



April 19, 2022

EEO Staff
Policy Division
Media Bureau
Federal Communications Commission
45 L Street, N.E.
Washington, D.C. 20554

Re: Station KRRN(FM)
Moapa Valley, Nevada
FIN: 27982
**SUPPLEMENTAL RESPONSE TO EEO
AUDIT NOTICE**

Dear Sir:

Entravision Holdings, LLC ("Entravision"), the licensee of Station KRRN(FM), Moapa Valley, Nevada, is hereby supplementing its response to the Commission's EEO Audit Notice, dated August 6, 2021, in connection with the operation of Station KRRN.

In this supplemental response, Entravision is uploading to the EEO Audits, Investigations and Complaints tab of its Online Public Inspection File, the June 1, 2020 – May 31, 2021 EEO Public File Report for Entravision's Las Vegas Employment Unit, which includes Station KRRN(FM).

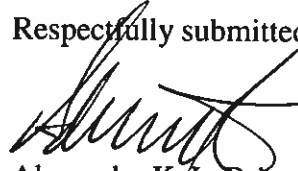
Entravision, through an officer of the licensee's parent, hereby declares, under penalty of perjury, that the foregoing statements are true and correct, to the best of its information, knowledge and belief

Should there be any questions in regard hereto, please communicate with Entravision's communications counsel: Barry A. Friedman, Thompson Hine LLP, Suite 700,

EEO Staff
Federal Communications Commission
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1919 M Street, N.W., Washington, D.C. 20036. His email address is
barry.friedman@thompsonhine.com.

Respectfully submitted,



Alexander K. LaBrie
Executive Vice President, Global Human
Resources and Risk Management
Entravision Communications Corporation
2425 Olympic Blvd Suite 6000W
Santa Monica, CA 90404

Attachment (EEO Public File Report)

SUPPLEMENTAL STATEMENT

On February 25, 2021, the Commission's Media Bureau released its first EEO Audit Notice in calendar year 2021. Entravision Holdings, LLC ("Entravision") was notified in the *Public Notice* that five of its radio stations and one of its television stations were recipients of an Audit Notice.

Following receipt of the Audit Notices, Entravision, reflecting its long history of complying with Commission notices, set to work in preparing the required responses. Senior managers immediately contacted the managers of the affected Employment Units and directed them to collect the requested information for review and submission to the FCC. The managers in five of the Employment Units promptly undertook work on the project. The situation in the sixth Employment Unit, the Las Vegas, Nevada Employment Unit, was entirely different, at odds with the policies of Entravision, and has necessitated the submission of this Supplemental Statement.

Instead of assisting in the preparation of the necessary response, the Las Vegas manager, acting without explanation, immediately resigned from his position. This was not a customary resignation, with advance notice, a period of time in which the manager continued in employment, and the transitioning of work to a replacement. Instead, the manager not only left immediately, he did not participate in Entravision's required exit interview process and failed to leave any information as to how he could be contacted by telephone or electronic means if Entravision had any questions. Entravision was left with no ability to secure any relevant information from the individual.

The former manager's actions left Entravision with some concerns. It began an audit of the manager's performance and sought to secure the information necessary to provide the Audit

Notice response. What Entravision found, much to its displeasure, was that the manager had failed to comply with Entravision's operating guidelines for regulatory compliance.

For example, Entravision requires that managers responsible for Employment Unit compliance document every action, involving recruitment sourcing and initiatives, they take by maintaining files evidencing their work. Entravision has also licensed from Broadcast1Source, a software firm specializing in FCC EEO documentation, a software package that enables its Employment Unit managers to track EEO compliance and maintain records for any FCC review. When Entravision senior management examined the Broadcast1Source files, no information for the Las Vegas Employment Unit could be located. As for paper files, Entravision has been able to locate some, but not all, of the relevant records in support of the last two EEO Program Reports that were prepared for the stations in the Las Vegas Employment Unit.

Entravision has long sought to establish a culture in which its managers and employees understood that, as a regulated entity, there are rules that they have to comply with. In this regard, Entravision wishes to point to the performance of the five other Employment Units in the current audit cycle as well as those in prior audit cycles. The company is disappointed that its manager, a minority group member that Entravision entrusted managerial responsibilities to as part of its effort to hire and promote minority group members, has failed to adhere to its policies.

