic Rock **105.9 KKCD**, AC **KSRZ (Star 104.5)** and ESPN affiliate **KXSP-AM 590**. Sound good? Email your resume and any other related materials to this oddly familiar address: careers.omaha@summitmediacorp.com. EOE.

Promotions Director – Omaha

By **Classified** - August 24, 2021

SummitMedia is looking for a Promotion Director to lead our Omaha, NE cluster. This opening is for a proven professional who LOVES music, is passionate about radio, and is an excellent executer! You will manage all brand promotion-related activity in Omaha, NE cluster, including but not limited to the following formats: Sports, AC, Rock, Top 40, and more.

About us:

SummitMedia Omaha, NE is KQCH-FM, KXSP-AM, KKCD-FM, KEZO-FM, and KSRZ-FM, an integrated broadcasting, digital media, direct marketing, and events company.

What You'll Do:

- Work closely with Programming, sales, and market leadership to implement the brand strategy creatively and consistently
- ensure station positioning/branding is reflected in all marketing, promotions, and digital media
- Manage the execution for all local contracts
- Develop & execute brand and sales promotions
- Act as liaison between programming and sales in the management of client expectations
- Work closely with the EVP to ensure all contests and promotions meet company requirements/guidelines
- Maintain knowledge of current FCC (and other appropriate governmental agencies) regulations, ensuring compliance and protection of station licenses.
- Assist with brand development in conjunction with specific Brand Content Leaders, PD, OM, and Market President
- Work with Brand and Content Leaders on marketing budgets for all stations
- Assist with client/partnership development in conjunction with General Sales Manager, Market President, PD, and OM
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- Night or weekend work
- Three years' experience executing radio promotion and marketing campaigns

Send resume and any other related materials to: careers.omaha@summitmediacorp.com

Classified

Promotions Director

i This preview no longer accurately represents the candidate experience

You can still use this preview to see that your information has been entered correctly, but due to changes in the candidate-facing experience, it's no longer 100% reflective. We'll be working to update this preview in the future to match the current experience.



Promotions Director SUMMITMEDIA LLC (/employers/71558)

- (/employers/71558) 📍 Omaha, Nebraska, United States
- 🕒 Full-Time Job
- 💰 Paid
- 📄 Advertising, PR & Marketing
- 👥 250 - 1,000 employees
- 🚫 No on-campus interviews

Applications close on Oct 01 **i**

Apply 

Job Description

SummitMedia is looking for a Promotion Director to lead our Omaha, NE cluster. This opening is for a proven professional who LOVES music, is passionate about radio, and is an excellent executer! You will manage all brand promotion-related activity in Omaha, NE cluster, including but not limited to the following formats: Sports, AC, Rock, Top 40, and more.

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 - Manage the execution for all local contracts
 - Develop & execute brand and sales promotions
- Act as liaison between programming and sales in the management of client expectations
- Work closely with the EVP to ensure all contests and promotions meet



Share Job






(https://www.summitmedia.com/.../Article?u=https://www.summitmedia.com/.../Article?initial_page=4) - Critical Page

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company requirements/guidelines

- Maintain knowledge of current FCC (and other appropriate governmental agencies) regulations, ensuring compliance and protection of station licenses.
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About SUMMITMEDIA LLC

Headquarters

2700 Corporate Drive, Suite 115 Birmingham, Alabama 35242, United States of A...

Website

[www.summitmediacorp.com \(http://www.summitmediacorp.com/\)](http://www.summitmediacorp.com/)

Division

Omaha

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing and events company focused on compelling local brands, powerful personalities and meaningful marketing solutions.

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PROMOTIONS DIRECTOR NEEDED IN OMAHA

Moderators: [shawnski](#), [jdenver](#), [mpaulsen68](#)

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

1 post • Page 1 of 1

tomoakes

PROMOTIONS DIRECTOR NEEDED IN OMAHA

Thu Aug 26, 2021 2:17 pm

SummitMedia is looking for a Promotion Director to lead our Omaha, NE cluster. This opening is for a proven professional who LOVES music, is passionate about radio, and is an excellent executer! You will manage all brand promotion-related activity in Omaha, NE cluster, including but not limited to the following formats: Sports, AC, Rock, Top 40, and more.

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requirements/guidelines

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Send resume and any other related materials to:

careers.omaha@summitmediacorp.com



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INTERVIEWED APPLICANTS TRACKING LOG

Please read: Use this form to record all applicants interviewed for a position in your organization, (via telephone or in person). Identify all applicants by name, referral source and disposition of the candidate's application. This form should be maintained in the Job Recruitment File. **This data is for purposes if tracking the pool of interviewed applicants as required by the Federal Communications Commission and must be kept in a confidential file separate from resumes and employment applications. It must not be used in any employment-related decision. Please be sure to have all candidates interviewed complete and sign an employment application as well as an Interviewed Applicant Referral Source Sheet.**

Position Applied For: Promotions Director

Name of Department: Promotion

Person Preparing This Report: Rick Parrish

Location: Omaha

Date Prepared: 9/27/2021

Name/Title of Hiring Mgr: Rick Parrish

DATE	NAME OF APPLICANT	REFERRED BY	DISPOSITION**
9/14/21	Adam Gower	Nathan James	1
9/14/21	Sandy Corcoran	Nathan James	2
9/10/21	Christopher Sass	AllAccess.com	1

**** DISPOSITION**

- 1. Interviewed, no offer
- 2. Interviewed, offer extended, and hired
- 3. Interviewed, offer extended, but rejected



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

Summit Media is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decisions, and is not part of your employment file. Please print firmly and legibly.

1. NAME

C	O	R	C	O	R	A	N			S	A	N	D	Y											
LAST											FIRST					M									

2. DATE

09	14	2021
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

Promotions Director

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) Nathan James
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____
- COMMUNITY ORGANIZATION _____
- OTHER _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. NAME

S	A	S								C	H	R	I	S	T	O	P	H	E	R			
LAST										FIRST										M			

2. DATE

09	10	2022
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

Promotions Director

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) _____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) All Access.com
- COMMUNITY ORGANIZATION _____
- OTHER _____



RECRUITMENT SOURCES CONTACT AND REFERRAL LOG

PLEASE READ: Use this form to record all recruitment sources contacted, the number of applicants interviewed for the job produced by each source, the date the position was filled and the source of the person hired.

Attach a list of all sources contacted for this position regardless of whether they produced any interviewed applicants. Separately identify any organizations which requested notification in accordance with FCC rules. Include for each organization the name, address, contact person, and telephone number.

List in the spaces below, those sources which referred interviewed applicants, the number referred per source, the date the position was filled and the source which referred the person hired. Include all organization contacted with the respect to the vacancy, employee suggestions, and other means of recruiting applicants for this position, including walk-ins.

JOB TITLE: Promotions Director FULL-TIME PART-TIME: Full-Time DATE: 9/27/2021

RECRUITMENT SOURCES

NUMBER OF REFERRED APPLICANTS INTERVIEWED

1. SummitMedia, LLC Website	0
2. JoinHandshake.com	0
3. Internal Referrals	2
4. Allaccess.com	1
5. Radioink.com	0
6. Ramp247.com	0

DATE POSITION WAS FILLED: 9/27/21

REFERRAL SOURCE OF APPLICANT HIRED: Employee Referral

(<https://summitmediacorp.com>)

◀ JOB OPENINGS

Promotion Director -Omaha

SummitMedia is looking for a Promotion Director to lead our Omaha, NE cluster. This opening is for a proven professional who LOVES music, is passionate about radio, and is an excellent executer! You will manage all brand promotion-related activity in Omaha, NE cluster, including but not limited to the following formats: Sports, AC, Rock, Top 40, and more.

About us:

SummitMedia Omaha, NE is KQCH-FM, KXSP-AM, KKCD-FM, KEZO-FM, and KSRZ-FM, an integrated broadcasting, digital media, direct marketing, and events company.

What You'll Do:

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- Night or weekend work
- Three years' experience executing radio promotion and marketing campaigns

Send resume and any other related materials to: careers.omaha@summitmediacorp.com

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Jobs

Promotions Director

Job #5264936 • Created 8/27/2021 by Virginia Kelley • Expired 10/1/2021

Details Schools Matches Applicants (0)

Basic Information

Locations

Omaha, Nebraska, United States

Compensation

Paid

Duration

Permanent

Label:

Add label
Create

Note:

View ar

Job Roles

Based on the text of your job description, we identified these Job Roles as most applicable. If you think they do not apply, you may edit them. [Learn more](#)

Edit

Advertising and Promotions Managers Marketing Managers

Track

No trac

Appli

Will be
Virginia

Job Description

Edit

SummitMedia is looking for a Promotion Director to lead our Omaha, NE cluster. This opening is for a proven professional who LOVES music, is passionate about radio, and is an excellent executer! You will manage all brand promotion-related activity in Omaha, NE cluster, including but not limited to the following formats: Sports, AC, Rock, Top 40, and more.

Expand

Targeted schools

Search for a school

Expired (5)

School	Status	Applications	Comments	Apply Start
Bellevue University	Expired	0	0	8/27/21
College of Saint Mary	Expired	0	0	8/27/21
Creighton University	Expired	0	0	8/27/21
University of Nebraska at Omaha	Expired	0	0	8/27/21
University of Nebraska-Lincoln	Expired	0	0	8/27/21

Edward



**EEO CHECKLIST
FOR
JOB RECRUITMENT FILE**

A job file should be created for each external job opening. The following items should be included (as applicable) in the job recruitment file and retained until the grant of the application covering the license term:

- Personnel Requisition Form
- Job Description/Job Posting
- Copies of dated General Recruitment Letters, Specific Job Opening Recruitment Letters (and follow-up letters) transmitted to sources
- Completed Interviewed Applicant Referral Source Sheets
- Completed Interviewed Applicants Tracking Log
- Completed Recruitment Sources Contact and Referral Log
- Copy of SummitMedia website advertisement

NOTE: RESUMES RECEIVED FROM AND EMPLOYMENT APPLICATIONS COMPLETED BY ALL INTERVIEWED CANDIDATES MUST BE KEPT IN A FILE SEPARATE FROM THE JOB RECRUITMENT FILE.

Kate Glenn
EEO Manager

12-13-22
Date file completed

SummitMedia

PERSONNEL REQUISITION POSITION APPROVAL

TO: Darryl Grondines

Date: 9-1-2022

From: Brad Gould

Dept: SALES/Omaha

Job Title of Open Position: SALES/Marketing Strategy Lead - up to 3

Date required: 9-1-2022

Full Time Part Time

Replacement

Salaried Hourly

New Position

Budgeted Yes No

Posting for internal board: SALES/Marketing Strategy Lead - see attached job profile

RESPONSIBILITIES:

Department Head/Hiring Manager Brad Gould Brad Gould (Dec 9, 2022 16:02 EST) Date: _____

VP/Finance _____ Date: _____



12/9/22

SummitMedia Omaha

PERSONNEL REQUISITION POSITION APPROVAL

TO: Darryl Groncines Date: 8/13/2021
From: Rick Parrish Dept: Sales

Job Title of Open Position: Account Manager (1)

Date required: _____ Full Time Part Time _____

Replacement
 New Position Budgeted Yes No

Posting for internal board:

RESPONSIBILITIES:

SummitMedia is looking for a skilled Marketing Strategy Lead that is passionate about driving results and generating growth for our clients. The ideal candidate naturally excels at relationship-building and earning people's trust. The Marketing Strategy Lead is essential to maximizing sales opportunities with new and existing clients through creative sales techniques and a well-rounded understanding of the marketplace.

A Marketing Strategy Lead is viewed as the clients' trusted consultant and primary point of contact. As part of a collaborative, team approach, the Marketing Strategy Lead will work with others to develop a strategy consisting of media planning, creative design, research, content development, web administration, and digital media. Building a level of trust and strong understanding of the clients' expectations, priorities, and preferences are essential in building a successful strategy.

Responsibilities for Marketing Strategy Lead

- Uncover leads and contact prospects
- Meet with customers in person, via telephone, email, or video.
- Discuss and identify the business objectives with new and existing clients and provide recommendations for growth and marketing challenges.
- Work with Strategy Team to devise an advertising campaign that meets the client's needs, objectives, and budget
- Present the marketing strategy for approval or modification
- Ensure that all communication flows effectively
- Maintain budgets and manage campaign costs and invoices
- Analyze and communicate the effectiveness of campaigns
- Act as a liaison for clients and Strategy Team, including scheduling meetings.
- Deliver presentations
- Meet all sales goals and new business development goals
- Manage CRM and hit key activity metrics

Qualifications for Marketing Strategy Lead

• A Bachelor's degree in Marketing, Communications, or ability to demonstrate success in a similar role

- Excellent communication and interpersonal skills
- Ability to handle multiple accounts
- Ability to engage with other team members and show initiative in a positive manner
- Excellent organizational skills
- Skilled at creative writing, detail oriented, and collaborative
- Ability to thrive in a fast paced environment.
- Must be driven, determined, and goal focused
- Willingness to learn
- Ability to adapt to industry evolution and development
- Ability to use and learn new communication vehicles and technologies
- Ability to work independently or in team environment

If interested in applying for this position, please forward a resume to **SummitMedia Sales Department, Attention: Rick Parrish, 6700 Mercy Rd. #303, Omaha, NE 68106**, or forward electronically to careers.omaha@summitmediacorp.com.

It is the policy of SummitMedia, Inc. to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination.

Discrimination because of race, color, religion, national origin, age or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

Department Head/Hiring Manager *Rick Paul* Date: 8/13/2021

VP/Finance *OK* Date: _____

(10)
8/12/21



MEDIA

Account Executive/Marketing Strategy Lead

SummitMedia, LLC, a multimedia company with broadcasting, digital, events, and video brands across multiple markets is expanding our team. We are looking for an experienced **Account Executive/Marketing Strategy Lead** who will utilize on-air and digital brands, as well as unique on-location and sponsorship opportunities, all with the goal of developing sophisticated marketing and advertising tools for our clients.

If you are a self-motivated, confident, and successful sales professional who wants a fun, entertainment-focused work environment, we want to connect with you! You should be a passionate problem-solver who enjoys helping clients. Reach out today to learn more. All conversations and inquiries will be kept confidential.

What You'll Bring:

- 3+ years of B2B outside sales experience. Exposure to media or advertising is preferred but not required
- Proven success at prospecting, negotiating, closing, and developing of new business
- Experience building positive client and community relationships

What We Offer:

- Competitive compensation with base, commissions, and bonus opportunities
- A growing group of media brands with a great team environment
- Best training and resources in the business
- Medical, Dental & Vision, 401K, Vacation & Holiday time

Interested parties should reach out to careers@summitmediacorp.com. All inquiries and conversations will be confidential.

Not a traditional job-seeker? That's OK, we want to connect with you!

Sales opportunities are available across multiple markets, relocation will be required if the candidate does not reside in the market area.

About SummitMedia, LLC

[SummitMedia, LLC](#) is an integrated broadcasting, digital media, direct marketing and events company. We have markets and brands across the U.S. [Join Our Team!](#) *It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age, or sex.*



Omaha

Marketing Strategy Lead - Omaha

About this Job

Overview: Provide marketing solutions to existing and prospective clients utilizing on-air, online and on location opportunities and sponsorships to help businesses grow.

The company: SummitMedia is a dynamic, radio & digital company, serving our local customers with focus-based messages that deliver results. With five radio stations, five websites, digital product suite, and a team of passionate, creative and talented professionals, we customize message development strategies for clients to share with thousands of potential customers through creative and diversified products on-air, online and on location. We recruit, develop, empower, and retain motivated employees who identify opportunities to create solutions that benefit their customers and the communities they serve. By initiating future growth, professionally and personally, company-wide openness, strategic innovation, and personal ownership, SummitMedia Omaha strives to surpass client expectations. We embrace a professional family atmosphere, where a healthy work-life balance is supported by a culture founded on Respect, Integrity, Customer Focus, and having Fun!



Microsoft Office Word ribbon: File, Message, Help. Ribbon tabs: Undo, Delete, Archive, Reply, Reply All, Forward, Save as, Move to, From, To, Manage, Send to, Rules, Assign, Mark, Categorize, Follow up, Read, Intention, Translate, Zoom, View, Back, Forward, Reply, Reply All, Forward, Save as, Move to, From, To, Manage, Send to, Rules, Assign, Mark, Categorize, Follow up, Read, Intention, Translate, Zoom, View.

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Access your job details, settings, and applicants.

Sales - Marketing Strategy Lead
SummitMedia - Omaha, Nebraska, United States
Posted 11/29/2012

Manage job post

Windows taskbar: Search, Start, Taskbar icons, System tray: Network, Volume, 10:05 AM 12/12/2012



You posted this job on November 29, 2022


[Manage job post](#)

Sales - Marketing Strategy Lead

 SummitMedia
Omaha, NE (On-site)

0 minutes ago · 0 applicants

 Full-time

 201-500 employees

 69 connections · 2 school alumni

 See recent hiring trends for SummitMedia. [Reactivate Premium](#)

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Meet the hiring team



Kate Glenn

VP/Chief People Officer at SummitMedia.
SummitMedia is a Broadcast, Digital Media,
and Events company with brands located in
multiple markets across the U.S.



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jenn.davis@summitmediacorp.com
Owner: jenn.davis@summitmediacorp.com

kate.glenn@summitme... ▾

Jobs



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● Paused ▾

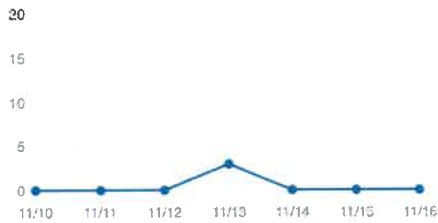
[View public job page](#)

Account Executive/Marketing Strategy Lead

SummitMedia LLC – Omaha, NE

Clicks

■ Your job



Clicks this week ⓘ

0

Details

Posted: August 2, 2022

Views: 0

Candidates: [98 total](#)

[Add a candidate](#)

[Find candidates](#)



Budget

Job budget: 300.00 (USD) monthly

Cost: 138.50 (USD)



 Kate Glenn reposted this

 **SummitMedia**
 2,230 followers
 1mo • 

We are growing our Sales and Marketing team!
 If you are a media or B2B sales professional and live
 in one of our markets, we want to connect
 confidentially! careers@summitmediacorp.com
[#funplacetowork](#) [#career](#) [#newopportunity](#)
[#newjob](#) [#media](#) [#mediajobs](#) [#mediasales](#)
[#advertising](#)

<https://lnkd.in/gftQ638Z>

**Account Executive/Marketing Strategy Lead —
SummitMedia**

summitmediacorp.com • 2 min read

SummitMedia, LLC, a multimedia company with
broadcasting, digital, events, and video brands acro...

 Stacie Waldrop and 16 others

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Marketing Strategy Lead

Job #5790300 • Created 12/28/2021 by Meagen Rankin • Expires 1/31/2022

[Edit \(/jobs/5790300/edit\)](#)

[More Actions ▾](#)

[Details \(/jobs/5790300\)](#)

[Schools \(/jobs/5790300/schools\)](#)

[Matches \(/jobs/5790300/matches\)](#)

Basic Information

Locations

Omaha, Nebraska, United States

Compensation

Paid

Duration

Permanent

Job Roles

[Edit](#)

Based on the text of your job description, we identified these Job Roles as most applicable. If you think they do not apply, you may edit them. [Learn more \(https://support.joinhandshake.com/hc/en-us/articles/360033423494\)](https://support.joinhandshake.com/hc/en-us/articles/360033423494)

Market Research Analysts and Marketing Specialists

Job Description

[Edit \(/jobs/5790300/edit?initial_page=1\)](#)

SummitMedia is looking for a skilled Marketing Strategy Lead that is passionate about driving results and generating growth for our clients. The ideal candidate naturally excels at relationship-building and earning people's trust. The Marketing Strategy Lead is essential to maximizing sales opportunities with new and existing clients through creative sales techniques and a well-rounded understanding of the marketplace. A Marketing Strategy Lead is viewed as the clients' trusted consultant and primary point of contact. As part of a collaborative, team approach, the Marketing Strategy Lead will work with others to develop a strategy consisting of media planning, creative design, research, content development, web

administration, and digital media. Building a level of trust and strong understanding of the clients' expectations, priorities, and preferences are essential in building a successful strategy.

ABOUT US:

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing, and events company focused on compelling local brands, powerful personalities, and meaningful marketing solutions.