In recent weeks, Entravision has hired a female minority group member to take over the EEO work for the Las Vegas Employment Unit. Both senior management and the new manager have committed themselves to ensuring full compliance by the Employment Unit going forward. To that end, the new manager will consult with both another manager with EEO compliance experience and Entravision's senior managers at its headquarters.

EMPLOYMENT UNIT'S TWO MOST RECENT EEO PUBLIC FILE REPORTS

In connection with its responses to this Item 2(b), the Employment Unit is hereby providing copies of the Employment Unit's two most recent EEO public file reports are attached hereto.

**KELV, KINC, KQRT, KRRN
EEO PUBLIC FILE REPORT**

June 1, 2020 - May 31, 2021

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
Integrated Marketing Solutions Consultant	2	2
Integrated Marketing Solutions Consultant	2	2
Multimedia Journalist	1-2	1
Business Operations Manager	2-5	4

**KELV, KINC, KQRT, KRRN
EEO PUBLIC FILE REPORT**

June 1, 2020 - May 31, 2021

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	E-mail Inquiry	N	1
2	Entravision 2425 Olympic Blvd Ste 6000 West Santa Monica, California 90404 Phone : 310-264-2355 Url : http://www.entravision.com Entravision Communications Manual Posting	N	7
3	Nevada Broadcasters Association 8985 S Eastern Ave Ste 205 Las Vegas, Nevada 89123 Phone : (702) 794-4994 Url : http://www.nevadabroadcasters.org Email : jeanette@nevadabroadcasters.org Jeanette Cerne-Hill	N	0
4	Recruiter	N	4
5	Zip Recruiter 604 Arizona Ave Santa Monica, California 90401 Phone : (877) 252-1062 Url : ziprecruiter.com Job Board Manual Posting	N	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			12

KELV, KINC, KQRT, KRRN
EEO PUBLIC FILE REPORT

June 1, 2020 - May 31, 2021

III. RECRUITMENT INITIATIVES

	Date	Type of Recruitment Initiative (Menu Selection)	Brief Description Of Activity	No. of Stations Participants	Participant Title
1	Ongoing Event	Establishment of a mentoring program	The Women of Entravision initiative aims to promote female leadership at the company and stimulate new advancements that will promote a safe work environment, a better community better pathways to leadership, and greater wellbeing across all of Entravision offices worldwide.	30	
2	5/5/2021	Provision of training to management	Alex La Brie, EVP of Global HR & Risk Management, conducted a webinar with all EVC Business Operations Managers to review and answer any questions about the 3 prongs of EEO compliance.	1	Business Operations Manager
3	5/20/2021	Provision of training to management	EVC Corporate coordinated a virtual training session with all EVC Business Operations Managers and Terrie Knight Gura, Client Services & Integrations Supervisor, of Broadcast1Source. EEO compliance requirements, tools and reports were discussed.	1	Business Operations Manager

FCC - EEO PUBLIC FILE INSPECTION REPORT

**Entravision Communications Corp.
 KINC TV / KELV TV - Las Vegas, NV
 KWVB LP - Mesquite, NV
 KMCC TV - Dolan Springs (thru March 2020)
 KQRT FM, Las Vegas, NV
 KRRN FM, Moapa Valley, NV
 KNTL-LP/KMCC, Laughlin, NV
Job Titles of All Full-Time Vacancies Throughout Year**

JUNE 2019 TO MAY 2020

	Vacancy Date
1 Senior VP Integrated Marketing Solutions	7/22/2019
2 Integrated Marketing Solutions Consultant	8/8/2019
3 Traffic Coordinator TV & Radio	12/6/2019
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FCC - EEO PUBLIC FILE INSPECTION REPORT

Entravision Communications Corp.
KINC TV / KELV TV - Las Vegas, NV
KWWB LP - Mesquite, NV
KQRT FM, Las Vegas, NV
KRRN FM, Moapa Valley, NV
KNTL-LP, Laughlin, NV

Job Titles of All Full-Time Vacancies Throughout Year

Sources Used to Fill Vacancies

JUNE 2019 TO MAY 2020

Job Title	Source			Tel #
	Contact	Address		
1 Senior VP Integrated Marketing S	Latin Chamber of Commerce	lvfcc.com		702-385-7367
	entravision.com	500 Pilot Road, Suite D, Las Vegas, NV 89119		702-434-0015
	KINC TV	500 Pilot Road, Suite D, Las Vegas, NV 89119		702-434-0015
	LULAC National Educational Service Centers Inc	2000 L Street NW Ste 610		Phone : 602-269-6485
	Chicanos por la Causa	2916 N 35th Avenue		
	Black Broadcasters Alliance	205 N. Michigan Ave Suite 2015 Chicago IL 60601		
	National Association of Hispanic Journalists	529 14th Street N.W., Washington, District of Columbia 20045		
	American Women in Radio and TV	1760 Old Meadow Rd Ste 500, McLean VA 22102		703 506-3290
	Arizona State University/Walter Cronkite School of Journ	555 N Central Ave Ste302 Phoenix AZ		
	Las Vegas Indian Center	2300 W Bonanza Ard Las Vegas NV 89106		702 647-5842x224
	craigslist.org			
	UNLV	unlv-csm.simplicity.com		
	College of Southern Nevada	https://csn-csm.symplicity.com/employers/index.php		
	Indeed .com	indeed.com		
	Nevada Broadcasters Assoc	nevadabroadcasters.org		
	Las Vegas Women in Communications	womenincommunicationlv.org		
	Entertainment Careers	entertainmentcareers.net		
	LV Clark County Urban League	1024 W. Owens Ave, Kas Vegas, NV 89106		702.483.4211
	All Access.com	allaces.com		
	Media Line	medialine.com		
	Tvjobs.com	Tvjobs.com		
Urban Chamber of Commerce	1951 Stella Lake St Suite 26, Las Vegas, NV 89106			
Media Recruiters	mediarecruiter.com			
Journalism Jobs	Journalismjobs.com			
El Tiempo	PO Box 920, Las Vegas, NV 89125		702-383-0383	
Media Match	media-match.com		n/a	
2 Integrated Marketing Solutions C	Latin Chamber of Commerce	lvfcc.com		702-385-7367
	entravision.com	500 Pilot Road, Suite D, Las Vegas, NV 89119		702-434-0015
	KINC TV	500 Pilot Road, Suite D, Las Vegas, NV 89119		702-434-0015
	LULAC National Educational Service Centers Inc	2000 L Street NW Ste 610		Phone : 602-269-6485
	Chicanos por la Causa	2916 N 35th Avenue		
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	Arizona State University/Walter Cronkite School of Journ	555 N Central Ave Ste302 Phoenix AZ		
	Las Vegas Indian Center	2300 W Bonanza Ard Las Vegas NV 89106		702 647-5842x224
	craigslist.org	craigslist.org		
	UNLV	unlv-csm.simplicity.com		
	College of Southern Nevada	https://csn-csm.symplicity.com/employers/index.php		
	Academy of Radio Broadcasting	arbradio.com		
	indeed.com	indeed.com		
	All Access.com	allaces.com		
	Nevada Broadcasters Assoc	nevadabroadcasters.org		
	Journalism Jobs	Journalismjobs.com		
	Entertainment Careers	entertainmentcareers.net		
	Media Line	medialine.com		
	LV Clark County Urban League	1024 W. Owens Ave, Kas Vegas, NV 89106		702.483.4211
Urban Chamber of Commerce	1951 Stella Lake St Suite 26, Las Vegas, NV 89106			
Las Vegas Women in Communications	womenincommunicationlv.org			
Spots and Dots	spotsndots.com			
3 Traffic Coordinator TV & Radio	Latin Chamber of Commerce	lvfcc.com		702-385-7367
	entravision.com	500 Pilot Road, Suite D, Las Vegas, NV 89119		702-434-0015
	KINC TV	500 Pilot Road, Suite D, Las Vegas, NV 89119		702-434-0015
	LULAC National Educational Service Centers Inc	2000 L Street NW Ste 610		Phone : 602-269-6485
	Chicanos por la Causa	2916 N 35th Avenue		
	Black Broadcasters Alliance	205 N. Michigan Ave Suite 2015 Chicago IL 60601		
	National Association of Hispanic Journalists	529 14th Street N.W., Washington, District of Columbia 20045		
	American Women in Radio and TV	1760 Old Meadow Rd Ste 500, McLean VA 22102		703 506-3290
	Arizona State University/Walter Cronkite School of Journ	555 N Central Ave Ste302 Phoenix AZ		
	Las Vegas Indian Center	2300 W Bonanza Ard Las Vegas NV 89106		702 647-5842x224
	craigslist.org	craigslist.org		
	UNLV	unlv-csm.simplicity.com		
	College of Southern Nevada	https://csn-csm.symplicity.com/employers/index.php		
	Academy of Radio Broadcasting	arbradio.com		
	indeed.com	indeed.com		
	All Access.com	allaces.com		
	Nevada Broadcasters Assoc	nevadabroadcasters.org		
	Journalism Jobs	Journalismjobs.com		