WHAT YOU'LL DO:

- Uncover leads and contact prospects
- Meet with customers in person, via telephone, email, or video.
- Discuss and identify the business objectives with new and existing clients and provide recommendations for growth and marketing challenges.
- Work with Strategy Team to devise an advertising campaign that meets the client's needs, objectives, and budget
- Present the marketing strategy for approval or modification
- Ensure that all communication flows effectively
- Maintain budgets and manage campaign costs and invoices
- Analyze and communicate the effectiveness of campaigns
- Act as a liaison for clients and Strategy Team, including scheduling meetings.
- Deliver presentations
- Meet all sales goals and new business development goals
- Manage CRM and hit key activity metrics

THE "MUST-HAVE SKILLS" LIST:

- A Bachelor's degree in Marketing, Communications, or ability to demonstrate success in a similar role
- Excellent communication and interpersonal skills
- Ability to handle multiple accounts
- Ability to engage with other team members and show initiative in a positive manor
- Excellent organizational skills
- Skilled at creative writing, detail oriented, and collaborative
- Ability to thrive a fast-paced environment.
- Must be driven, determined, and goal focused
- Willingness to learn
- Ability to adapt to industry evolution and development
- Ability to use and learn new communication vehicles and technologies
- Ability to work independently or in team environment

Send resume and any other related materials to: careers.omaha@summitmediacorp.com (mailto:careers.omaha@summitmediacorp.com)

It is the policy of Summit Media, inc. to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination.

Discrimination because of race, color, religion, national origin, age or sex is prohibited if you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

Preferences

Edit
(/jobs/5790300/edit?initial_page=2)

Graduation Date

No Graduation Date set

School Years

No School Year preference set

Majors

No Major preference set

GPA

No GPA preference set

Work Authorization

US work authorization is required

Company Details

Industry

Advertising, PR & Marketing

Headquarters Location

2700 Corporate Drive, Suite 115 Birmingham, Alabama 35242, United States of America

Size

250 - 1,000 employees

Website

<http://www.summitmediacorp.com/>
(<http://www.summitmediacorp.com/>)

Social Media

<https://www.linkedin.com/company/summitmedia-llc/about/>
(<https://www.linkedin.com/company/summitmedia-llc/about/>)
<https://www.facebook.com/SummitMediaCorp>
(<https://www.facebook.com/SummitMediaCorp>)

On Campus Interviews

You have no on-campus interviews scheduled for this job.

Attachments

No attachments yet

New Attachment (/jobs/5790300/attachments/new)

Labels

Add label

Create new label

Notes

View and add notes

Tracking Code

No tracking code added

Applicant Package Recipients

Will be listed as "Contacts" for Universities

Meagen Rankin

Targeted schools

Post to more schools

Pending (3) Approved (2)

School	Status	Applications	Comments	Apply Start	Expiration	
Concordia University, Nebraska	Approved	0	0	12/28/21	1/31/22	☰
Nebraska Wesleyan University	Pending	0	0	12/28/21	1/31/22	☰
Union College - Lincoln, Nebraska	Approved	0	0	12/28/21	1/31/22	☰
University of Nebraska at Omaha	Pending	0	0	12/28/21	1/31/22	☰
University of Nebraska-Lincoln	Pending	0	0	12/28/21	1/31/22	☰



INTERVIEWED APPLICANTS TRACKING LOG

Please read: Use this form to record all applicants interviewed for a position in our organization (via telephone or in-person). Identify all applicants by name, referral source and disposition of the candidate's application. This form should be maintained in the Job Recruitment File. **This data is for purposes of tracking the pool of interviewed applicants as required by the Federal Communications Commission and must be kept in a confidential file separate from resumes and employment applications. It must not be used in any employment or employment-related decision. Please be sure to have all candidates interviewed complete and sign an employment application as well as an Interviewed Applicant Referral Source Sheet.**

Position Applied For: Sales/Marketing Strategy Lead
 Name of Department: Sales - Omaha
 Person Preparing This Report: Kate Glenn
 Location: Omaha, NE
 Date Prepared: 12-8-22
 Name/Title of Hiring Manager: Brad Gould, Kate Maguire

Sample:

DATE	NAME OF APPLICANT	REFERRED BY	DISPOSITION**

DATE	NAME OF APPLICANT	REFERRED BY	DISPOSITION**
11-2-22	Chris Edwards	SummitMedia employee	2
11-2-22	Jesse Moore	SummitMedia employee	1
11-2-22	Amanda Scheibeler	SummitMedia employee	1
11-28-22	Alexander Swenson	SummitMedia employee	2
11-22-22	Merrick Alexander	Indeed	1
10-10-22	Seth Oreilly	Indeed	1
9-26-22	Kelly Sohns	SummieMedia employee	1
9-1-22	Alaina Peterson	Indeed	1
8-24-22	Amy Nieman	Indeed	1
8-25-22	Kayla Moore	Indeed	1

- ** DISPOSITION**
1. Interviewed, no offer
 2. Interviewed, offer extended, and hired
 3. Interviewed, offer extended, but rejected



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

Summit Media is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decisions, and is not part of your employment file. Please print firmly and legibly.

1. NAME

	Swenson											Alex													
LAST											FIRST											M			

2. DATE

11-28-22					
DAY	MONTH	YEAR			

3. POSITION APPLYING FOR:

SALES/Marketing Strategy Lead _____

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL** (NAME OF SCHOOL) _____
- AGENCY** (NAME OF AGENCY) _____
- EMPLOYEE** (NAME OF EMPLOYEE) Recruited by SummitMedia _____
- ADVERTISEMENT** (NAME OF PUBLICATION/SOURCE) _____
- COMMUNITY ORGANIZATION** _____
- OTHER** _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. NAME

	S	c	h	e	i	b	e	l	e												A	m	a	n	d	a												
LAST										FIRST										M																		

2. DATE

11-2	22	
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

SALES/Marketing Strategy Lead _____

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL** (NAME OF SCHOOL) _____
- AGENCY** (NAME OF AGENCY) _____
- EMPLOYEE** (NAME OF EMPLOYEE) Recruited by SummitMedia _____
- ADVERTISEMENT** (NAME OF PUBLICATION/SOURCE) _____
- COMMUNITY ORGANIZATION** _____
- OTHER** _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. NAME

	Neirnan										Amy										
LAST											FIRST										M

2. DATE

24	8	22
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

SALES/Marketing Strategy Lead _____

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) _____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) Indeed _____
- COMMUNITY ORGANIZATION _____
- OTHER _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. NAME

Edwards																			Chris											M
LAST										FIRST										M										

2. DATE

11	2	22	
DAY	MONTH	YEAR	

3. POSITION APPLYING FOR:

SALES/Marketing Strategy Lead _____

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) Recruited by SummitMedia _____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____
- COMMUNITY ORGANIZATION _____
- OTHER _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. NAME

Moore												Jesse										
LAST											FIRST											M

2. DATE

11	2	22	
DAY	MONTH	YEAR	

3. POSITION APPLYING FOR:

SALES/Marketing Strategy Lead

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) Recruited by SummitMedia
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____
- COMMUNITY ORGANIZATION _____
- OTHER _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. NAME

	Moore										Kayla										
LAST											FIRST										M

2. DATE

25	8	22
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

SALES/Marketing Strategy Lead _____

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) _____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) Indeed _____
- COMMUNITY ORGANIZATION _____
- OTHER _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. NAME

A	l	e	x	a	n	d	e	r	M	e	r	r	i	c	k															
LAST										FIRST										M										

2. DATE

11	-22	-22			
DAY	MONTH	YEAR			

3. POSITION APPLYING FOR:

SALES/Marketing Strategy Lead _____

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) _____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) Indeed _____
- COMMUNITY ORGANIZATION _____
- OTHER _____



RECRUITMENT SOURCES CONTACT AND REFERRAL LOG

PLEASE READ: Use this form to record all recruitment sources contacted, the number of applicants interviewed for the job produced by each source, the date the position was filled and the source of the person hired.

Attach a list of all sources contacted for this position regardless of whether they produced any interviewed applicants. Separately identify any organizations which requested notification in accordance with FCC rules. Include for each organization the name, address, contact person, and telephone number.

List in the spaces below, those sources which referred interviewed applicants, the number referred per source, the date the position was filled and the source which referred the person hired. Include all organization contacted with the respect to the vacancy, employee suggestions, and other means of recruiting applicants for this position, including walk-ins.

JOB TITLE: Sales/Marketing Strategy Lead

FULL-TIME OR PART-TIME: full time

DATE: 12/15/2022

RECRUITMENT SOURCES

NUMBER OF REFERRED APPLICANTS INTERVIEWED

Summit Website	0
LinkedIn	0
Employee Referral	5
Indeed	5
Handshake	0

DATE POSITION WAS FILLED: 12/9/2022

REFERRAL SOURCE OF APPLICANT HIRED: SummitMedia employee referral

(3)
Gould



**EEO CHECKLIST
FOR
JOB RECRUITMENT FILE**

A job file should be created for each external job opening. The following items should be included (as applicable) in the job recruitment file and retained until the grant of the application covering the license term:

- Personnel Requisition Form
- Job Description/Job Posting
- Copies of dated General Recruitment Letters, Specific Job Opening Recruitment Letters (and follow-up letters) transmitted to sources N/A
- Completed Interviewed Applicant Referral Source Sheets
- Completed Interviewed Applicants Tracking Log
- Completed Recruitment Sources Contact and Referral Log
- Copy of SummitMedia website advertisement

NOTE: RESUMES RECEIVED FROM AND EMPLOYMENT APPLICATIONS COMPLETED BY ALL INTERVIEWED CANDIDATES MUST BE KEPT IN A FILE SEPARATE FROM THE JOB RECRUITMENT FILE.

Meagen Rankin
EEO Manager

Type te:5/17/2022
Date file completed

SummitMedia LLC

PERSONNEL REQUISITION POSITION APPROVAL

TO: John Walker

Date: 10/01/21

From: Darryl Grondines

Dept: G&A

Job Title of Open Position: General Manager - Omaha

Date required:

Full Time

Part Time

Replacement
 New Position

Budgeted Yes No

Posting for internal board:

RESPONSIBILITIES:

Successful private radio group has an opening for an aggressive, goal oriented and knowledgeable General Manager for a successful radio cluster with strong ratings located in the midwest. If you have a winning attitude, proven track record of growing revenue, a passion for radio sales excellence and a desire to be a partner on a winning team, then this is the opportunity for you.

This is a rare opportunity with tremendous growth potential. Three plus years of radio general manager experience is required.

It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age, or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training, and termination.

Discrimination because of race, color, religion, national origin, age, or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

This job will be posted internally on the office bulletin boards and in the SummitMedia LLC jobline. If you need additional sources, please notify the Controller's office.

Department Head/Hiring Manager _____

Date: _____

General Manager _____

Date: _____

JOB POSTING

SummitMedia LLC has an opening for an aggressive, goal oriented and knowledgeable General Manager for a successful radio cluster located in Omaha, NE. If you have a winning attitude, proven track record of growing revenue, a passion for radio sales excellence and a desire to be a partner on a winning team, then this is the opportunity for you.

This is a rare opportunity with tremendous growth potential. Three plus years of radio general manager experience is required.

Please forward resumes to john.walker@summitmediacorp.com

It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age, or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training, and termination.

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INTERVIEWED APPLICANTS TRACKING LOG

Please read: Use this form to record all applicants interviewed for a position in our organization (via telephone or in-person). Identify all applicants by name, referral source and disposition of the candidate’s application. This form should be maintained in the Job Recruitment File. **This data is for purposes of tracking the pool of interviewed applicants as required by the Federal Communications Commission and must be kept in a confidential file separate from resumes and employment applications. It must not be used in any employment or employment-related decision. Please be sure to have all candidates interviewed complete and sign an employment application as well as an Interviewed Applicant Referral Source Sheet.**

Position Applied For: GM - OMAHA Name of Department: G&A

Person Preparing This Report: MEAGEN RANKIN Location: OMAHA

Date Prepared: 5/17/2022 Name/Title of Hiring Manager: JOHN WALKER

DATE	NAME OF APPLICANT	REFERRED BY	DISPOSITION**
3/15/22	BILL KRUEGER	Media Staffing Network	1
3/19/22	BRAD GOULD	Media Staffing Network	2
3/29/22	CHRIS BULLOCK	Media Staffing Network	1
3/30/22	JILL BERNHARDT	Media Staffing Network	1
3/29/22	JON PHILLIPS	Media Staffing Network	1
3/8/22	MIKE JENSEN	Media Staffing Network	1
3/9/22	PAUL BRAYFIELD	Media Staffing Network	1
3/15/22	PAUL JOHNSON	Media Staffing Network	1
4/20/22	PATRICK THOMASSON	Networking referral	1

- ** DISPOSITION**
- 1. Interviewed, no offer
 - 2. Interviewed, offer extended, and hired
 - 3. Interviewed, offer extended, but rejected



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

Summit Media is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decisions, and is not part of your employment file. Please print firmly and legibly.

1. NAME

B	U	L	L	O	C	K					C	H	R	I	S																		
LAST										FIRST										M													

2. DATE

29	03	2022
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

GENERAL MANAGER - OMAHA

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) MSN _____
- EMPLOYEE (NAME OF EMPLOYEE) _____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____
- COMMUNITY ORGANIZATION _____
- OTHER _____



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1. NAME

J	I	L	L								B	E	R	N	H	A	R	D	T								
LAST											FIRST											M					

2. DATE

30	03	2022
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

GENERAL MANAGER - OMAHA

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____ MSN _____
- EMPLOYEE (NAME OF EMPLOYEE) _____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____
- COMMUNITY ORGANIZATION _____
- OTHER _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. NAME

J	E	N	S	O	N						M	I	K	E														
LAST										FIRST										M								

2. DATE

8	03	2022
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

GENERAL MANAGER - OMAHA

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) MSN
- EMPLOYEE (NAME OF EMPLOYEE) _____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____
- COMMUNITY ORGANIZATION _____
- OTHER _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. NAME

B	R	A	Y	F	I	E	L	D													
LAST											FIRST										M

2. DATE

9	03	2022
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

GENERAL MANAGER - OMAHA

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) MSN
- EMPLOYEE (NAME OF EMPLOYEE) _____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____
- COMMUNITY ORGANIZATION _____
- OTHER _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. NAME

T	H	O	M	A	S	S	O	N				P	A	T	R	I	C	K									
LAST										FIRST										M							

2. DATE

15	03	2022
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

GENERAL MANAGER - OMAHA

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) _____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____
- COMMUNITY ORGANIZATION _____
- OTHER _____ VICI _____



RECRUITMENT SOURCES CONTACT AND REFERRAL LOG

PLEASE READ: Use this form to record all recruitment sources contacted, the number of applicants interviewed for the job produced by each source, the date the position was filled and the source of the person hired.

Attach a list of all sources contacted for this position regardless of whether they produced any interviewed applicants. Separately identify any organizations which requested notification in accordance with FCC rules. Include for each organization the name, address, contact person, and telephone number.

List in the spaces below, those sources which referred interviewed applicants, the number referred per source, the date the position was filled and the source which referred the person hired. Include all organization contacted with the respect to the vacancy, employee suggestions, and other means of recruiting applicants for this position, including walk-ins.

JOB TITLE: GM - Omaha

FULL-TIME OR PART-TIME: full time

DATE: 5/17/2022

RECRUITMENT SOURCES

NUMBER OF REFERRED APPLICANTS INTERVIEWED

<u>RECRUITMENT SOURCES</u>	<u>NUMBER OF REFERRED APPLICANTS INTERVIEWED</u>
Media Staffing Network (MSN)	8
Networking Referral	1

DATE POSITION WAS FILLED: 5/17/2022

REFERRAL SOURCE OF APPLICANT HIRED: MSN




Herl

**EEO CHECKLIST
FOR
JOB RECRUITMENT FILE**

A job file should be created for each external job opening. The following items should be included (as applicable) in the job recruitment file and retained until the grant of the application covering the license term:

- Personnel Requisition Form
- Job Description/Job Posting
- Copies of dated General Recruitment Posts, Letters, Specific Job Opening Recruitment Letters (and follow-up letters) transmitted to sources
- Completed Interviewed Applicant Referral Source Sheets
- Completed Interviewed Applicants Tracking Log
- Completed Recruitment Sources Contact and Referral Log
- Copy of any newspaper advertisement (check for EOE/M/F clause) *N/A*
- Copy of SummitMedia website advertisement

NOTE: RESUMES RECEIVED FROM AND EMPLOYMENT APPLICATIONS COMPLETED BY ALL INTERVIEWED CANDIDATES MUST BE KEPT IN A FILE SEPARATE FROM THE JOB RECRUITMENT FILE.



EEO Manager

10/20/2021

Date file completed

SummitMedia Omaha

PERSONNEL REQUISITION POSITION APPROVAL

TO: Darryl Groncines Date: 8/13/2021
From: Rick Parrish Dept: Sales

Job Title of Open Position: Account Manager (1)

Date required: _____ Full Time X Part Time _____
 Replacement
 New Position Budgeted X Yes _____ No

Posting for internal board:

RESPONSIBILITIES:

SummitMedia is looking for a skilled Marketing Strategy Lead that is passionate about driving results and generating growth for our clients. The ideal candidate naturally excels at relationship-building and earning people's trust. The Marketing Strategy Lead is essential to maximizing sales opportunities with new and existing clients through creative sales techniques and a well-rounded understanding of the marketplace.

A Marketing Strategy Lead is viewed as the clients' trusted consultant and primary point of contact. As part of a collaborative, team approach, the Marketing Strategy Lead will work with others to develop a strategy consisting of media planning, creative design, research, content development, web administration, and digital media. Building a level of trust and strong understanding of the clients' expectations, priorities, and preferences are essential in building a successful strategy.

Responsibilities for Marketing Strategy Lead

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- Meet with customers in person, via telephone, email, or video.
- Discuss and identify the business objectives with new and existing clients and provide recommendations for growth and marketing challenges.
- Work with Strategy Team to devise an advertising campaign that meets the client's needs, objectives, and budget
- Present the marketing strategy for approval or modification
- Ensure that all communication flows effectively
- Maintain budgets and manage campaign costs and invoices
- Analyze and communicate the effectiveness of campaigns
- Act as a liaison for clients and Strategy Team, including scheduling meetings.
- Deliver presentations
- Meet all sales goals and new business development goals
- Manage CRM and hit key activity metrics

Qualifications for Marketing Strategy Lead

- A Bachelor's degree in Marketing, Communications, or ability to demonstrate success in a similar role

- Excellent communication and interpersonal skills
- Ability to handle multiple accounts
- Ability to engage with other team members and show initiative in a positive manner
- Excellent organizational skills
- Skilled at creative writing, detail oriented, and collaborative
- Ability to thrive in a fast paced environment.
- Must be driven, determined, and goal focused
- Willingness to learn
- Ability to adapt to industry evolution and development
- Ability to use and learn new communication vehicles and technologies
- Ability to work independently or in team environment

If interested in applying for this position, please forward a resume to **SummitMedia Sales Department, Attention: Rick Parrish, 6700 Mercy Rd. #303, Omaha, NE 68106**, or forward electronically to careers.omaha@summitmediacorp.com.

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Discrimination because of race, color, religion, national origin, age or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

Department Head/Hiring Manager *Rick Parrish* Date: 8/13/2021

VP/Finance *OK* Date: _____

(10)
8/12/21

Marketing Strategy Lead, Omaha NE

Overview

SummitMedia of Omaha is looking for a skilled Marketing Strategy Lead that is passionate about driving results and generating growth for our clients. The ideal candidate naturally excels at relationship-building and earning people's trust. The Marketing Strategy Lead is essential to maximizing sales opportunities with new and existing clients through creative sales techniques and a well-rounded understanding of the marketplace. Omaha, NE cluster includes – AM 590 ESPN Omaha, Channel 94.1, Z-92 Rock, Star 104.5, CD 105.9.

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i This preview no longer accurately represents the candidate experience

You can still use this preview to see that your information has been entered correctly, but due to changes in the candidate-facing experience, it's no longer 100% reflective. We'll be working to update this preview in the future to match the current experience.



Marketing Strategy Lead

SUMMITMEDIA LLC (/employers/71558)

(/employers/71558)

📍 Omaha, Nebraska, United States

🕒 Full-Time Job

💰 Paid

🏢 Advertising, PR & Marketing

👥 250 - 1,000 employees

🚫 No on-campus interviews



Applications close on Sep 30 **i**

Apply



Job Description

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Cancel Work with Strategy Team to devise an advertising campaign that meets the client's needs, objectives, and budget



Share Job



(https://www.summitmedia.com/careers/marketing-strategy-lead?Article?u=https://app.joinhandshake.com/jobs/new)

Save

- Present the marketing strategy for approval or modification
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About SUMMITMEDIA LLC**Headquarters**

2700 Corporate Drive, Suite 115 Birmingham, Alabama 35242, United States of A...

Website

www.summitmediacorp.com (<http://www.summitmediacorp.com/>)

Division

Omaha

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing and events company focused on compelling local brands, powerful personalities and meaningful marketing solutions.

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Marketing Strategy Lead

SummitMedia LLC - Omaha, NE

Sponsor this job

Edit job

Status: Open

Clicks

Gathering data...

Check back tomorrow to see how your job is performing.

10

5

0

Clicks this week ?