FCC - EEO PUBLIC FILE INSPECTION REPORT

Sources Used to Fill Vacancies

JUNE 2019 TO MAY 2020

Job Title	Source		
	Contact	Address	Tel #
	Entertainment Careers	entertainmentcareers.net	
	Media Line	medialine.com	
	LV Clark County Urban League	1024 W. Owens Ave, Las Vegas, NV 89106	702.483.4211
	Urban Chamber of Commerce	1951 Stella Lake St Suite 26, Las Vegas, NV 89106	
	Las Vegas Women in Communications	womenincommunicationlv.org	
	Spots and Dots	spotsndots.com	

FCC - EEO PUBLIC FILE INSPECTION REPORT

Entravision Communications Corp.
KINC TV / KELV TV - Las Vegas, NV
KWWB LP - Mesquite, NV
KQRT FM, Las Vegas, NV
KRRN FM, Moapa Valley, NV
KNTL-LP, Laughlin, NV

Job Titles of All Full-Time Vacancies Throughout Year

JUNE 2019 TO MAY 2020

Source That Filled Position

	Job Title	Source That Filled Position
1	Senior VP Integrated Marketing Solutions	Entravision.com
2	Integrated Marketing Solutions Consultant	Employee Referral
3	Traffic Coordinator TV & Radio	Employee Referral
4	0	
5	0	
6	0	
7	0	
8	0	
9	0	
10	0	
11	0	
12	0	
13	0	
14	0	
15	0	
16	0	
17	0	
	0	
	0	
	0	

FCC - EEO PUBLIC FILE INSPECTION REPORT

Entravision Communications Corp.
KINC TV / KELV TV - Las Vegas, NV
KWWB LP - Mesquite, NV
KQRT FM, Las Vegas, NV
KRRN FM, Moapa Valley, NV
KNTL-LP, Laughlin, NV

JUNE 2019 TO MAY 2020

Job Titles of All Full-Time Vacancies Throughout Year

Number of Person(s) Interviewed and Number Referred by a Recruitment Source

	Job Title	Number of Person(s) Interviewed	From the number of person(s) interviewed, how many were referred by recruitment source?
1	Senior VP Integrated Marketing Solutions	6	3 Entravision job bank, 1 craigslist, 1 Media Recruiter, 1 Indeed
2	Integrated Marketing Solutions Consultant	5	3 Entravision job bank, 1 craigslist, 1 1 Indeed
3	Traffic Coordinator TV & Radio	6	2 Entravision job bank, 2 craigslist, 2 Medea Recruiter
4		0	
5		0	
6		0	
7		0	
8		0	
9		0	
10		0	
11		0	
12		0	
13		0	
14		0	
15		0	
16		0	
17		0	

FCC - EEO PUBLIC FILE INSPECTION REPORT

Entravision Communications Corp.
KINC TV / KELV TV - Las Vegas, NV
KWWB LP - Mesquite, NV
KQRT FM, Las Vegas, NV
KRRN FM, Moapa Valley, NV
KNTL-LP, Laughlin, NV

JUNE 2019 TO MAY 2020

List and Provide a Brief Description of Prong 3 (Menu Options Implemented) Throughout Year

Menu Option Chosen	Description
1	Job Fair Participant - Natinal Career Fair Grand Sierra Resort 06/18/2019 - Nat'l Coordinator & Human Resources
1	Job Fair Participant - Jobertising Palms Casino 07/24/2019 - Promotions & Human Resources
1	Job Fair Participant Henderson Diversity Sunset Station 08/14/2019 - Engineering Manager & Human Resources
1	Job Fair Participant - Choice Career Texas Station 09/26/19 - Production Mgr & Human Resources
1	Job Fair Participant - Choice Career Sunset Station 10/24/2019 - Sales Manager & Human Resources
9	Mentoring of newly appointed Engineer by Business Office Manager to take on a Managerial position
1	Job Fair Participant - Las Vegas Diversity Job Fair Palms Casino 11/05/2019 - Promotions & Human Resources
14	11/19//2019 EEO training of proper dissemination of jobs for station management personnel - Business Manager
1	Job Fair Participant -Choice Career Sunset Station 01/30/20 - Digital Manager & Human Resources
	COVID-19 Ceassed all Job Fairs and other gatherings from Mid March 2020 through May for this period

EMPLOYMENT UNIT WEBSITES

The Employment Unit maintains a website for Station KINC. The URL for that website is: www.noticiasya.com/nevada

The other stations in the Employment Unit maintain websites as follows:

www.elboton.com/las-vegas/

EMPLOYMENT UNIT’S 2019-2021 INTERVIEWING INFORMATION

In connection with its responses to this Item 2(b)(iii), the Employment Unit wishes to advise the FCC of the following information concerning its interviewing process:

Job Title (June 1, 2019 – May 31, 2020)	
<u>Job Title</u>	<u>Total Interviewees/Sources</u>
Senior Vice President, Integrated Marketing Solutions	Interviewees: 6 Sources: 3 Entravision Job Bank, 1 Craigslist, 1 Media Recruiter, 1 Indeed
Integrated Marketing Solutions Coordinator	Interviewees: 5 Sources: 3 Entravision Job Bank, 1 Craigslist, 1 Indeed
Traffic Coordinator Television and Radio	Interviewees: 6 Sources: 2 Entravision Job Bank, 2 Craigslist, 2 Media Recruiters

Job Title (June 1, 2020 - May 31, 2021)

<u>Position</u>	<u>Total Interviewees/Sources</u>
Integrated Marketing Solutions Consultant	Interviewees: 1 Sources: 1 Entravision Career Site
Integrated Marketing Solutions Consultant	Interviewees: 1 Sources: 1 Entravision Career Site
Multimedia Journalist	Interviewees: 6 Sources: 5 Entravision Career Site, 1 e-Mail Inquiry
Business Operations Manager	Interviewees: 4 Sources: 4 Recruiter

EMPLOYMENT UNIT'S HIRING ACTIONS

In connection with its responses to this Item 2(b)(iii), the Employment Unit wishes to advise the FCC of the following:

The date of each full-time hire referred to in the two most recent EEO public file reports are as follows:

June 1, 2019 - May 31, 2020	
Position	Date of Hire
Senior Vice President, Integrated Marketing Solutions	7/25/2019
Integrated Marketing Solutions Consultant	9/23/2019
Traffic Coordinator Television and Radio	1/21/2020
June 1, 2020 - May 31, 2021	
Position	Date of Hire
Integrated Marketing Solutions Consultant	6/23/2020
Integrated Marketing Solutions Consultant	12/2/2020
Multimedia Journalist	2/3/2021
Business Operations Manager	3/22/2021

Information concerning the communications sent to recruitment sources dealing with these hires are attached hereto.

Integrated Marketing Solutions Consultant

Location/Market: Las Vegas, NV

I. OBJECTIVES

- Develop and maintain relationships with advertisers and advertising agencies.
- Sell commercial airtime, event sponsorships, and marketing/NTR campaigns.
- Meet or exceed the **revenue** and **OCF** annual goals of the market.
- While using corporate tools and workflows, the position must provide world class product and service.