Sponsor job for more clicks

Improve job description

Details

Created: August 27, 2021

Views: 0

Candidates: [0 total](#)

Add a candidate

Find candidates

Budget

Job budget: Not sponsored

Sponsor job

Candidates

Awaiting Review

0

Total (excluding rejected)

0

0 Rejected

Job description

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Job Type: Full-time

Pay: \$45,000.00 - \$60,000.00 per year

COVID-19 considerations:

Masking and social distancing required in office space.



INTERVIEWED APPLICANTS TRACKING LOG

Please read: Use this form to record all applicants interviewed for a position in your organization, (via telephone or in person). Identify all applicants by name, referral source and disposition of the candidate's application. This form should be maintained in the Job Recruitment File. **This data is for purposes of tracking the pool of interviewed applicants as required by the Federal Communications Commission and must be kept in a confidential file separate from resumes and employment applications. It must not be used in any employment-related decision. Please be sure to have all candidates interviewed complete and sign an employment application as well as an Interviewed Applicant Referral Source Sheet.**

Position Applied For: Account Executive

Name of Department: Sales

Person Preparing This Report: Kate Maguire

Location: Omaha

Date Prepared: 10/19/2021

Name/Title of Hiring Mgr: Kate Maguire

DATE	NAME OF APPLICANT	REFERRED BY	DISPOSITION**
10/06/21	Amy Hess	Kate Maguire	2
9/14/21	Bradley Gould	Steve Wexler (past GM)	1
8/16/21	William Kamppinen	Josie Vote (AE)	1
7/7/21	Cameron Sieradzan	Indeed	1

**** DISPOSITION**

1. Interviewed, no offer
2. Interviewed, offer extended, and hired
3. Interviewed, offer extended, but rejected



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

Summit Media is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decisions, and is not part of your employment file. Please print firmly and legibly.

1. NAME

S	I	E	R	A	D	Z	A	N				C	A	M	E	R	O	N										
LAST											FIRST											M						

2. DATE

7	07	21
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

Account Executive

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) _____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____ Indeed _____
- COMMUNITY ORGANIZATION _____
- OTHER _____



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1. NAME

G	O	U	L	D							B	R	A	D	L	E	Y										
LAST										FIRST										M							

2. DATE

14	09	21
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

_____ Account Executive _____

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
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- OTHER _____ Past GM _____



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1. NAME

H	E	S	S								A	M	Y											
LAST											FIRST											M		

2. DATE

06	10	21
DAY	MONTH	YEAR

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- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) Kate Maguire _____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____
- COMMUNITY ORGANIZATION _____
- OTHER _____



RECRUITMENT SOURCES CONTACT AND REFERRAL LOG

PLEASE READ: Use this form to record all recruitment sources contacted, the number of applicants interviewed for the job produced by each source, the date the position was filled and the source of the person hired.

Attach a list of all sources contacted for this position regardless of whether they produced any interviewed applicants. Separately identify any organizations which requested notification in accordance with FCC rules. Include for each organization the name, address, contact person, and telephone number.

List in the spaces below, those sources which referred interviewed applicants, the number referred per source, the date the position was filled and the source which referred the person hired. Include all organization contacted with the respect to the vacancy, employee suggestions, and other means of recruiting applicants for this position, including walk-ins.

JOB TITLE: Account Executive **FULL-TIME PART-TIME:** Full-Time **DATE:** 10/20/2021

RECRUITMENT SOURCES

NUMBER OF REFERRED APPLICANTS INTERVIEWED

1. SummitMedia, LLC Website	0
2. JoinHandshake.com	0
3. Internal Referrals	3
4. Indeed	1

DATE POSITION WAS FILLED: 10/19/21

REFERRAL SOURCE OF APPLICANT HIRED: Employee Referral

SUMMIT MEDIA

← JOB OPENINGS

Marketing Strategy Lead-Omaha

Overview

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Position Closes: 09/30/2021

Training
Experience
Skill
Talent







⑤
Kwchch
AKA Stpr

**EEO CHECKLIST
FOR
JOB RECRUITMENT FILE**

A job file should be created for each external job opening. The following items should be included (as applicable) in the job recruitment file and retained until the grant of the application covering the license term:

X Personnel Requisition Form

X Job Description/Job Posting

X Copies of dated General Recruitment Letters, Specific Job Opening Recruitment Letters (and follow-up letters) transmitted to sources

X Completed Interviewed Applicant Referral Source Sheets

X Completed Interviewed Applicants Tracking Log

X Completed Recruitment Sources Contact and Referral Log

X Copy of any newspaper advertisement (check for EOE/M/F clause) n/a

X Copy of SummitMedia website advertisement

NOTE: RESUMES RECEIVED FROM AND EMPLOYMENT APPLICATIONS COMPLETED BY ALL INTERVIEWED CANDIDATES MUST BE KEPT IN A FILE SEPARATE FROM THE JOB RECRUITMENT FILE.

Michelle Moore
EEO Manager

7/8/2021
Date file completed



Victor K

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Sharon Kelly

EEO Manager

11/4/2021

Date file completed

SummitMedia

PERSONNEL REQUISITION POSITION APPROVAL

TO: Darryl Grondines
From: Rick Parrish

Date: 8/13/2021
Dept: Programming

Job Title of Open Position: Program Director/Operations Manager

Full Time

Part Time

Replacement

New Position

Budgeted Yes No

Posting for internal board: Program Direction/Operations Manager

SummitMedia is looking for an experienced PD/OM. The ideal candidate has a proven track record of ratings success. SummitMedia puts a high value on strategy, creativity, entertainment, and innovation.

- (i) Proactively influence our culture, leading by example in demonstrating discipline, collaboration, empowerment, innovation, and creativity.
- (ii) Partner with the EVP of Programming and format specific Brand and Content Leaders, on strategy, goals, and execution for the Omaha, NE cluster – AM 590 ESPN Omaha, Channel 94.1, Z-92 Rock, Star 104.5, CD 105.9.
- (iii) Contribute to long term planning, vision implementation, strategy execution, prioritization, and team communication—influencing product and financial success, achieving goals and results with integrity and excellence.
- (iv) Daily on-air shift
- (v) Weekend Voice Track
- (vi) Develop and produce on-demand content
- (vii) Responsible for day-to-day programming activities of Omaha, NE cluster. Including content, promotions, and branding. Maintain consistency and the integrity of all streams, on-demand content, digital assets, and social media.
- (viii) Ensure music and imaging are targeted to the station's audience, including music and promo scheduling, air talent coaching, and scheduling.
- (ix) Manage music direction, developing and maintaining song lists, and proper daily rotations using the designated music scheduling software.
- (x) Research and brand understanding for all stations under your purview. This includes but is not limited to, key insights, target audience, market position, and adjustments needed to keep the brand strong and the product best in class.
- (xi) Measure and evaluate marketing effectiveness utilizing Nielsen market data.
- (xii) Communicate and partner with the Market Manager on the station position and promotional and revenue-generating strategies.
- (xiii) Ensure operational processes and structures are meeting our needs.

- (xiv) Maintain knowledge of current FCC (and other appropriate governmental agencies) regulations, ensuring compliance and protection of station licenses.
- (xv) Provide external leadership, representing Summit Media while cultivating cross-functional communication that contributes to the company's goals, objectives, and strategies.
- (xvi) Develop and build strong relationships within the community that result in enhanced station visibility, brand recognition, and promotional partnerships that align with and grow the target audience
- (xvii) Regularly participate in and make appearances at promotional events, and concerts
- (xviii) Attendance at staff meetings
- (xix) Carrying out all other duties assigned to Employee by Summit Media.

If interested send your material to:
 Careers.Omaha@summitmediacorp.com

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This job will be posted internally on the office bulletin boards and the SummitMedia websites. If you need additional sources, please notify the Controller's office.

Department Head/Hiring Manager _____ Date: _____

General Manager Rick Paul Date: 8/13/2021

a
(w)
 8/12/21

SummitMedia is looking for a Director of Programming and Operations to lead our Omaha, NE cluster and KQCH Program Director. This opening is for a proven professional who LOVES music, is passionate about radio, and is an excellent executer!

About us:

SummitMedia Omaha, NE - KQCH-FM / KXSP-AM / KKCD-FM / KEZO-FM / KSRZ-FM - is an integrated broadcasting, digital media, direct marketing, and events company.

The “MUST-HAVE skills” list:

- ON-AIR
 - A positive attitude and a winning air personality
 - An air check that demonstrates effective and disciplined show prep
 - The talent to entertain and engage
 - The aptitude to execute topical, in-the-moment content
 - The ability to communicate to consumers in an authentic way
 - A community manager/social media practitioner

- PROGRAMMING
 - Knowledge and understanding of Nielsen
 - Knowledge of RCS GSelector
 - Knowledge of Wide Orbit
 - The ability to craft and follow a strategy
 - A strong work ethic

- PEOPLE SKILLS
 - Communicate effectively with both staff and leadership
 - Ability to create an environment that benefits everyone in it, contributing to the overall success
 - Willingness to extend your influence to make a positive difference in our industry
 - Ability to work and lead within a active team
 - Ability to coach and grow others
 - Ability to attract high performers

Send audio sample and resume to: careers.omaha@summitmediacorp.com

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DIRECTOR OF PROGRAMMING/KQCH PROGRAM DIRECTOR

Moderators: [shawnski](#), [jdenver](#), [mpaulsen68](#)

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

🔍 ⚙️

1 post • Page 1 of 1

tomoakes ✎ ✕ !

DIRECTOR OF PROGRAMMING/KQCH PROGRAM DIRECTOR

📅 Thu Aug 26, 2021 2:15 pm

SummitMedia is looking for a Director of Programming and Operations to lead our Omaha, NE cluster and KQCH Program Director. This opening is for a proven professional who LOVES music, is passionate about radio, and is an excellent executer!

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- Mediabase
- Ratings
- Jobs
- Forums
- Directory
- VO
- Music
- Video
- Podcast
- People
- Columns
- Charts

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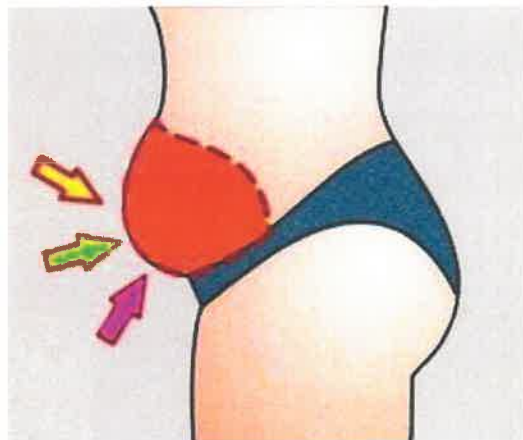
Drink This Before Bed, Watch Your Body Fat Melt Like Crazy




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Want To Reduce Your Belly Fat? Try This Formula For 1 Week!




Try This (Tonight) And Body Fat Melts Away



1 Cup Before Bed Will Burns Belly Fat Overnight

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Contemp Christian	Situations Wanted	Promo/Marketing	Song Charts	Los Angeles Directory	I have a tip for Net News
Country	Stealth Jobs	Internet/Digital	Airplay Add Board	Chicago Directory	I'd like to advertise on the site
Dance	VO/Imaging/Tracking	Sales & Mgmt	RateTheMusic	Nashville Directory	I have a business opportunity
Hot/Mod/AC		Engineering/Tech	StreetPulse	San Francisco Directory	I have an industry Directory update



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	The Letter		Passport Approved	



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Director of Programming & Operations

i This preview no longer accurately represents the candidate experience

You can still use this preview to see that your information has been entered correctly, but due to changes in the candidate-facing experience, it's no longer 100% reflective. We'll be working to update this preview in the future to match the current experience.



Director of Programming & Operations SUMMITMEDIA LLC (/employers/71558)

(/employers/71558)

📍 Omaha, Nebraska, United States

🕒 Full-Time Job

💰 Paid

📄 Advertising, PR & Marketing

👥 250 - 1,000 employees

🚫 No on-campus interviews



Applications close on Oct 01 **i**

Apply



Cancel



Next >

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Job Description

SummitMedia is looking for a Director of Programming and Operations to lead our Omaha, NE cluster and KQCH Program Director. This opening is for a proven professional who LOVES music, is passionate about radio, and is an excellent executer!



Share Job

(https://www.summitmedia.com/Article?ArticleID=138&ArticleTitle=Director%20of%20Programming%20and%20Operations&initial_page=4)    

About us:

SummitMedia Omaha, NE - KQCH-FM / KXSP-AM / KKCD-FM / KEZO-FM / KSRZ-FM - is an integrated broadcasting, digital media, direct marketing, and events company.

The "MUST-HAVE skills" list:

- ON-AIR
 - o A positive attitude and a winning air personality
 - o An air check that demonstrates effective and disciplined show prep
 - o The talent to entertain and engage
 - o The aptitude to execute topical, in-the-moment content
 - o The ability to communicate to consumers in an authentic way
 - o A community manager/social media practitioner

- PROGRAMMING
 - o Knowledge and understanding of Nielsen
 - o Knowledge of RCS GSelector
 - o Knowledge of Wide Orbit
 - o The ability to craft and follow a strategy
 - o A strong work ethic

- PEOPLE SKILLS
 - o Communicate effectively with both staff and leadership
 - o Ability to create an environment that benefits everyone in it, contributing to the overall success
 - o Willingness to extend your influence to make a positive difference in our industry
 - o Ability to work and lead within a active team
 - o Ability to coach and grow others
 - o Ability to attract high performers

About SUMMITMEDIA LLC

Headquarters
 2700 Corporate Drive, Suite 115 Birmingham, Alabama 35242, United States of A...

Website
[www.summitmediacorp.com \(http://www.summitmediacorp.com/\)](http://www.summitmediacorp.com/)

Division
 Omaha

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing and events company focused on compelling local brands, powerful personalities and meaningful marketing solutions.

See More ▾

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8/27/2021

Mail - Virginia Kelley - Outlook

RE: SummitMedia - Omaha Ad

Ads - Inside Radio <ads@insideradio.com>

Fri 8/27/2021 11:55 AM

To: Virginia Kelley <virginia.kelley@summitmediacorp.com>

[Here's what the live ad will look like online:](#)

Director of Programming and Operations



Director of Programming and Operations

Updated 1 min ago

SummitMedia is looking for a Director of Programming and Operations to lead our **Omaha, NE** cluster and serve as Program Director for KQCH.

This opening is for a proven professional who **LOVES** music, is passionate about radio, and is an excellent executer!

SummitMedia Omaha, NE - KQCH-FM / KXSP-AM / KKCD-FM / KEZO-FM / KSRZ-FM - is an integrated broadcasting, digital media, direct marketing, and events company.

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- An air check that demonstrates effective and disciplined show prep
- The talent to entertain and engage
- The aptitude to execute topical, in-the-moment content
- The ability to communicate to consumers in an authentic way
- A community manager/social media practitioner

• PROGRAMMING

- Knowledge and understanding of Nielsen
- Knowledge of RCS GSelector
- Knowledge of Wide Orbit
- The ability to craft and follow a strategy
- A strong work ethic

• PEOPLE SKILLS

- Communicate effectively with both staff and leadership
- Ability to create an environment that benefits everyone in it, contributing to the overall success
- Willingness to extend your influence to make a positive difference in our industry
- Ability to work and lead within a active team
- Ability to coach and grow others
- Ability to attract high performers

Send audio sample and resume to: careers.omaha@summitmediacorp.com

From: Virginia Kelley <virginia.kelley@summitmediacorp.com>

Sent: Friday, August 27, 2021 11:37 AM

8/27/2021

Mail - Virginia Kelley - Outlook

To: ads@insideradio.com
Subject: SummitMedia - Omaha Ad
Importance: High

Hi Gene,

Thank you so much for the help. I am attaching the word doc for the ad. Title of position is Director of Programming and Operations.

Option One - three day posting to begin Monday 8/30/2021.

Let me know if you need anything else.

Virginia Kelley

Business Manager

SummitMedia LLC- Springfield/Omaha

virginia.kelley@summitmediacorp.com

Office: 417-447-1624 Cell 417-830-4055

Director of Programming and Operations – Omaha

By **Classified** - August 22, 2021

SummitMedia is looking for a Director of Programming and Operations to lead our Omaha, NE cluster and KQCH Program Director. This opening is for a proven professional who LOVES music, is passionate about radio, and is an excellent executer!

About us:

SummitMedia Omaha, NE – KQCH-FM / KXSP-AM / KKCD-FM / KEZO-FM / KSRZ-FM – is an integrated broadcasting, digital media, direct marketing, and events company.

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- o A positive attitude and a winning air personality
- o An air check that demonstrates effective and disciplined show prep
- o The talent to entertain and engage
- o The aptitude to execute topical, in-the-moment content
- o The ability to communicate to consumers in an authentic way
- o A community manager/social media practitioner

• PROGRAMMING

- o Knowledge and understanding of Nielsen
- o Knowledge of RCS GSelector
- o Knowledge of Wide Orbit
- o The ability to craft and follow a strategy
- o A strong work ethic

• PEOPLE SKILLS

- o Communicate effectively with both staff and leadership
- o Ability to create an environment that benefits everyone in it, contributing to the overall success
- o Willingness to extend your influence to make a positive difference in our industry
- o Ability to work and lead within a active team
- o Ability to coach and grow others
- o Ability to attract high performers

Send audio sample and resume to: careers.omaha@summitmediacorp.com

Classified

[Click here](#) to subscribe to Radio Ink Daily Headlines – the top radio industry news delivered to your inbox each morning.





INTERVIEWED

APPLICANTS

TRACKING LOG

Please read: Use this form to record all applicants interviewed for a position in your organization, (via telephone or in person). Identify all applicants by name, referral source and disposition of the candidate's application. This form should be maintained in the Job Recruitment File. **This data is for purposes of tracking the pool of interviewed applicants as required by the Federal Communications Commission and must be kept in a confidential file separate from resumes and employment applications. It must not be used in any employment-related decision. Please be sure to have all candidates interviewed complete and sign an employment application as well as an Interviewed Applicant Referral Source Sheet.**

Position Applied For: KQCH PROGRAM Name of Department Programming
DIRECTOR/OMAHA
OPERATIONS MANAGER

Person Preparing This Report: RICK THOMAS Location: OMAHA

Date Prepared: 10/8/2021 Name/Title of Hiring Mgr: RICK THOMAS

DATE	NAME OF APPLICANT	REFERRED BY	DISPOSITION**
8/24/21 9/30/21	Victor Starr	Employee Referral	Interviewed, Intend to offer 2
8/18/21	Kobe Fargo	AllAccess.com	Interviewed, no offer 1
8/27/21	Paul Wilson	Ramp247.com	Interviewed, no offer 1
10/7/21	Ryan Wild	Employee Referral	Interviewed, no offer 1
10/6/21	Rex Tabalanza	Radio INK	Interviewed, no offer 1
9/18/21	Caleb Farnell	Summit Website	Interviewed, no offer 1

- ** DISPOSITION**
1. Interviewed, no offer
 2. Interviewed, offer extended, and hired
 3. Interviewed, offer extended, but rejected



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

Summit Media is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decisions, and is not part of your employment file. Please print firmly and legibly.

1. NAME

S	T	A	R					V	I	C	T	O	R						
LAST								FIRST								M			

2. DATE

8	24	21
MONTH	DAY	YEAR

3. POSITION APPLYING FOR: PD/OPS @ WMAHA

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

	NAME OF INDIVIDUAL/ENTITY
<input type="checkbox"/> SCHOOL	
<input type="checkbox"/> AGENCY/RECRUITER	
<input checked="" type="checkbox"/> EMPLOYEE REFERRAL	RICK THOMAS
<input type="checkbox"/> OUTSIDE/INDUSTRY REFERRAL	
<input type="checkbox"/> INTERNAL CANDIDATE	
<input type="checkbox"/> ADVERTISEMENT/WEBSITE	
<input type="checkbox"/> COMMUNITY ORGANIZATION	
<input type="checkbox"/> UNSOLICITED/WALK IN	
<input type="checkbox"/> OTHER	



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. NAME

W	I	L	S	O	N					P	A	V	E						
LAST										FIRST								M	

2. DATE

8	27	2021
MONTH	DAY	YEAR

3. POSITION APPLYING FOR:

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

	NAME OF INDIVIDUAL/ENTITY
<input type="checkbox"/> SCHOOL	
<input type="checkbox"/> AGENCY/RECRUITER	
<input type="checkbox"/> EMPLOYEE REFERRAL	
<input type="checkbox"/> OUTSIDE/INDUSTRY REFERRAL	
<input type="checkbox"/> INTERNAL CANDIDATE	
<input checked="" type="checkbox"/> ADVERTISEMENT/WEBSITE	RAMP 24/7
<input type="checkbox"/> COMMUNITY ORGANIZATION	
<input type="checkbox"/> UNSOLICITED/WALK IN	
<input type="checkbox"/> OTHER	



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. NAME

W	I	L	D				R	T	A	N											
LAST											FIRST										M

2. DATE

10	7	21
MONTH	DAY	YEAR

3. POSITION APPLYING FOR: PD / OPS OMAHA

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

	NAME OF INDIVIDUAL/ENTITY
<input type="checkbox"/> SCHOOL	
<input type="checkbox"/> AGENCY/RECRUITER	
<input checked="" type="checkbox"/> EMPLOYEE REFERRAL	RANDY CHASE
<input type="checkbox"/> OUTSIDE/INDUSTRY REFERRAL	
<input type="checkbox"/> INTERNAL CANDIDATE	
<input type="checkbox"/> ADVERTISEMENT/WEBSITE	
<input type="checkbox"/> COMMUNITY ORGANIZATION	
<input type="checkbox"/> UNSOLICITED/WALK IN	
<input type="checkbox"/> OTHER	



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. NAME

T	A	B	A	L	A	N	Z	A				R	E	X								
LAST											FIRST				M							

2. DATE

10	6	2021
MONTH	DAY	YEAR

3. POSITION APPLYING FOR: PD/OPS OMAHA

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

NAME OF INDIVIDUAL/ENTITY

<input type="checkbox"/> SCHOOL	
<input type="checkbox"/> AGENCY/RECRUITER	
<input type="checkbox"/> EMPLOYEE REFERRAL	
<input type="checkbox"/> OUTSIDE/INDUSTRY REFERRAL	
<input type="checkbox"/> INTERNAL CANDIDATE	
<input checked="" type="checkbox"/> ADVERTISEMENT/WEBSITE	RADIO INK
<input type="checkbox"/> COMMUNITY ORGANIZATION	
<input type="checkbox"/> UNSOLICITED/WALK IN	
<input type="checkbox"/> OTHER	



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. NAME

F	A	R	M	E	L	L					C	A	L	E	B							
LAST											FIRST						M					

2. DATE

9	18	21
MONTH	DAY	YEAR

3. POSITION APPLYING FOR: PD / OPS OMAHA

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

	NAME OF INDIVIDUAL/ENTITY
<input type="checkbox"/> SCHOOL	
<input type="checkbox"/> AGENCY/RECRUITER	
<input type="checkbox"/> EMPLOYEE REFERRAL	
<input type="checkbox"/> OUTSIDE/INDUSTRY REFERRAL	
<input type="checkbox"/> INTERNAL CANDIDATE	
<input checked="" type="checkbox"/> ADVERTISEMENT/WEBSITE	SUMMIT WEBSITE / JOBS
<input type="checkbox"/> COMMUNITY ORGANIZATION	
<input type="checkbox"/> UNSOLICITED/WALK IN	
<input type="checkbox"/> OTHER	



RECRUITMENT SOURCES CONTACT AND REFERRAL LOG

PLEASE READ: Use this form to record all recruitment sources contacted, the number of applicants interviewed for the job produced by each source, the date the position was filled and the source of the person hired.

Attach a list of all sources contacted for this position regardless of whether they produced any interviewed applicants. Separately identify any organizations which requested notification in accordance with FCC rules. Include for each organization the name, address, contact person, and telephone number.

List in the spaces below, those sources which referred interviewed applicants, the number referred per source, the date the position was filled and the source which referred the person hired. Include all organization contacted with the respect to the vacancy, employee suggestions, and other means of recruiting applicants for this position, including walk-ins.

JOB TITLE: Program Director KQCH /Operations Manager Omaha

FULL-TIME OR PART-TIME: FULL-TIME DATE: 11/4/2021

<u>RECRUITMENT SOURCES</u>	<u>NUMBER OF REFERRED APPLICANTS INTERVIEWED</u>
C1 – Employee Referral	2
C2 - Internal Candidate	
C3 – SummitMedia Website	1
C5 – LinkedIn.com	
C7 – In Person Networking	
C8 – Outside/Industry Referral	
C9 – Unsolicited Walk In	
C10- AllAccess.com	1
Ramp 247 Radio Ink	2

DATE POSITION WAS FILLED:

REFERRAL SOURCE OF APPLICANT HIRED: Employee Referral (C1)

(<https://summitmediacorp.com>)

◀ JOB OPENINGS

Director of Programming and Operations- Omaha

SummitMedia is looking for a Director of Programming and Operations to lead our Omaha, NE cluster and KQCH Program Director. This opening is for a proven professional who LOVES music, is passionate about radio, and is an excellent executer!

About us:

SummitMedia Omaha, NE – KQCH-FM / KXSP-AM / KKCD-FM / KEZO-FM / KSRZ-FM – is an integrated broadcasting, digital media, direct marketing, and events company.

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 - The ability to communicate to consumers in an authentic way
 - A community manager/social media practitioner

- PROGRAMMING
 - Knowledge and understanding of Nielsen
 - Knowledge of RCS GSelector
 - Knowledge of Wide Orbit
 - The ability to craft and follow a strategy
 - A strong work ethic

- PEOPLE SKILLS
 - Communicate effectively with both staff and leadership?
 - Ability to create an environment that benefits everyone in it, contributing to the overall success
 - Willingness to extend your influence to make a positive difference in our industry
 - Ability to work and lead within a active team
 - Ability to coach and grow others
 - Ability to attract high performers

Send audio sample and resume to: Careers.omaha@summitmediacorp.com
(mailto:Careers.omaha@summitmediacorp.com)

Position Closes: 09/30/2021

◀ RETURN

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OUR STATIONS ([HTTPS://SUMMITMEDIACORP.COM#STATIONS](https://summitmediacorp.com#stations))
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VISITOR AGREEMENT ([HTTPS://SUMMITMEDIACORP.COM/SECTION/VISITOR-AGREEMENT](https://summitmediacorp.com/section/visitor-agreement))
OFFICIAL RULES ([HTTPS://SUMMITMEDIACORP.COM/SECTION/OFFICIAL-RULES](https://summitmediacorp.com/section/official-rules))
EEO REPORT ([HTTPS://SUMMITMEDIACORP.COM/SECTION/EEO](https://summitmediacorp.com/section/eo))

⑥
Parish

SummitMedia LLC

PERSONNEL REQUISITION POSITION APPROVAL

TO: Darryl Grondines

Date: 05/20/21

From: Eric Lotzer

Dept: Sales Omaha

Job Title of Open Position: General Manager

Date required: ASAP

Full Time X

Part Time

X Replacement

New Position

Budgeted X Yes

_____ No

Posting for internal board:

Private radio group seeks General Manager:

SummitMedia LLC has an opening for an aggressive, goal oriented and knowledgeable General Manager for a successful radio cluster located in Omaha, Nebraska. If you have a winning attitude, proven track record of growing revenue, a passion for radio sales excellence and a desire to be a partner on a winning team, then this is the opportunity for you.

This is a rare opportunity with tremendous growth potential. Three plus years of radio general manager experience is recommended.

Please forward resumes to Michelle.Moore@summitmediacorp.com It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age, or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training, and termination. Discrimination because of race, color, religion, national origin, age, or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

Department Head/Hiring Manager _____ Date: _____

General Manager _____ Date: _____

②
5/20/21

ADP | John Cougar - Jack & Diane | General Manager Jobs, Employ...

indeed.com/q-General-Manager-I-Omaha-NE-jobs.html

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Sort by: relevance - date Page 1 of 305 jobs

new

General Manager (GM) of Food and Beverage--Sports Bar
EHPV Management Group 2.0★
Omaha, NE

From \$100,000 a year

Easily apply Responsive employer

We are looking for remarkable individuals to join our organization--proven track record in building teams, providing the best customer service, and ability to

Be the first to see new General Manager jobs in Omaha, NE

Email address

Activate

By creating a job alert, you agree to our Terms. You can change your consent settings at any time by unsubscribing or as detailed in our terms.

Type here to search

7:48 PM 7/20/2021

ADP | John Cougar - Jack & Diane | SummitMedia, LLC hiring Gener... | linkedin.com/jobs/view/general-manager-at-summitmedia-llc-2560334799

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LinkedIn | Jobs | General Manager | Marietta, GA | Join now | Sign in

General Manager

SummitMedia, LLC · Omaha, NE

1 month ago · Be among the first 25 applicants

See who SummitMedia, LLC has hired for this role

No longer accepting applications

Direct message the job poster from SummitMedia, LLC

Jenn Davis
Digital Marketing Specialist

SummitMedia LLC has an opening for an aggressive, goal oriented and knowledgeable General Manager for a successful radio cluster located in Omaha, Nebraska. If you have a winning attitude, proven track record of growing revenue, a passion for radio sales excellence and a desire to be a partner on a winning...

Show more

Customer Success Manager, Enterprise
WP Engine
Omaha, NE
6 days ago

Associate Network Quality Optimization Specialist
Verizon Media
Omaha, NE
10 hours ago

Design Studio Spc/Home Stylist, Regency Court-Pottery Barn
Pottery Barn
Omaha, NE
8 hours ago

Insurance Sales Agent (Lincoln NE)
American National Agent Careers
Omaha, NE
6 days ago

Reseller Account Manager, Sr.
WP Engine
Omaha, NE

Type here to search



INTERVIEWED APPLICANTS TRACKING LOG

Please read: Use this form to record all applicants interviewed for a position in our organization (via telephone or in-person). Identify all applicants by name, referral source and disposition of the candidate's application. This form should be maintained in the Job Recruitment File. **This data is for purposes of tracking the pool of interviewed applicants as required by the Federal Communications Commission and must be kept in a confidential file separate from resumes and employment applications. It must not be used in any employment or employment-related decision. Please be sure to have all candidates interviewed complete and sign an employment application as well as an Interviewed Applicant Referral Source Sheet.**

Position Applied For: GM Name of Department: G&A
 Person Preparing This Report: M MOORE Location: OMAHA
 Date Prepared: 7/8/21 Name/Title of Hiring Manager: J WALKER

DATE	NAME OF APPLICANT	REFERRED BY	DISPOSITION**
	JIM DYERS	AD	1
	RM CHARLES	AD	1
	THOMAS NANKIVAL	AD	1
	MIKE JENSEN	AD	1
	CAL HALL	AD	1
	RICK PARRISH	REFERRAL	2

- ** DISPOSITION**
1. Interviewed, no offer
 2. Interviewed, offer extended, and hired
 3. Interviewed, offer extended, but rejected



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

Summit Media is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decisions, and is not part of your employment file. Please print firmly and legibly.

1. NAME

P	A	R	R	I	S	H						R	I	C	K								
LAST											FIRST											M	

2. DATE

14	4	2021
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

Gm OMAHA

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) JOHN WALKER _____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____
- COMMUNITY ORGANIZATION _____
- OTHER Recruitment - _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. NAME

T	H	O	M	A	S							N	A	N	K	I	V	A	L								
LAST											FIRST											M					

2. DATE

14	4	2021
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

Gm OMAHA

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) _____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____
- COMMUNITY ORGANIZATION _____
- OTHER Recruitment – AD _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. NAME

M	I	K	E							J	E	N	S	E	N							
LAST										FIRST										M		

2. DATE

14	4	2021
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

Gm OMAHA _____

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) _____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____
- COMMUNITY ORGANIZATION _____
- OTHER Recruitment – AD _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. NAME

P	A	R	R	I	S	H						R	I	C	K						
LAST											FIRST					M					

2. DATE

14	4	2021
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

Gm OMAHA _____

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) JOHN WALKER _____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____
- COMMUNITY ORGANIZATION _____
- OTHER Recruitment - _____



RECRUITMENT SOURCES CONTACT AND REFERRAL LOG

PLEASE READ: Use this form to record all recruitment sources contacted, the number of applicants interviewed for the job produced by each source, the date the position was filled and the source of the person hired.

Attach a list of all sources contacted for this position regardless of whether they produced any interviewed applicants. Separately identify any organizations which requested notification in accordance with FCC rules. Include for each organization the name, address, contact person, and telephone number.

List in the spaces below, those sources which referred interviewed applicants, the number referred per source, the date the position was filled and the source which referred the person hired. Include all organization contacted with the respect to the vacancy, employee suggestions, and other means of recruiting applicants for this position, including walk-ins.

JOB TITLE: Omaha GM

FULL-TIME OR PART-TIME: FULL-TIME DATE: 7/8/2021

RECRUITMENT SOURCES

NUMBER OF REFERRED APPLICANTS INTERVIEWED

1. Radio advertisement	00
2. SummitMedia Website	00
3. Employee Referral	01
4. LinkedIn Ad	05

DATE POSITION WAS FILLED: 07/01/2021

REFERRAL SOURCE OF APPLICANT HIRED: Referral

SUMMIT MEDIA

← JOB OPENINGS



General Manager - Omaha

SummitMedia LLC is searching for an aggressive, goal-oriented and knowledgeable General Manager to a dynamic and exciting media market. Address: If you have a strong portfolio, please track record of growing general, a passion for advertising and a desire to be a part of a winning team, then this is the opportunity for you.

This is a rare opportunity with tremendous growth potential. Treat this role as if you were managing accounts in a new market.

Please forward resume to Careers@SummitMedia.com

It is the policy of SummitMedia LLC to provide equal employment opportunities to all qualified individuals without regard to their race, color, religion, national origin, age, or sex. In addition, we are an equal opportunity employer, and we do not discriminate on the basis of race, color, religion, national origin, age, or sex in advertising, recruitment, promotion, termination, or other employment practices.

Discrimination because of race, color, religion, national origin, age, or sex is prohibited. If you believe you have seen the notice of discrimination on-line, notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

Position Closed





and
Rapp
Urback

**EEO CHECKLIST
FOR
JOB RECRUITMENT FILE**

A job file should be created for each external job opening. The following items should be included (as applicable) in the job recruitment file and retained until the grant of the application covering the license term:

- Personnel Requisition Form
- Job Description/Job Posting
- Copies of dated General Recruitment Letters, Specific Job Opening Recruitment Letters (and follow-up letters) transmitted to sources
- Completed Interviewed Applicant Referral Source Sheets
- Completed Interviewed Applicants Tracking Log
- Completed Recruitment Sources Contact and Referral Log
- Copy of SummitMedia website advertisement

NOTE: RESUMES RECEIVED FROM AND EMPLOYMENT APPLICATIONS COMPLETED BY ALL INTERVIEWED CANDIDATES MUST BE KEPT IN A FILE SEPARATE FROM THE JOB RECRUITMENT FILE.

Meagen Rankin
EEO Manager

5/10/2022

Date file completed

SummitMedia Birmingham

PERSONNEL REQUISITION POSITION APPROVAL

TO: Darryl Grondines

Date: 12/17/2021

From: Kate Maguire

Dept: Sales

Job Title of Open Position: Account Executive (2)

Date required: _____ Full Time X Part Time _____

Replacement

New Position

Budgeted X Yes _____ No

Posting for Internal board:

RESPONSIBILITIES:

SummitMedia is looking for a skilled Marketing Strategy Lead that is passionate about driving results and generating growth for our clients. The ideal candidate naturally excels at relationship-building and earning people's trust. The Marketing Strategy Lead is essential to maximizing sales opportunities with new and existing clients through creative sales techniques and a well-rounded understanding of the marketplace.

A Marketing Strategy Lead is viewed as the clients' trusted consultant and primary point of contact. As part of a collaborative, team approach, the Marketing Strategy Lead will work with others to develop a strategy consisting of media planning, creative design, research, content development, web administration, and digital media. Building a level of trust and strong understanding of the clients' expectations, priorities, and preferences are essential in building a successful strategy.

Responsibilities for Marketing Strategy Lead

- Uncover leads and contact prospects
- Meet with customers in person, via telephone, email, or video.
- Discuss and identify the business objectives with new and existing clients and provide recommendations for growth and marketing challenges.
- Work with Strategy Team to devise an advertising campaign that meets the client's needs, objectives, and budget
- Present the marketing strategy for approval or modification
- Ensure that all communication flows effectively
- Maintain budgets and manage campaign costs and invoices
- Analyze and communicate the effectiveness of campaigns
- Act as a liaison for clients and Strategy Team, including scheduling meetings.
- Deliver presentations
- Meet all sales goals and new business development goals
- Manage CRM and hit key activity metrics

Qualifications for Marketing Strategy Lead

- A Bachelor's degree in Marketing, Communications, or ability to demonstrate success in a similar role

- Excellent communication and interpersonal skills
- Ability to handle multiple accounts
- Ability to engage with other team members and show initiative in a positive manor
- Excellent organizational skills
- Skilled at creative writing, detail oriented, and collaborative
- Ability to thrive a fast paced environment.
- Must be driven, determined, and goal focused
- Willingness to learn
- Ability to adapt to industry evolution and development
- Ability to use and learn new communication vehicles and technologies
- Ability to work independently or in team environment

If Interested in applying for this position, please forward a resume to **SummitMedia Sales Department, Attention: Kate Maguire, 6700 Mercy Rd. #303, Omaha, NE 68106, or forward electronically to careers.omaha@summitmediacorp.com.**

It is the policy of SummitMedia, Inc. to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination.

Discrimination because of race, color, religion, national origin, age or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

Department Head/Hiring Manager Kate Maguire Date: 12/17/21

VP/Finance [Signature] Date: _____

12/17/21



FOR IMMEDIATE RELEASE

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SUMMITMEDIA IS AN EQUAL OPPORTUNITY EMPLOYER

Job description

Overview

SummitMedia of Omaha is looking for a skilled Marketing Strategy Lead that is passionate about driving results and generating growth for our clients. The ideal candidate naturally excels at relationship-building and earning people's trust. The Marketing Strategy Lead is essential to maximizing sales opportunities with new and existing clients through creative sales techniques and a well-rounded understanding of the marketplace. Omaha, NE cluster includes - AM 590 ESPN Omaha, Channel 94.1, Z-92 Rock, Star 104.5, CD 105.9.

A Marketing Strategy Lead is viewed as the clients' trusted consultant and primary point of contact. As part of a collaborative, team approach, the Marketing Strategy Lead will work with others to develop a strategy consisting of media planning, creative design, research, content development, web administration and digital media. Building a level of trust and strong understanding of the clients' expectations, priorities, and preferences are essential in building a successful strategy.

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[← Jobs \(/jobs\)](#)

Marketing Strategy Lead

Job #5790300 • Created 12/28/2021 by Meagen Rankin • Expires 1/31/2022

[Edit \(/jobs/5790300/edit\)](#)

[More Actions ▾](#)

[Details \(/jobs/5790300\)](#)

[Schools \(/jobs/5790300/schools\)](#)

[Matches \(/jobs/5790300/matches\)](#)

Basic Information

Locations

Omaha, Nebraska, United States

Compensation

Paid

Duration

Permanent

Job Roles

[Edit](#)

Based on the text of your job description, we identified these Job Roles as most applicable. If you think they do not apply, you may edit them. [Learn more \(https://support.joinhandshake.com/hc/en-us/articles/360033423494\)](https://support.joinhandshake.com/hc/en-us/articles/360033423494)

Market Research Analysts and Marketing Specialists

Job Description

[Edit \(/jobs/5790300/edit?initial_page=1\)](#)

SummitMedia is looking for a skilled Marketing Strategy Lead that is passionate about driving results and generating growth for our clients. The ideal candidate naturally excels at relationship-building and earning people's trust. The Marketing Strategy Lead is essential to maximizing sales opportunities with new and existing clients through creative sales techniques and a well-rounded understanding of the marketplace. A Marketing Strategy Lead is viewed as the clients' trusted consultant and primary point of contact. As part of a collaborative, team approach, the Marketing Strategy Lead will work with others to develop a strategy consisting of media planning, creative design, research, content development, web

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- Excellent organizational skills
- Skilled at creative writing, detail oriented, and collaborative
- Ability to thrive a fast-paced environment.
- Must be driven, determined, and goal focused
- Willingness to learn
- Ability to adapt to industry evolution and development
- Ability to use and learn new communication vehicles and technologies
- Ability to work independently or in team environment

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(mailto:careers.omaha@summitmediacorp.com)

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Preferences

[Edit](#)
(/jobs/5790300/edit?initial_page=2)

Graduation Date

No Graduation Date set

School Years

No School Year preference set

Majors

No Major preference set

GPA

No GPA preference set

Work Authorization

US work authorization is required

Company Details

Industry

Advertising, PR & Marketing

Headquarters Location

2700 Corporate Drive, Suite 115 Birmingham, Alabama 35242, United States of America

Size

250 - 1,000 employees

Website

<http://www.summitmediacorp.com/>
(<http://www.summitmediacorp.com/>)

Social Media

<https://www.linkedin.com/company/summitmedia-llc/about/>
(<https://www.linkedin.com/company/summitmedia-llc/about/>)
<https://www.facebook.com/SummitMediaCorp>
(<https://www.facebook.com/SummitMediaCorp>)

On Campus Interviews

You have no on-campus interviews scheduled for this job.

Attachments

No attachments yet

New Attachment (/jobs/5790300/attachments/new)

Labels

Add label

Create new label

Notes

View and add notes

Tracking Code

No tracking code added

Applicant Package Recipients

Will be listed as "Contacts" for Universities

Meagen Rankin

Targeted schools

Post to more schools

Pending (3) Approved (2)

School	Status	Applications	Comments	Apply Start	Expiration	
Concordia University, Nebraska	Approved	0	0	12/28/21	1/31/22	☰
Nebraska Wesleyan University	Pending	0	0	12/28/21	1/31/22	☰
Union College - Lincoln, Nebraska	Approved	0	0	12/28/21	1/31/22	☰
University of Nebraska at Omaha	Pending	0	0	12/28/21	1/31/22	☰
University of Nebraska-Lincoln	Pending	0	0	12/28/21	1/31/22	☰



INTERVIEWED APPLICANTS TRACKING LOG

Please read: Use this form to record all applicants interviewed for a position in our organization (via telephone or in-person). Identify all applicants by name, referral source and disposition of the candidate’s application. This form should be maintained in the Job Recruitment File. **This data is for purposes of tracking the pool of interviewed applicants as required by the Federal Communications Commission and must be kept in a confidential file separate from resumes and employment applications. It must not be used in any employment or employment-related decision. Please be sure to have all candidates interviewed complete and sign an employment application as well as an Interviewed Applicant Referral Source Sheet.**

Position Applied For: Marketing Strategy Lead

Name of Department: Sales

Person Preparing This Report: Kate Maguire

Location: OMAHA, NE

Date Prepared: 4/27/22

Name/Title of Hiring Manager: Kate Maguire

DATE	NAME OF APPLICANT	REFERRED BY	DISPOSITION**
1/27/22	Thadd Simpson	Indeed	1
2/22/22	Jon Wittenberg	Indeed	1
2/23/2022	Lexi Trumbley	Kate Maguire	3
3/22/22	Ashley Rapp	LinkedIn	2
3/30/22	Brent Shipley	Indeed	1
3/9/22	Hung Ngo	Indeed	1
4/12/22	Amanda Owen	Indeed	1
4/12/22	Miranda Palmesano	Indeed	3
4/19/22	Elizabeth Sgroi	Indeed	3
4/29/21	Chase Urbach	Indeed	2

**** DISPOSITION**

- 1. Interviewed, no offer
- 2. Interviewed, offer extended, and hired
- 3. Interviewed, offer extended, but rejected



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

Summit Media is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decisions, and is not part of your employment file. Please print firmly and legibly.

1. NAME

W	I	T	T	E	N	B	E	R	G			J	O	N										
LAST										FIRST										M				

2. DATE

22	2	2022
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

_____ Marketing Strategy Lead _____

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) _____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____ Indeed _____
- COMMUNITY ORGANIZATION _____
- OTHER _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. NAME

S	I	M	P	S	O	N	.					T	H	A	D	D																				
LAST											FIRST											M														

2. DATE

27	1	2022
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

Marketing Strategy Lead

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) _____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____ Indeed
- COMMUNITY ORGANIZATION _____
- OTHER _____



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1. NAME

O	W	E	N									A	M	A	N	D	A														
LAST											FIRST											M									

2. DATE

12	4	2022
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

Marketing Strategy Lead

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) _____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) Indeed _____
- COMMUNITY ORGANIZATION _____
- OTHER _____



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1. NAME

S	H	I	P	L	E	Y						B	R	E	N	T													
LAST											FIRST											M							

2. DATE

30	3	2022
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

Marketing Strategy Lead

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) _____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) Indeed
- COMMUNITY ORGANIZATION _____
- OTHER _____



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1. NAME

U	R	B	A	C	H							C	H	A	S	E																				
LAST											FIRST										M															

2. DATE

29	4	2022
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

_____ Marketing Strategy Lead _____

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) _____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) Indeed _____
- COMMUNITY ORGANIZATION _____
- OTHER _____



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1. NAME

S	G	R	O	I								E	L	I	Z	A	B	E	T	H				
LAST											FIRST											M		

2. DATE

19	4	2022
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

Marketing Strategy Lead

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) _____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) Indeed _____
- COMMUNITY ORGANIZATION _____
- OTHER _____



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1. NAME

N	G	O										H	U	N	G														
LAST											FIRST											M							

2. DATE

9	3	2022
DAY	MONTH	YEAR

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Marketing Strategy Lead

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P	A	L	M	E	S	A	N	O				M	I	R	A	N	D	A								
LAST											FIRST											M				

2. DATE

12	4	2022
DAY	MONTH	YEAR

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List in the spaces below, those sources which referred interviewed applicants, the number referred per source, the date the position was filled and the source which referred the person hired. Include all organization contacted with the respect to the vacancy, employee suggestions, and other means of recruiting applicants for this position, including walk-ins.

JOB TITLE: Marketing Strategy Lead

FULL-TIME OR PART-TIME: full-time

DATE: 4/27/2022

RECRUITMENT SOURCES

NUMBER OF REFERRED APPLICANTS INTERVIEWED

LinkedIn	1
Employee Referrals	1
Internal Job board	0
Indeed	8
Walk-In Applicants	0
Networking Events	0
Concordia University	0
Nebraska Wesleyan University	0
Union College	0
University of Nebraska at Omaha	0
University of Nebraska at Lincoln	0

DATE POSITION WAS FILLED: 3/29/2022 & 4/27/2022

REFERRAL SOURCE OF APPLICANT HIRED: LinkedIn & Indeed

[Services](#) [Markets](#) [Leadership](#) [Join Our Team](#)[Home](#)

Marketing Strategy Lead - Omaha

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Sales



Tasmine
Thompson

8



**EEO CHECKLIST
FOR
JOB RECRUITMENT FILE**

A job file should be created for each external job opening. The following items should be included (as applicable) in the job recruitment file and retained until the grant of the application covering the license term:

- Personnel Requisition Form
- Job Description/Job Posting
- Copies of dated General Recruitment Posts, Letters, Specific Job Opening Recruitment Letters (and follow-up letters) transmitted to sources
- Completed Interviewed Applicant Referral Source Sheets
- Completed Interviewed Applicants Tracking Log
- Completed Recruitment Sources Contact and Referral Log
- Copy of any newspaper advertisement (check for EOE/M/F clause) *N/A*
- Copy of SummitMedia website advertisement

NOTE: RESUMES RECEIVED FROM AND EMPLOYMENT APPLICATIONS COMPLETED BY ALL INTERVIEWED CANDIDATES MUST BE KEPT IN A FILE SEPARATE FROM THE JOB RECRUITMENT FILE.



EEO Manager

9/28/2021

Date file completed

SummitMedia

PERSONNEL REQUISITION POSITION APPROVAL

TO: Darryl Grondines
From: Rick Parrish

Date: 8/13/2021

Dept: Sales

Job Title of Open Position: Business Support Manager

Full Time

Part Time

Replacement
 New Position

Budgeted Yes No

Posting for internal board:

Business Support Manager

Overview

- (i) SummitMedia is looking for a Business Support Manager. The Business Support Manager is both client facing and internal support. BSM will manage the workflow and sales processes ensuring that client expectations are met. Will learn and become an expert at using the tools, and technologies that support Sales and Marketing teams. BSM will assist in building reports, proposals and research that are used by salespeople and sales managers. The Business Support Manager is part of the company's account strategy and sales process. Omaha, NE cluster includes - AM 590 ESPN Omaha, Channel 94.1, Z-92 Rock, Star 104.5, CD 105.9.

(ii)

Responsibilities for Business Support Manager

- Oversee the sales funnel
- Manage sales automation tools
- Manage CRM
- Work with Sales leadership to develop organizational goals
- Manage sales work flow
- Identify and eliminate bottlenecks in the sales process
- Proof, edit and approve sales orders to insure they meet company standards and client expectations
- Produce sales materials

Qualifications for Business Support Manager

- Business Acumen

- Organizational Skills
- Excellent eye for details
- Ability to easily learn sales software
- Proficient with all Microsoft Office software
- Ability to multitask and problem solve
- Ability to hit hard deadlines
- Good communication skills to share findings.
- Positive attitude
- Skilled at writing and editing.

If interested send your material to:
Careers.Omaha@summitmediacorp.com

It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination. Discrimination because of race, color, religion, national origin, age or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

This job will be posted internally on the office bulletin boards and the SummitMedia websites. If you need additional sources, please notify the Controller's office.

General Manager

Rick Paul

Date:

8/13/2021

A

Ⓞ

8/13/21

Business Support Manager

Overview

SummitMedia is looking for a Business Support Manager. The Business Support Manager is both client facing and internal support. BSM will manage the workflow and sales processes ensuring that client expectations are met. Will learn and become an expert at using the tools, and technologies that support Sales and Marketing teams. BSM will assist in building reports, proposals and research that are used by salespeople and sales managers. The Business Support Manager is part of the company's account strategy and sales process. Omaha, NE cluster includes – AM 590 ESPN Omaha, Channel 94.1, Z-92 Rock, Star 104.5, CD 105.9.

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Business Support Manager

i This preview no longer accurately represents the candidate experience

You can still use this preview to see that your information has been entered correctly, but due to changes in the candidate-facing experience, it's no longer 100% reflective. We'll be working to update this preview in the future to match the current experience.



Business Support Manager SUMMITMEDIA LLC (/employers/71558)

- (/employers/71558) 📍 Omaha, Nebraska, United States
- 🕒 Full-Time Job
- 💰 Paid
- 🏢 Advertising, PR & Marketing
- 👥 250 - 1,000 employees
- 🚫 No on-campus interviews



Applications close on Oct 01 **i**

Apply



Job Description

Business Support Manager

Overview

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Cancel



Delete

Save



Share Job



(https://www.summitmedia.com/careers/job/5264829?Article?u=https://www.summitmedia.com/careers/job/5264829?Article&initial_page=Check%20out%20this%20job%20on%20Handshake.com)

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About SUMMITMEDIA LLC**Headquarters**

2700 Corporate Drive, Suite 115 Birmingham, Alabama 35242, United States of A...

Website

[www.summitmediacorp.com \(http://www.summitmediacorp.com/\)](http://www.summitmediacorp.com/)

Division

Omaha

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing and events company focused on compelling local brands, powerful personalities and meaningful marketing solutions.

See More ▾

Cancel



Next >

Delete

Save

Job title

Business Support Manager

Edit

Company

SummitMedia LLC

Edit

Job location

10714 Mockingbird Drive
Omaha, NE 68127

Edit

Visible on job post: Yes

Remote work allowed: Temporarily due to COVID-19

Advertising location

Omaha, NE 68127

Pay and Benefits

\$10.00 - \$38.00 per hour

Edit

Benefits: 401(k), 401(k) matching, Dental insurance, Disability insurance, Health insurance, Life insurance, Paid time off, Vision insurance

Job Type

Full-time

Edit

Job description

Business Support Manager

Edit

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All customers and employees are required to wear a mask when in the building, outside their personal work space.

 0 photos/videos

Applicant qualifications

[Edit](#)

Application questions

You have requested that Indeed ask candidates the following questions:

Will you be able to reliably commute or relocate to Omaha, NE 68127 for this job?

What is the highest level of education you have completed?

How many years of Microsoft Office experience do you have?

How many years of Sales experience do you have?

Please list 2-3 dates and time ranges that you could do an interview.

Are you authorized to work in the United States?

Skills tests

Customer service manager

Language

English

[Edit](#)

Expected Hiring Date

2 to 4 weeks

[Edit](#)

Hires Needed

1

[Edit](#)

Schedule

[Edit](#)

8 hour shift, Day shift, Monday to Friday

Application settings

[Edit](#)

Apply method: **Email**

Send updates to: **careers.omaha@summitmediacorp.com,**

kate.maguire@summitmediacorp.com

Employer Assist: **10 days**

Do you want applicants to submit a resume? **Optional**

Do you want to let applicants start the conversation? **Yes**

Job Budget

[Sponsor this job for more candidates](#)

By clicking "Confirm", you agree to candidates appearing in your dashboard based on the preferences you've selected above. You also agree to our [Indeed Terms of Service](#).

Confirm

View Preview

Cancel

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INTERVIEWED APPLICANTS TRACKING LOG

Please read: Use this form to record all applicants interviewed for a position in your organization, (via telephone or in person). Identify all applicants by name, referral source and disposition of the candidate's application. This form should be maintained in the Job Recruitment File. **This data is for purposes of tracking the pool of interviewed applicants as required by the Federal Communications Commission and must be kept in a confidential file separate from resumes and employment applications. It must not be used in any employment-related decision. Please be sure to have all candidates interviewed complete and sign an employment application as well as an Interviewed Applicant Referral Source Sheet.**

Position Applied For: Business Support Manager

Name of Department:

Person Preparing This Report: Kate Maguire

Location: Omaha

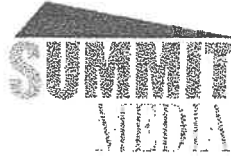
Date Prepared: 9/27/21

Name/Title of Hiring Mgr: Kate Maguire

DATE	NAME OF APPLICANT	REFERRED BY	DISPOSITION**
9/23/21	Kim Earl	Internal (AE)	1.
8/16/21	William Kamppinen	Josie Vote (AE)	1.
9/10/21	Jasmine Thompson	Indeed	2.
8/23/21	Todd Brennan	Indeed	1.

**** DISPOSITION**

- 1. Interviewed, no offer
- 2. Interviewed, offer extended, and hired
- 3. Interviewed, offer extended, but rejected



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

Summit Media is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decisions, and is not part of your employment file. Please print firmly and legibly.

1. NAME

K	A	M	P	I	N	E	N			W	I	L	L	I	A	M						
LAST											FIRST						M					

2. DATE

10	8	21
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

Business Support Manager

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) Josie Vate
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____
- COMMUNITY ORGANIZATION _____
- OTHER _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. NAME

Z	A	R																		
LAST										FIRST										M

2. DATE

23	9	21
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

Business Support Manager

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) Kim Zart - saw post
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____
- COMMUNITY ORGANIZATION _____
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INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. NAME

T	H	O	M	P	S	O	N				J	A	S	M	I	N	E									
LAST											FIRST											M				

2. DATE

15	9	21
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

Business Support Manager

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- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) _____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) Indeed
- COMMUNITY ORGANIZATION _____
- OTHER _____



RECRUITMENT SOURCES CONTACT AND REFERRAL LOG

PLEASE READ: Use this form to record all recruitment sources contacted, the number of applicants interviewed for the job produced by each source, the date the position was filled and the source of the person hired.

Attach a list of all sources contacted for this position regardless of whether they produced any interviewed applicants. Separately identify any organizations which requested notification in accordance with FCC rules. Include for each organization the name, address, contact person, and telephone number.

List in the spaces below, those sources which referred interviewed applicants, the number referred per source, the date the position was filled and the source which referred the person hired. Include all organization contacted with the respect to the vacancy, employee suggestions, and other means of recruiting applicants for this position, including walk-ins.

JOB TITLE: Business Support Manager **FULL-TIME PART-TIME:** Full-Time **DATE:** 9/28/2021

RECRUITMENT SOURCES

NUMBER OF REFERRED APPLICANTS INTERVIEWED

1. SummitMedia, LLC Website	0
2. Joinhandshake.com	0
3. Internal Referrals	2
4. Indeed.com	2

DATE POSITION WAS FILLED: 9/23/21

REFERRAL SOURCE OF APPLICANT HIRED: Indeed

SUMMIT MEDIA

← JOB OPENINGS

Business Support Manager- Omaha

Overview

SummitMedia is looking for a Business Support Manager. The Business Support Manager is both client-facing and internal support. BSM will manage the workflow and sales processes ensuring that client expectations are met. Will learn and become an expert at using the tools, and technologies that support Sales and Marketing teams. BSM will assist in building reports, proposals and research that are used by salespeople and sales managers. The Business Support Manager is part of the company's account strategy and sales process. Omaha, NE cluster includes - AM 590 ESPN Omaha, Channel 94.1, Z-92 Rock, Star 104.5, CD 105.9.

Responsibilities for Business Support Manager

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Qualifications for Business Support Manager

- Business Acumen
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- Skilled at writing and editing.

If interested send your material to:

Careers.Omaha@summitmediacorp.com

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Position Closes: 09/30/2021

Training
Experience
Skill
Talent

RECRUITMENT
QUALIFICATION
MISSION
APPLICATION





Targeted schools

Expired (5)

School	Status	Applications	Comments	Ap
Bellevue University	Expired	0	0	8/
College of Saint Mary	Expired	0	0	8/
Creighton University	Expired	0	0	8/
University of Nebraska at Omaha	Expired	1	0	8/
University of Nebraska-Lincoln	Expired	0	0	8/

← [Jobs \(/jobs\)](/jobs)

Business Support Manager

Job #5264829 • Created 8/27/2021 by Virginia Kelley • **Expired 10/1/2021**

[Edit \(/jobs/5264829/edit\)](/jobs/5264829/edit)

[More Actions ▾](#)

[Details \(/jobs/5264829\)](/jobs/5264829)

[Schools \(/jobs/5264829/schools\)](/jobs/5264829/schools)

[Matches \(/jobs/5264](/jobs/5264)

Basic Information

Locations

Omaha, Nebraska, United States

Compensation

Paid

Duration

Permanent

Job Roles

[Edit](#)

Based on the text of your job description, we identified these Job Roles as most applicable. If you think they do not apply, you may edit them. [Learn more \(https://support.joinhandshake.com/hc/en-us/articles/360033423494\)](https://support.joinhandshake.com/hc/en-us/articles/360033423494)

Advertising Sales Agents

Job Description

[Edit \(/jobs/5264829/edit?initial_page=1\)](/jobs/5264829/edit?initial_page=1)

Business Support Manager

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[Expand](#)

Preferences

[Edit](#)[\(/jobs/5264829/edit?initial_page=2\)](/jobs/5264829/edit?initial_page=2)

Graduation Date

No Graduation Date set

School Years

No School Year preference set

Majors

No Major preference set

GPA

No GPA preference set

Work Authorization

US work authorization is required

Company Details

Industry

Advertising, PR & Marketing

Headquarters Location

2700 Corporate Drive, Suite 115 Birmingham,
Alabama 35242, United States of America

Size

250 - 1,000 employees

Website

<http://www.summitmediacorp.com/>
(<http://www.summitmediacorp.com/>)

Social Media

<https://www.linkedin.com/company/summitmedia-llc/about/>
(<https://www.linkedin.com/company/summitmedia-llc/about/>)
<https://www.facebook.com/SummitMediaCorp>
(<https://www.facebook.com/SummitMediaCorp>)

On Campus Interviews

You have no on-campus interviews scheduled for this job.

Attachments

No attachments yet

New Attachment (/jobs/5264829/attachments/new)

Labels

Add label

Create new label

Notes

View and add notes

Tracking Code

No tracking code added

Applicant Package Recipients

Will be listed as "Contacts" for Universities

Virginia Kelley


Vote



**EEO CHECKLIST
FOR
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EEO Manager

05.11.21

Date file completed

SummitMedia Omaha

PERSONNEL REQUISITION POSITION APPROVAL

TO: Darryl Grondines

Date: 2/08/2021

From: John Walker

Dept: Sales

Job Title of Open Position: Account Manager (1)

Date required: _____ Full Time X Part Time _____

Replacement

New Position

Budgeted X Yes _____ No

Posting for internal board:

RESPONSIBILITIES:

SummitMedia is looking for a skilled Marketing Strategy Lead that is passionate about driving results and generating growth for our clients. The ideal candidate naturally excels at relationship-building and earning people's trust. The Marketing Strategy Lead is essential to maximizing sales opportunities with new and existing clients through creative sales techniques and a well-rounded understanding of the marketplace.

A Marketing Strategy Lead is viewed as the clients' trusted consultant and primary point of contact. As part of a collaborative, team approach, the Marketing Strategy Lead will work with others to develop a strategy consisting of media planning, creative design, research, content development, web administration, and digital media. Building a level of trust and strong understanding of the clients' expectations, priorities, and preferences are essential in building a successful strategy.

Responsibilities for Marketing Strategy Lead

- Uncover leads and contact prospects
- Meet with customers in person, via telephone, email, or video.
- Discuss and identify the business objectives with new and existing clients and provide recommendations for growth and marketing challenges.
- Work with Strategy Team to devise an advertising campaign that meets the client's needs, objectives, and budget
- Present the marketing strategy for approval or modification
- Ensure that all communication flows effectively
- Maintain budgets and manage campaign costs and invoices
- Analyze and communicate the effectiveness of campaigns
- Act as a liaison for clients and Strategy Team, including scheduling meetings.
- Deliver presentations
- Meet all sales goals and new business development goals
- Manage CRM and hit key activity metrics

Qualifications for Marketing Strategy Lead

- A Bachelor's degree in Marketing, Communications, or ability to demonstrate success in a similar role

- Excellent communication and interpersonal skills
- Ability to handle multiple accounts
- Ability to engage with other team members and show initiative in a positive manor
- Excellent organizational skills
- Skilled at creative writing, detail oriented, and collaborative
- Ability to thrive a fast paced environment.
- Must be driven, determined, and goal focused
- Willingness to learn
- Ability to adapt to industry evolution and development
- Ability to use and learn new communication vehicles and technologies
- Ability to work independently or in team environment

If interested in applying for this position, please forward a resume to **SummitMedia Sales Department, Attention: John Walker, 2700 Corporate Drive, Suite 115, Birmingham, Alabama 35242**, or forward electronically to michelle.moore@summitmediacorp.com.

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Department Head/Hiring Manager John Walker Date: 2/8/2021

VP/Finance  Date: _____

SummitMedia Marketing Strategy Lead

Overview

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Please send resumes to Careers@SummitMediaCorp.com to apply.

About SUMMITMEDIA LLC

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing, and events company focused on compelling local brands, powerful personalities, and meaningful marketing solutions.

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Search candidates

Post a job

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Marketing Strategy Lead

SummitMedia LLC - Omaha, NE

[Sponsor this job](#)

[Edit job](#)

Status: Paused



[View public job page](#)

Clicks

Your Job



Clicks this week 0

0

[Sponsor job for more clicks](#)

[Improve job description](#)

Details

Created: February 9, 2021

Views: 237

Curated Candidates: 38 total

[Add a candidate](#)

[Find candidates](#)

Budget

Job Budget: Not sponsored

[Sponsor job](#)

Candidates

Curated Candidates

11

Total (excluding rejected)

38

0 Rejected



Discover your top applicants faster by sending a free assessment

Get a more complete picture of each candidate by being able to view and compare their assessment score results when you turn on the assessment of your choice.

[Choose Assessment](#)

Job Description

Overview

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A Marketing Strategy Lead is viewed as the clients' trusted consultant and primary point of contact. As part of a collaborative, team approach, the Marketing Strategy Lead will work with others to develop a strategy consisting of media planning, creative design, research, content development, web administration, and digital media. Building a level of trust and strong understanding of the clients' expectations, priorities, and preferences are essential in building a successful strategy.

Responsibilities for Marketing Strategy Lead

- Uncover leads and contact prospects
- Meet with customers in person, via telephone, email, or video.
- Discuss and identify the business objectives with new and existing clients and provide recommendations for growth and marketing challenges.
- Work with Strategy Team to devise an advertising campaign that meets the client's needs, objectives, and budget
- Present the marketing strategy for approval or modification
- Ensure that all communication flows effectively
- Maintain budgets and manage campaign costs and invoices
- Analyze and communicate the effectiveness of campaigns
- Act as a liaison for clients and Strategy Team, including scheduling meetings.
- Deliver presentations
- Meet all sales goals and new business development goals
- Manage CRM and hit key activity metrics

Qualifications for Marketing Strategy Lead

- A Bachelor's degree in Marketing, Communications, or ability to demonstrate success in a similar role
- Excellent communication and interpersonal skills
- Ability to handle multiple accounts
- Ability to engage with other team members and show initiative in a positive manor
- Excellent organizational skills
- Skilled at creative writing, detail oriented, and collaborative
- Ability to thrive a fast-paced environment.
- Must be driven, determined, and goal focused
- Willingness to learn
- Ability to adapt to industry evolution and development
- Ability to use and learn new communication vehicles and technologies
- Ability to work independently or in team environment

About SUMMITMEDIA LLC

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing, and events company focused on compelling local brands, powerful personalities, and meaningful marketing solutions.

It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination. Discrimination because of race, color, religion, national origin, age, or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

Job Type: Full-time

Pay: From \$42,000.00 per year

Eric Lotzer

From: LinkedIn Jobs <jobs@linkedin.com>
Sent: Wednesday, April 21, 2021 8:04 AM
To: Omaha Careers
Subject: Marketing Strategist at SummitMedia, LLC has expired



Here's your job posting recap

March 22, 2021



Marketing Strategist

SummitMedia, LLC, Omaha, Nebraska, United States

[Post a new job](#)



11

Total applicants



135

Total viewers

Post another job

More positions to fill? Why not cross that off your to-do list now?

[Post a new job](#) ▶

You received an invitation to connect. LinkedIn will use your email address to make suggestions to our members in features like People You May Know. [Unsubscribe](#)
This email was sent to Omahacareers@summitmediacorp.com.
If you need assistance or have questions, please contact [LinkedIn Customer Service](#).

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#4510808 Marketing Strategy Lead - Omaha

[Job Details \(/jobs/4510808\)](#)
[Edit \(/jobs/4510808/edit\)](#)
[Matches \(/jobs/4510808/matches\)](#)
[Applicants \(/jobs/4510808/applications\)](#)

Job [Preview job posting \(/jobs/4510808/edit?initial_page=4\)](#)

Applicants

[Edit Details \(/jobs/4510808/edit\)](#)
[Expire Job](#)

[Review 6 Applicants \(/jobs/4510808/applications\)](#)

[Duplicate job \(/jobs/4510808/duplicate?job_id=4510808\)](#)

[View profiles and download application documents.](#)

Job Roles

[Edit](#)

Based on the text of your job description, we identified these Job Roles as most applicable. If you think they do not apply, you may edit them.

Market Research Analysts and Marketing Specialists

School	Applications	Last Update	Status	Comments
College of Saint Mary	0	Expired a month ago	Expired	0
Creighton University	2	Expired a month ago	Expired	0
Nebraska Wesleyan University	0	Expired a month ago	Expired	0
University of Nebraska at Kearney	0	Expired a month ago	Expired	0
University of Nebraska at Omaha	0	Expired a month ago	Expired	0
University of Nebraska-Lincoln	0	Expired a month ago	Expired	0

< 1/1 >



Marketing Strategy Lead - Omaha
 (/employers/71558) **SUMMITMEDIA LLC** (/employers/71558)

[Favorite Job](#)

About this Job

SummitMedia - Omaha is looking for a skilled Marketing Strategy Lead that is passionate about driving results and generating growth for our clients. The ideal candidate naturally excels at relationship-building and earning people's trust. The Marketing Strategy Lead is essential to maximizing sales opportunities with new and existing clients through creative sales techniques and a well-rounded understanding of the marketplace.

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Qualifications for Marketing Strategy Lead

- A Bachelor's degree in Marketing, Communications, or ability to demonstrate success in a similar role
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- Ability to work independently or in team environment

Send resumes to Omahacareers@summitmediacorp.com (mailto:Omahacareers@summitmediacorp.com)

About SUMMITMEDIA LLC

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Location

Omaha, Nebraska, United States

Compensation

TYPE

Paid

PAY RATE

Not Specified

DURATION

Permanent

Company Details

COMPANY SIZE

250 - 1,000 employees

INDUSTRY

Advertising, PR & Marketing Industry

COMPANY TYPE

Unknown

HEADQUARTERS

2700 Corporate Drive, Suite 115 Birmingham, Alabama 35242, United States of America

WEBSITE

<http://www.summitmediacorp.com/>

SOCIAL MEDIA

<https://www.facebook.com/SummitMediaCorp>

(No Twitter Listed)

<https://www.linkedin.com/company/summitmedia-llc/about/>

Employer Preferences

ALLOWED SCHOOL YEARS

Eric Lotzer

From: Rozalyn Bredow <rozalyn.bredow@urbanleagueneb.org>
Sent: Tuesday, February 23, 2021 2:07 PM
To: Eric Lotzer
Subject: Re: Summit Media Job Posting

Hello Eric,

Yes, I am that person. It's easy to send a request for Assess. Please go to www.urbanleagueneb.org and click on jobs to submit a request.

I look forward to working with Summit Media.

Thank you

From: Eric Lotzer <eric.lotzer@summitmediacorp.com>
Sent: Tuesday, February 23, 2021 2:02 PM
To: Rozalyn Bredow <rozalyn.bredow@urbanleagueneb.org>
Subject: Summit Media Job Posting

Hi Rozalyn,

I am reaching out to you because I am wondering if you would be the person to contact about posting a job on your job board that we are currently interviewing for?

The job is for selling radio ads as an Account Executive for beginner and post grad positions available.

If you could let me know I would appreciate it.

Thank You,
Eric

Eric Lotzer | Business Manager
Summit Media | 10714 Mockingbird Drive | Omaha, NE 68127
Ph: (531) 710-1116 | Email: eric.lotzer@summitmediacorp.com



Eric Lotzer

From: Jim Timm <jim@ne-ba.org>
Sent: Tuesday, March 9, 2021 9:24 AM
To: Eric Lotzer
Subject: RE: Summit Media Omaha Marketing Strategy Lead

Eric,

This is now posted. Great to know you are hiring again – another sure sign of the coming recovery.

Regards,

Jim

From: Eric Lotzer <eric.lotzer@summitmediacorp.com>
Sent: Tuesday, March 9, 2021 9:19 AM
To: Jim Timm <jim@ne-ba.org>
Subject: Summit Media Omaha Marketing Strategy Lead

Good Morning Jim,

We are currently hiring again which is great news!

Could you please post this to the website?

Let me know if you need anything else.

Thank You,
Eric







Eric Lotzer | Business Manager
Summit Media | 10714 Mockingbird Drive | Omaha, NE 68127
Ph: (531) 710-1116 | Email: eric.lotzer@summitmediacorp.com



Opport AFS Job Board

File Edit View Insert Format Style Arrange Tools Address Help

Backspace Undo Theme Transition

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- Ability to adapt to industry evolution and development
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- Ability to work independently or in team environment

Responsibilities for Marketing Strategy Lead

Uncover Leads and contact prospects

Meet with customers in person, phone, email or video

Discuss and identify the business objectives with new and existing clients and provide recommendations for growth and marketing challenges.

Work with Strategy Team to devise an advertising campaigns that meets the clients needs, objective, and budget.

Present the marketing strategy for approval or modification

Ensure that all communication flows effectively

Maintain budgets and manage campaign costs and invoices.

Analyze and communicate the effectiveness of campaigns

Act as a liaison for clients and Strategy Team, including scheduling meetings

Deliver Presentations

Meet all sales goals and new business development goals

Manage CRM and M-lay activities

Salary
From \$42,000 a year

Job Type
Full-time

Please send resumes to omahacareers@summitmediacorp.com to apply.



INTERVIEWED APPLICANTS TRACKING LOG

Please read: Use this form to record all applicants interviewed for a position in our organization (via telephone or in-person). Identify all applicants by name, referral source and disposition of the candidate's application. This form should be maintained in the Job Recruitment File. **This data is for purposes of tracking the pool of interviewed applicants as required by the Federal Communications Commission and must be kept in a confidential file separate from resumes and employment applications. It must not be used in any employment or employment-related decision. Please be sure to have all candidates interviewed complete and sign an employment application as well as an Interviewed Applicant Referral Source Sheet.**

Position Applied For: Marketing Strategy Lead

Name of Department: Sales

Person Preparing This Report: Eric Lotzer

Location: OMAHA, NE

Date Prepared: 5/10/21

Name/Title of Hiring Manager: Kate Maguire

DATE	NAME OF APPLICANT	REFERRED BY	DISPOSITION**
2/24/21	Keith Kolb	LinkedIn	1
3/10/21	Kristen Buck	LinkedIn	1
3/9/21	Josie Vote	Indeed	2
3/23/21	Alex Allen	Indeed	1
4/01/21	Clay Lonis	Indeed	1
4/29/21	Robert McClenahan	Summit Website	1
03/18/21	Amy Kroger	Employee Referral/Kate Maguire	1
4/29/21	Bob Musilek	LinkedIn	1
5/05/21	Amber Ladehoff	LinkedIn	1

**** DISPOSITION**

1. Interviewed, no offer
2. Interviewed, offer extended, and hired
3. Interviewed, offer extended, but rejected



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

Summit Media is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decisions, and is not part of your employment file. Please print firmly and legibly.

1. NAME

V	O	T	E								J	O	S	I	E													
LAST											FIRST											M						

2. DATE

03	09	21
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

Marketing Strategy Lead

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) _____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) Employee Referral / *Indeed* _____
- COMMUNITY ORGANIZATION _____
- OTHER _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. NAME

A	L	L	E	N							A	L	E	X																
LAST										FIRST						M														

2. DATE

03	23	21
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

Marketing Strategy Lead

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
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- EMPLOYEE (NAME OF EMPLOYEE) _____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) Indeed
- COMMUNITY ORGANIZATION _____
- OTHER _____



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1. NAME

M	C	C	L	E	A	N					R	O	B	E	R	T						
LAST										FIRST						M						

2. DATE

04	29	21
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

Marketing Strategy Lead

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE)
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) Summit Media Website
- COMMUNITY ORGANIZATION _____
- OTHER _____



RECRUITMENT SOURCES CONTACT AND REFERRAL LOG

PLEASE READ: Use this form to record all recruitment sources contacted, the number of applicants interviewed for the job produced by each source, the date the position was filled and the source of the person hired.

Attach a list of all sources contacted for this position regardless of whether they produced any interviewed applicants. Separately identify any organizations which requested notification in accordance with FCC rules. Include for each organization the name, address, contact person, and telephone number.

List in the spaces below, those sources which referred interviewed applicants, the number referred per source, the date the position was filled and the source which referred the person hired. Include all organization contacted with the respect to the vacancy, employee suggestions, and other means of recruiting applicants for this position, including walk-ins.

JOB TITLE: Omaha Marketing Strategy lead

FULL-TIME OR PART-TIME: FULL-TIME **DATE:** 05/11/21

RECRUITMENT SOURCES

NUMBER OF REFERRED APPLICANTS INTERVIEWED

1. Radio advertisement	00
2. SummitMedia Website	01
3. Employee Referral	01
4. Indeed	03
5. LinkedIn	04

DATE POSITION WAS FILLED: 05/11/21

REFERRAL SOURCE OF APPLICANT HIRED: Indeed

(<https://summitmediacorp.com>)

◀ JOB OPENINGS

Marketing Strategy Lead - Omaha

Marketing Strategy Lead

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Position Closes:

◀ RETURN

ABOUT US ([HTTPS://SUMMITMEDIACORP.COM/ABOUT](https://summitmediacorp.com/about))
OUR STATIONS ([HTTPS://SUMMITMEDIACORP.COM#STATIONS](https://summitmediacorp.com/#stations))
LISTEN ONLINE ([HTTPS://SUMMITMEDIACORP.COM#LISTEN_ONLINE](https://summitmediacorp.com/#listen_online))
CONTACT US ([HTTPS://SUMMITMEDIACORP.COM/CONTACT_US](https://summitmediacorp.com/contact_us))
OUR DIGITAL ADVANTAGE ([HTTPS://SUMMITMEDIACORP.COM/OUR_DIGITAL_ADVANTAGE](https://summitmediacorp.com/our_digital_advantage))
EMPLOYMENT ([HTTPS://SUMMITMEDIACORP.COM/EMPLOYMENT](https://summitmediacorp.com/employment))
PRESS RELEASES ([HTTPS://SUMMITMEDIACORP.COM/PRESS](https://summitmediacorp.com/press))
PRIVACY POLICY ([HTTPS://SUMMITMEDIACORP.COM/SECTION/PRIVACY-POLICY](https://summitmediacorp.com/section/privacy-policy))
VISITOR AGREEMENT ([HTTPS://SUMMITMEDIACORP.COM/SECTION/VISITOR-AGREEMENT](https://summitmediacorp.com/section/visitor-agreement))
OFFICIAL RULES ([HTTPS://SUMMITMEDIACORP.COM/SECTION/OFFICIAL-RULES](https://summitmediacorp.com/section/official-rules))
EEO REPORT ([HTTPS://SUMMITMEDIACORP.COM/SECTION/EEO](https://summitmediacorp.com/section/eEO))



Sandy Corcoran
SummitMedia LLC
6700 Mercy Rd Suite 303
Omaha, NE 68106

RE: Nebraska Broadcasters Virtual Job Fair Participation, July 11, 2022

July 20, 2022

Dear Sandy Corcoran,

Thank you for participating in the Nebraska Broadcasters Virtual Job Fair the week of July 11, 2022. Your hiring agent of record was Sandy Corcoran and the stations that participated were KEZO-FM, KKCD-FM, KQCH-FM, KSRZ-FM, KXSP-FM.

Please keep this letter for your records.

Thank you again for participating in the Broadcasters Virtual Job Fair.

Best Regards,

Jim Timm
President/Executive Director
Nebraska Broadcasters Association
11414 W. Center Rd., Suite 342
Omaha, NE 68144

Brad Gould

From: Jim Timm <jim@ne-ba.org>
Sent: Monday, June 27, 2022 8:47 AM
To: Brad Gould
Subject: Register by July 5 for the next NBA Virtual Job Fair
Attachments: NBA Virtual Job Fairs 0321.pdf; NBA Virtual Job Fair script.doc

NBA Members:

The next NBA Virtual Job Fair will run live from **July 11 – 15, 2022**. The NBA VJF is another FREE member benefit.

TO PARTICIPATE: (even if you participated in a prior VJF)

- 1) Read the attached "NBA Virtual Job Fairs" PDF.
- 2) No later than Tuesday, July 5, complete the NBA online registration at:

<https://ne-ba.org/uncategorized/virtual-job-fair-registration/>

3) Start uploading your job postings at www.careerpage.org If you are new to CareerPage.org just click on the "Register" link on the home page and use the access code **3Sdg54** to complete your registration. Jobs can be posted any time after first registering for this event on the NBA website (step #2, above) and postings can be added during the week our event is live.

4) **Promote the Virtual Job Fair.** A suggested 30-second script is attached, with "next week" and "this week" versions for you to customize. We urge you to promote the event from at least **July 7 through the final day of the event, July 15**, and to use all of your promotional assets; on air, online, social, talent-driven, etc. *Participating stations are the ONLY means of VJF promotion so please, provide as much promotional support as you reasonably can.*

5) Following the event, your station will receive access to any applications received online, statistics on site traffic for the event, and a **letter of participation from the NBA to aid you in documenting your outreach efforts.**

Contact Linda Meuret at linda@ne-ba.org with any questions.



Kate Maguire, Sandy Corcoran
SummitMedia Corp
6700 Mercy Rd, Ste 303
Omaha, NE 68106

RE: Nebraska Broadcasters Virtual Job Fair Participation, October 10, 2022

October 17, 2022

Dear Kate Maguire, Sandy Corcoran,

Thank you for participating in the Nebraska Broadcasters Virtual Job Fair the week of October 10, 2022. Your hiring agents of record was Kate Maguire and Sandy Corcoran and the stations that participated were KEZO-FM, KKCD-FM, KQCH-FM, KSRZ-FM, KXSP-FM.

This job fair included the postings of Marketing Sales Lead, and PT Promotions Assistant.

Please keep this letter for your records.

Thank you again for participating in the Broadcasters Virtual Job Fair.

Best Regards,

Jim Timm
President/Executive Director
Nebraska Broadcasters Association
11414 W. Center Rd., Suite 342
Omaha, NE 68144

Brad Gould

From: Jim Timm <jim@ne-ba.org>
Sent: Monday, September 26, 2022 10:53 AM
To: Brad Gould
Subject: Register by Oct. 3 for next NBA Virtual Job Fair (Oct. 10 – 14)
Attachments: NBA Virtual Job Fair script.doc; NBA Virtual Job Fairs 0922.pdf

NBA Members:

The next NBA Virtual Job Fair will run live from **October 10 – 14, 2022**. The NBA VJF is another FREE member benefit.

TO PARTICIPATE: (even if you participated in a prior VJF)

1) Read the attached "NBA Virtual Job Fairs" PDF.

2) No later than **Monday, October 3**, complete the NBA online registration at:

<https://ne-ba.org/uncategorized/virtual-job-fair-registration/>

3) **Start uploading your job postings** at www.careerpage.org If you are new to CareerPage.org just click on the "Register" link on the home page and use the access code 35dg54 to complete your registration. Jobs can be posted any time after first registering for this event on the NBA website (step #2, above) and postings can be added during the week our event is live.

4) **Promote the Virtual Job Fair.** A suggested 30-second script is attached, with "next week" and "this week" versions for you to customize. We urge you to promote the event from at least **October 6 through the final day of the event, October 14**, and to use all of your promotional assets; on air, online, social, talent-driven, etc. *Participating stations are the ONLY means of VJF promotion so please, provide as much promotional support as you reasonably can.*

5) Following the event, your station will receive access to any applications received online, statistics on site traffic for the event, and a **letter of participation from the NBA to aid you in documenting your outreach efforts.**

Contact NBA executive assistant Linda Meuret at linda@ne-ba.org with any questions.

Virtual Job Fairs



This online initiative allows NBA member stations to participate in a quarterly recruitment effort. The week-long nature of the Virtual Job Fair (VJF) helps stations target potential employees, especially candidates who can't or won't attend a physical job fair in the typical short, four-hour window.

During the week of the VJF, your hiring agent will receive applications from visitors to the site via email. In addition, your hiring agent may be contacted by visitors requesting more information about a specific job or the industry in general via an online comment form that keeps your email address confidential. It is required that an actual hiring agent is ready to respond to such inquiries.

How to Participate

1) Register by providing the NBA with:

- call letters of all stations that want to participate
- parent company or organization name associated with the stations
- name and email address of hiring agent at the station(s) * must be an actual person's email; not "info@station.com" or the like (email address will not be visible to applicants)
- mailing address for the stations participating
- short description of why it's great to work at your organization
- logos of all participating stations

2) Post your job openings at www.CareerPage.org. If you are new to CareerPage.org, simply click on the "Register" link on the home page. Use the access code 3Sdg54 to complete your registration.

3) Promote the event: beginning at least a few days ahead of the VJF, and through the last day of the VJF, all participating stations should promote the event, customizing the suggested copy to drive visitors to the VJF site: <https://www.broadcastersvirtualjobfair.com/cms/> We encourage use of all of your promotional assets; on air, online, social media, station talent, etc.

4) At the conclusion of each VJF, your station will receive access to the applications online, statistics on site traffic for the event, and a letter of participation for your EEO file.

Virtual Job Fairs



Station Outreach and FCC EEO credit

While your station works to fulfill its regulatory EEO requirements, the VJF serves as further evidence of your outreach efforts to educate the public about your open positions along with general information about broadcasting careers.

In 2017 the FCC Media Bureau issued a Declaratory Ruling updating its EEO policy on recruiting widely for full-time openings to permit broadcasters to use the internet as a sole recruitment source when recruiting for vacancies, as long as the recruitment is still sufficiently broad to meet EEO recruitment requirements.

While a VJF is a viable alternative to traditional job fairs, it should be considered as a *supplemental* outreach program to educate the public about careers in broadcasting and the qualifications necessary to fill those positions. We do not suggest that this be a substitute for any station's broader employment outreach efforts. By participating in VJFs throughout your licensing period, you *may* be able to count some of these events as part of the third prong (supplemental efforts) of the FCC's Options Menu.

The VJF is designed to be easy for your stations to participate in with two caveats that while rigorous, are not cumbersome: 1) your hiring agent must be a **real person** (not "HR Department") and that person's email must be *their* email (not info@KXYZ.com), and 2) all participating stations must promote the VJF. By adhering to these two caveats, stations may make a pretty good case that they have participated in a job fair where "recruitment is sufficiently broad to meet EEO requirements."

Nonetheless, the NBA cannot guarantee stations that they will get credit from the FCC even though we believe participating in the way we've outlined herein should be sufficient to claim the appropriate EEO credit.

Stations should always consult their FCC counsel for guidance on earning EEO credit.

Brad Gould

From: Kate Maguire
Sent: Friday, January 6, 2023 2:28 PM
To: Brad Gould
Subject: Fw: THANK YOU!
Attachments: thank you speakers Kate (1).pdf

Below is what I have from the HS visit.

Kate Maguire | General Sales Manager
Radio / Digital / Mobile / Social / Events

PLEASE NOTE OUR NEW ADDRESS: Summit Media | 6700 Mercy Road, Ste 303 | Omaha, NE 68106

[KEZO](#) | [KKCD](#) | [KQCH](#) | [KSRZ](#) | [KXSP](#)

Ph: (531) 710-1113 | **Mobile:** (402) 429-0114
Email: kate.maguire@summitmediacorp.com

"We cannot force someone to hear a message they are not ready to receive, but we must never underestimate the power of planting the seed".

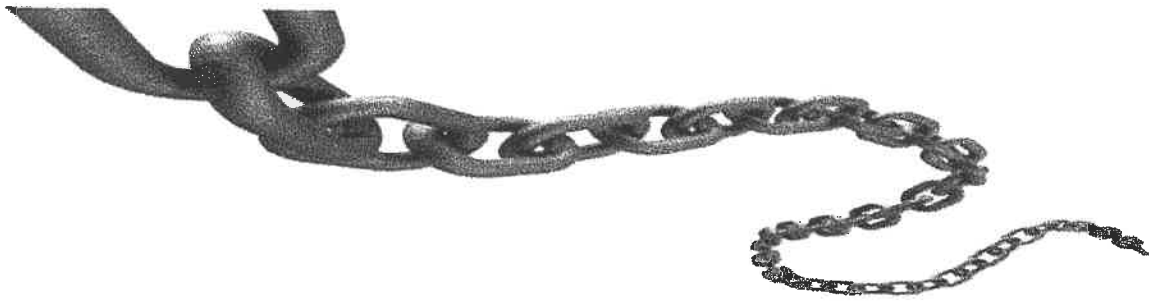
From: Amy Stetson <astetso@lps.org>
Sent: Friday, December 2, 2022 12:56 PM
To: Kate Maguire <kate.maguire@summitmediacorp.com>
Subject: THANK YOU!

Kate!

I hope this finds you well and getting ready for a restful, relaxing, fun weekend. I can't tell you how much it meant to me to have you come to LHS and share with current LHS kids! We really enjoyed hearing your stories! I hope to get the chance to connect again soon! Thank you for opening our young scholars minds!

All my best,
-Stetson

p.s. send me your snail mail if you'd like the paper copy



We Thank You!

Fw: Friday AVID Speakers

Kate Maguire <kate.maguire@summitmediacorp.com>

Mon 10/31/2022 9:48 AM

To: Virginia Kelley <virginia.kelley@summitmediacorp.com>

Cc: Brad Gould <brad.gould@summitmediacorp.com>

Morning,

Can I use the email below to get EEO points? I visited with 3 different high school classes on Friday the 28th.

Thanks,

Kate Maguire | General Sales Manager
Radio / Digital / Mobile / Social / Events

PLEASE NOTE OUR NEW ADDRESS: Summit Media | 6700 Mercy Road, Ste 303 | Omaha, NE 68106

[KEZO](#) | [KKCD](#) | [KQCH](#) | [KSRZ](#) | [KXSP](#)
Ph: (531) 710-1113 | Mobile: (402) 429-0114
Email: kate.maguire@summitmediacorp.com

"We cannot force someone to hear a message they are not ready to receive, but we must never underestimate the power of planting the seed".

From: Amy Stetson <astetso@lps.org>

Sent: Thursday, October 27, 2022 7:33 AM

To: ajrosenau16@gmail.com <ajrosenau16@gmail.com>; dn738001@gmail.com <dn738001@gmail.com>; eriley92502@gmail.com <eriley92502@gmail.com>; Kate Maguire <kate.maguire@summitmediacorp.com>; Christie Galati <cgalati@lps.org>

Cc: Laurel Howard <lhoward2@lps.org>; Maira Mendez Rodriguez <mmendezr@lps.org>; Dianne Witmer <dwitmer@lps.org>; Paula McClung <pmclung@lps.org>; Jeffrey Bargar <jbargar@lps.org>

Subject: Friday AVID Speakers

Hello LHS Links!

We are so excited to have you join **AVID this Friday** to share your stories! Yesterday, the students brainstormed all sorts of great questions to ask you and I am thrilled that they will have this opportunity to connect with you.

A few things to help you....

- There is visitor parking in the north lot or across Capitol Parkway by the baseball fields.
- You will check in with Laurie Howard at the main door on your way in.
- We will be in the media center on the first floor.
- If you are staying the whole day I will make sure we have a space where you can relax, work or whatever you need in between the classes.

Thank you so much for being a part of the AVID experience!

All my best,
Ms. Stetson

Friday Dates:	Period 2 8:56-9:51 a.m.	Period 4 10:53-11:43 a.m.	Period 6 1:19-2:09 p.m.
10/28/22	<ul style="list-style-type: none"> • Elijah Riley • Kate Maguire • Christie Galati 	<ul style="list-style-type: none"> • Andy Rosenau • Dat Nguyen • Kate Maguire 	<ul style="list-style-type: none"> • Elijah Riley • Andy Rosenau • Dat Nguyen • Kate Maguire



Señora Stetson (she, her, hers)

Spanish & **AVID** Elective Teacher

LHS World Language Department

Phone to leave me a voicemail:

(402) 458-3100 ext. 92969

"Language is the road map of a culture. It tells you where its people come from and where they are going." Rita Mae Brown



11414 West Center Road
Suite 342
Omaha, Nebraska 68144
(402) 933-5995
Fax: (402) 933-0059

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Jim Timm
jim@ne-ba.org

PRESIDENT EMERITUS
Marty Riemenschneider
marty@ne-ba.org

August 16, 2021

This letter certifies that one or more hiring managers from the radio stations owned by **Summit Media - Omaha** participated in the Omaha Area Broadcasters Career Fair on Tuesday, August 10 at the La Vista Conference Center.

This career fair was held in conjunction with the Nebraska Broadcasters Association annual convention. Each participating station's involvement included advance promotion of the career fair on their respective station(s) and other distribution channels, followed by interaction with career fair attendees at the event.

Sincerely,

A handwritten signature in black ink that reads 'Jim Timm'. The signature is written in a cursive, flowing style.

Jim Timm
President/Executive Director

Fw: NBA Career Fair participation letter

Kate Maguire <kate.maguire@summitmediacorp.com>

Tue 8/17/2021 9:45 AM

To: Virginia Kelley <virginia.kelley@summitmediacorp.com>

📎 1 attachments (185 KB)

Summit Media NBA cf 081021.pdf;

I attended a Job Fair that counts towards our EOO but not sure what to do with it for our files??

Kate Maguire | Sales & Digital Manager - CRMC
Radio / Digital / Mobile / Social / Events
Summit Media | 10714 Mockingbird Drive | Omaha, NE 68127
[KEZO](#) | [KKCD](#) | [KOCH](#) | [KSRZ](#) | [KXSP](#)
Ph: (531) 710-1113 | Mobile: (402) 429-0114
Email: kate.maguire@summitmediacorp.com

"We cannot force someone to hear a message they are not ready to receive, but we must never underestimate the power of planting the seed".

From: Jim Timm <jim@ne-ba.org>
Sent: Monday, August 16, 2021 2:30 PM
To: Kate Maguire <kate.maguire@summitmediacorp.com>
Cc: Rick Parrish <rick.parrish@summitmediacorp.com>
Subject: NBA Career Fair participation letter

Kate,

Thank you for participating in last week's event. Attached is a participation letter for your files.

Regards,

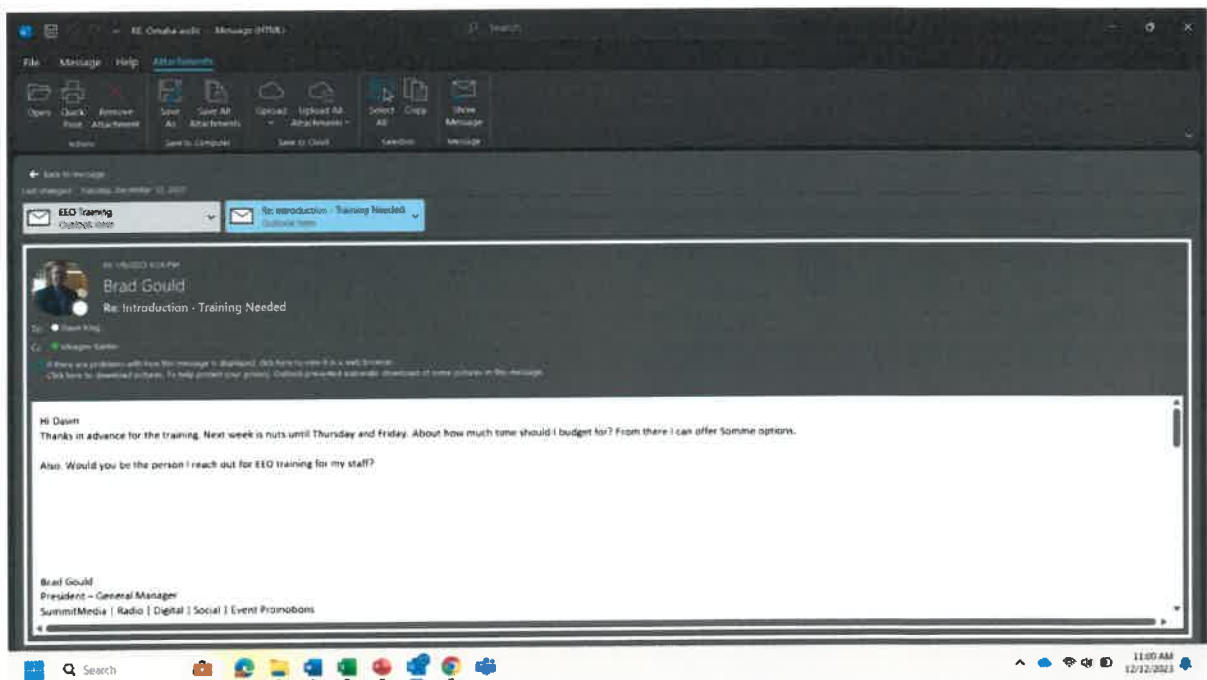
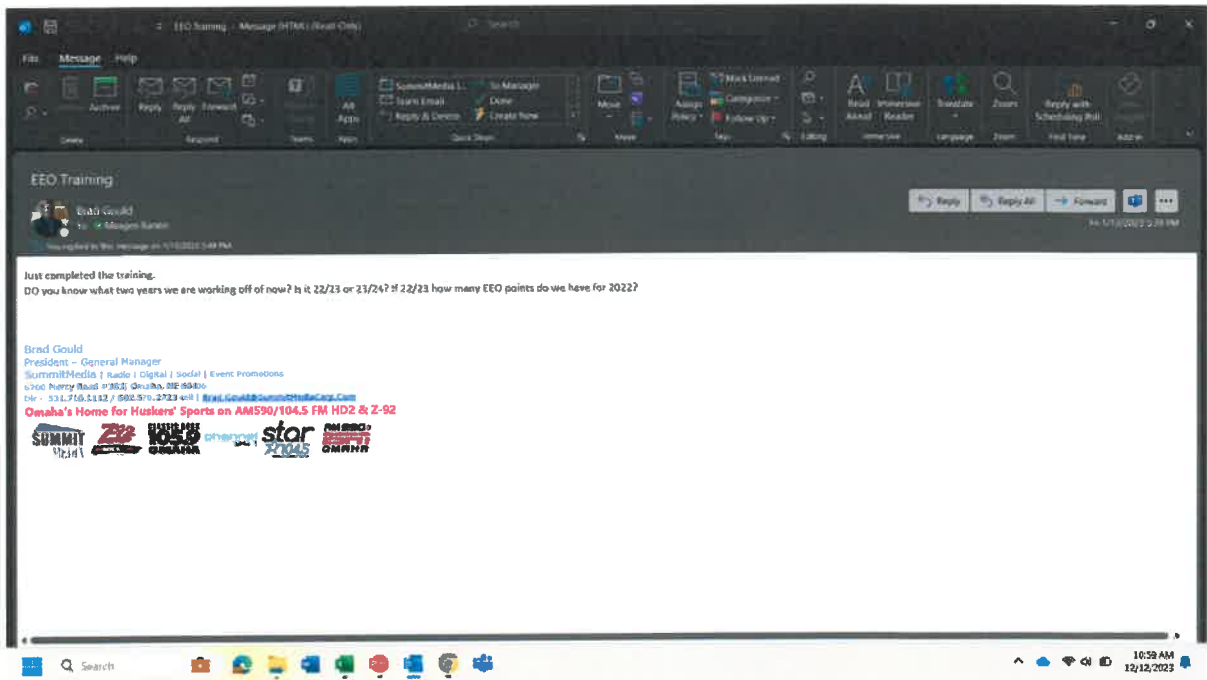
Jim

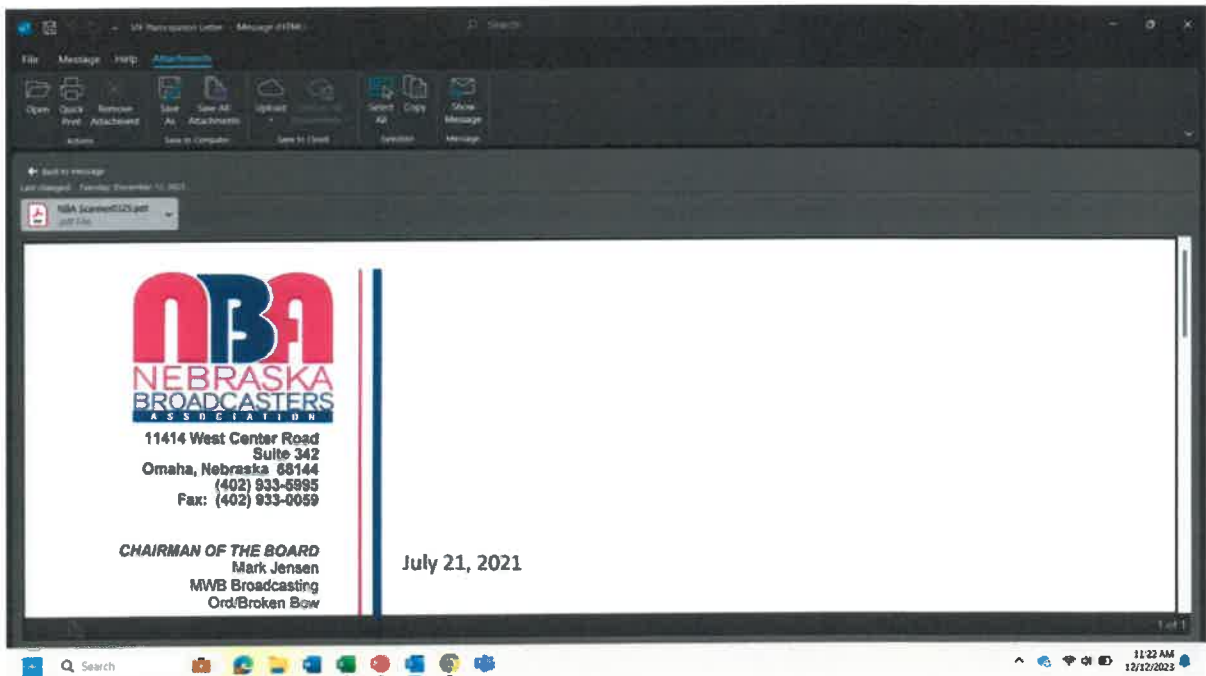
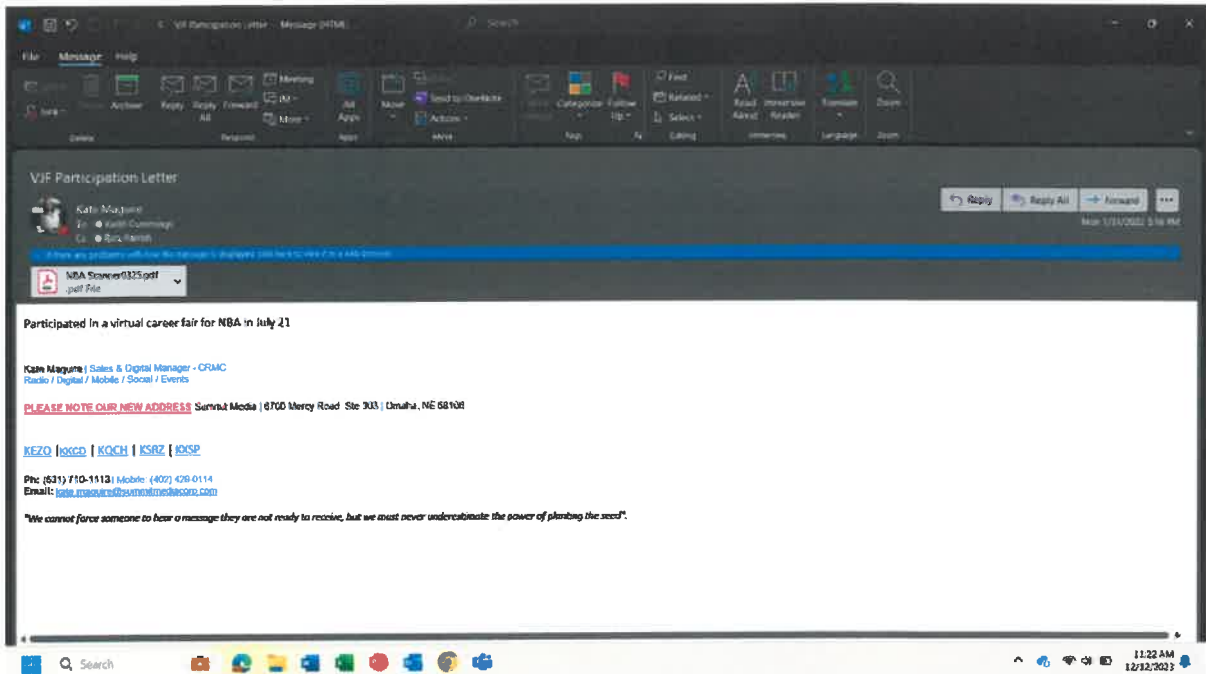
Jim Timm
President/Executive Director
Nebraska Broadcasters Association
11414 W. Center Rd., Suite 342
Omaha, NE 68144
P 402-933-5995 F 402-933-0059

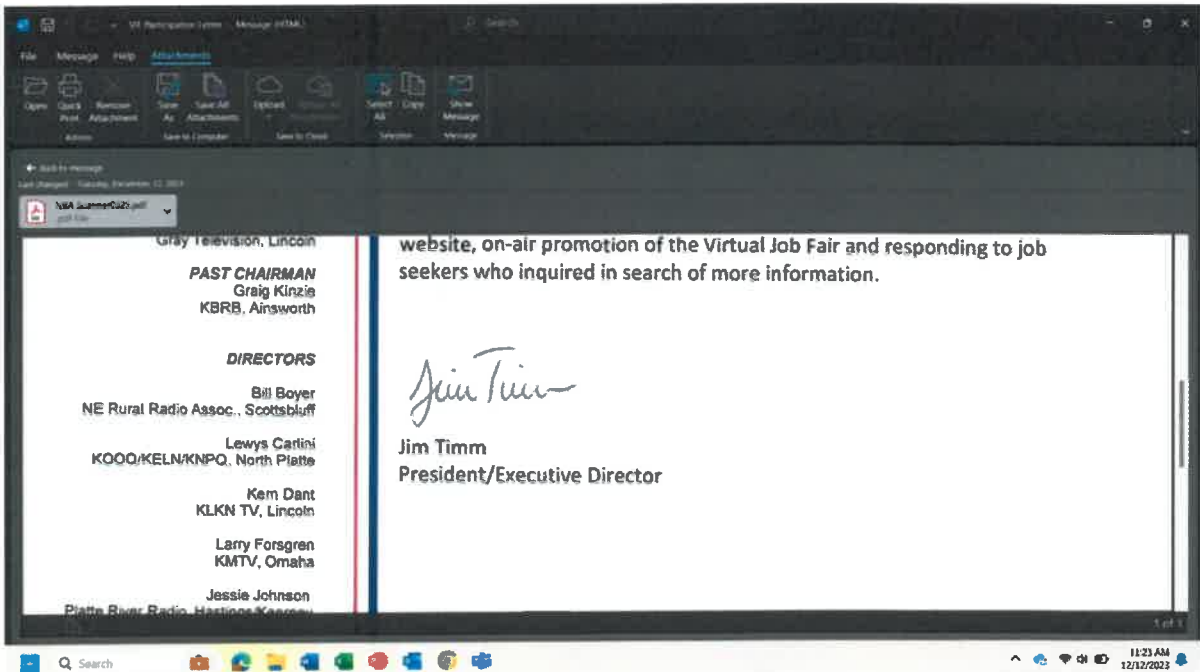
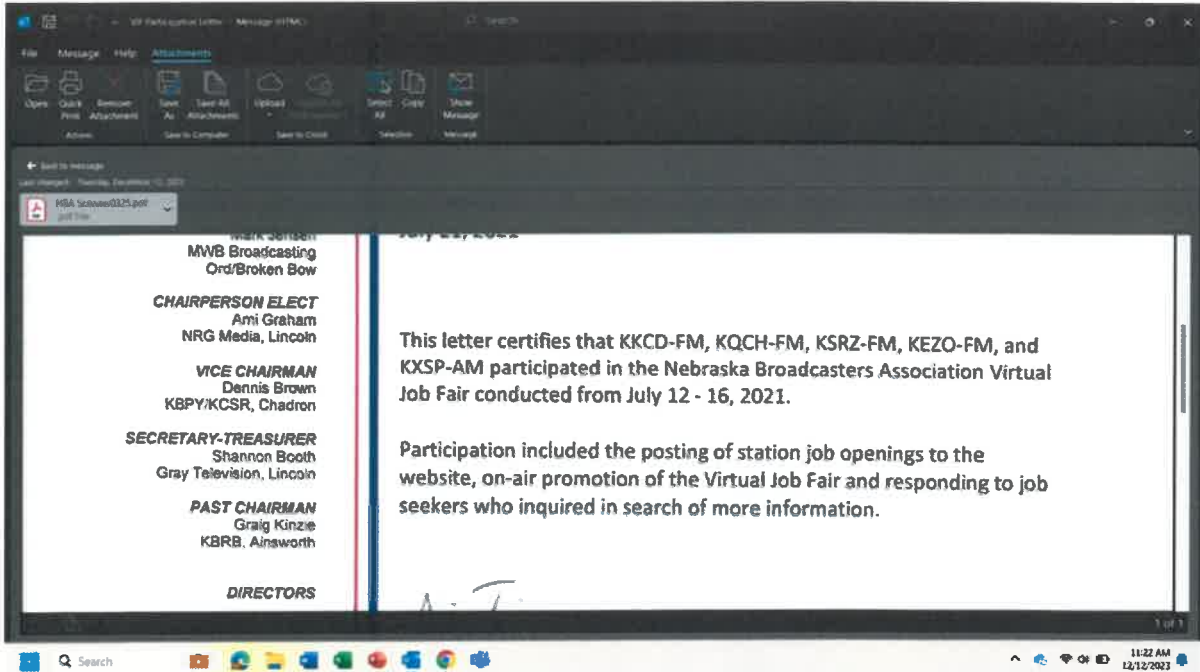


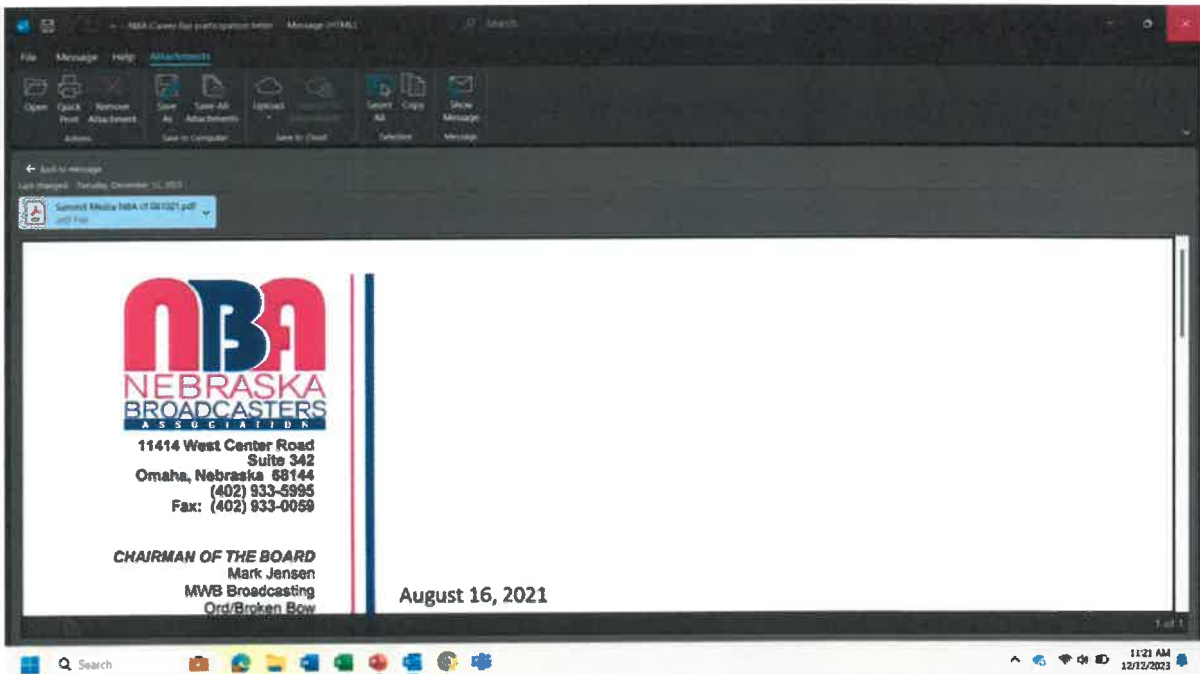
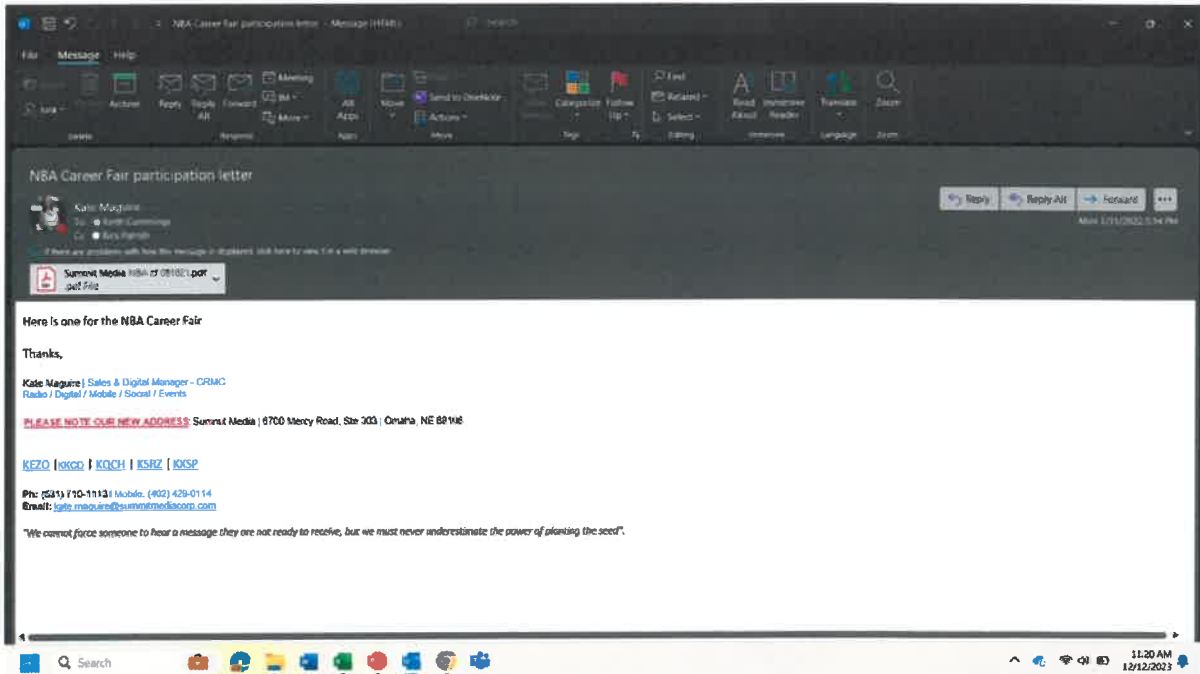
EEO Omaha

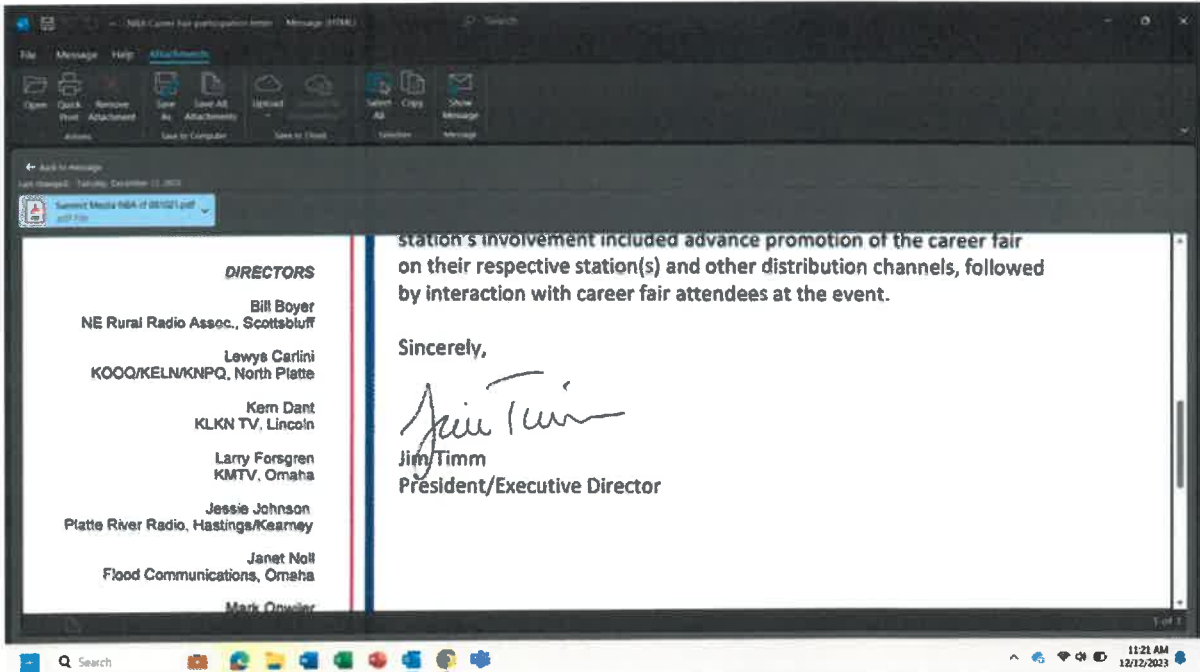
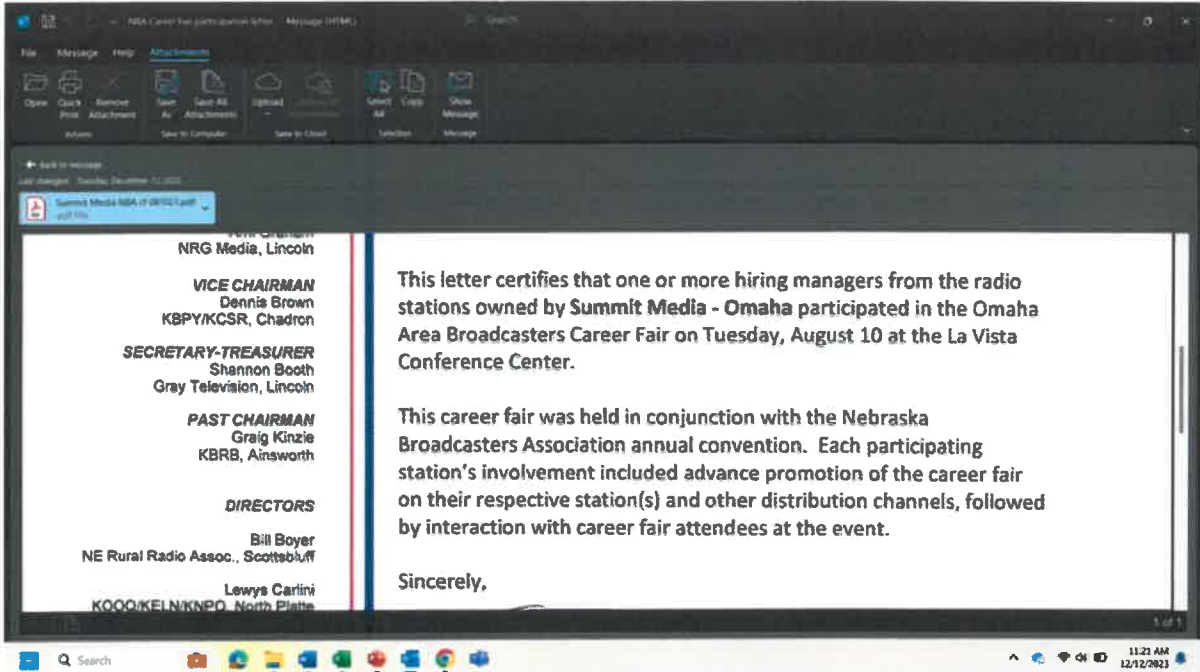
GM Training Jan 17, 2023

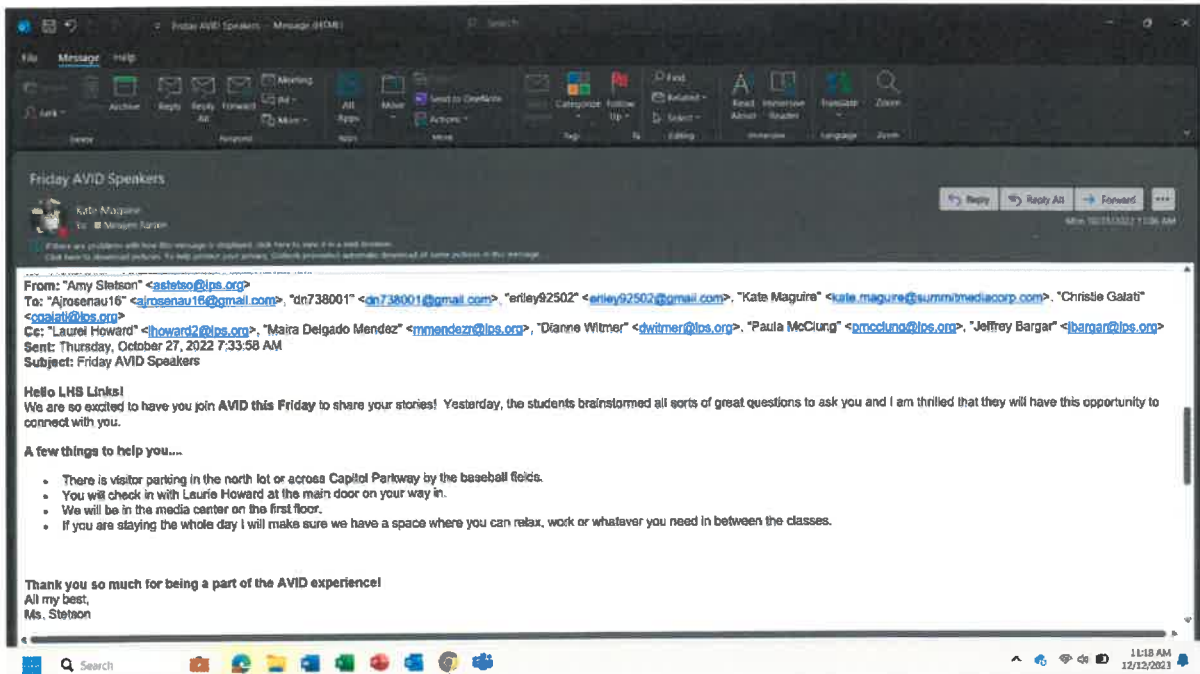
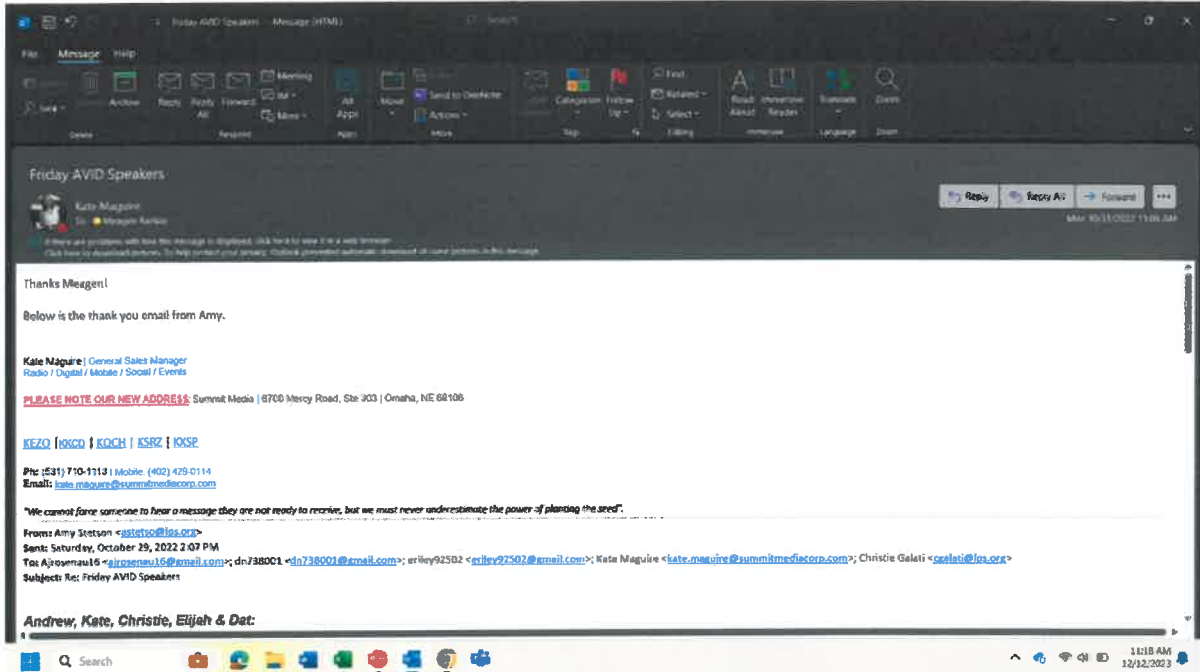












Friday AVID Speakers

Kate Maguire
To: Morgan Ramin

11:19 AM 12/12/2023

Reply Reply All Forward

There are problems with how this message is displayed. You may need to view it in a web browser. (Click here to download pictures to help protect your privacy. Outlook prevented automatic download of some pictures in this message.)

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