II. RESPONSIBILITIES

- **PLAN & STRATEGY:** The IMSC must develop a detailed plan to encourage the growth of new business and while also maintaining and growing existing business relationships. The IMSC presents the benefits of Spanish language advertising on one or more of our radio stations to local business owners and/or advertising agencies.
- **REVENUE & CONTRIBUTION:** To meet monthly and annual sales goals. To develop annual plans based on existing and new opportunities, bottom up account analysis, industry trends, competitive landscape and growth potential (updated on a **Quarterly** basis). This activity assumes that the position of IMSC must have a fully shared commitment to making the year's financial goals.
- **CUSTOMER SERVICE AND QUALITY CONTROL:** The IMSC is responsible for developing and maintaining a direct-to-client communication channel. This position assumes that a detailed plan to call, visit or contact customers to survey client needs, satisfaction and new product development initiatives. Uses interpersonal skills to selling commercial airtime, event sponsorships, and/or customized marketing campaigns designed to achieve the client's objectives.
- **ADDITIONAL DUTIES:** Additional job requirements may include research, promotions, development, copywriting, servicing, as well as some collection efforts.

III. PERFORMANCE INDICATORS:

Financial: Revenue & OCF; **Operations/Tech.** Monthly summary and detailed report with KPIs, including AUR, Salesforce, Content, Ratings, etc. **Team:** Annual structure, KPIs and incentive plans recommendation to be established by December 1st for the following year. "Great Place to Work" goal above 70%. All top management with clear roles, KPIs and compensation protocols - annually by using a Balance Scorecard System; Deliver budgeting, capex, incentive plans in a timely fashion; **Data:** Owned content IP and user data.

IV. SUPERVISORY RESPONSIBILITY

Reports directly to SVP

V. POSITION TYPE/EXPECTED HOURS OF WORK

This is a Full Time position, Monday through Friday. Actual hours and schedule may vary.

VI. REQUIRED EDUCATION AND EXPERIENCE

Skills	Experience
Organization. Excellent organizational skills and an ability to multitask in a high pressure, fast-paced environment. A self-starter.	CRM experience mandatory Some years' experience in leadership-based marketing

Done

s Consultant

Status
Closed

Hiring Manager
Christopher Jordan Languages
English (US)

Job Ad

Career Sites

Select the Career Site(s) to which this job is posted. The default Career Site is used for Job Boards and Referrals.

Name	Default	Effective Dates
Entravision Career Site https://entravision.csod.com/ats/careersite/jobdetails.aspx?site=1&c=entravision&id=2209	<input checked="" type="radio"/>	5/4/2020 -

Recruiting Agencies

Select agencies that can access and submit applications to this requisition.

Name	Effective Dates
------	-----------------

Internal Career Site

Enable specific users to view this requisition. Jobs posted to the Internal Career Site will also appear in the Career Center.

Name	Include Subordinates	Effective Dates
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Smart Referrals

Enable specific users to see this requisition as feature for referrals.

Name	Include Subordinates	Effective Dates
------	----------------------	-----------------

Job Ad

English (US) ▾

Languages
 English (US) (Default)

External Internal Mobile

Integrated Marketing Solutions Consultant

Location/Market: Las Vegas, NV

I. OBJECTIVES

- Develop and maintain relationships with advertisers and advertising agencies.
- Sell commercial airtime, event sponsorships, and marketing/NTR campaigns.
- Meet or exceed the revenue and OCF annual goals of the market.
- While using corporate tools and workflows, the position must provide world class product and service.

II. RESPONSIBILITIES

- **PLAN & STRATEGY:** The IMSC must develop a detailed plan to encourage the growth of new business and while also maintaining and growing existing business relationships. The IMSC presents the benefits of Spanish language advertising on one or more of our radio stations to local business owners and/or advertising agencies.
- **REVENUE & CONTRIBUTION:** To meet monthly and annual sales goals. To develop annual plans based on existing and new opportunities, bottom up account analysis, industry trends, competitive landscape and growth potential (updated on a **Quarterly** basis). This activity assumes that the position of IMSC must have a fully shared commitment to making the year's financial goals.
- **CUSTOMER SERVICE AND QUALITY CONTROL:** The IMSC is responsible for developing and maintaining a direct-to-client communication channel. This position assumes that a detailed plan to call, visit or contact customers to survey client needs, satisfaction and new product development initiatives. Uses interpersonal skills to selling commercial airtime, event sponsorships, and/or customized marketing campaigns designed to achieve the client's objectives.
- **ADDITIONAL DUTIES:** Additional job requirements may include research, promotions, development, copywriting, servicing, as well as some collection efforts.

III. PERFORMANCE INDICATORS:

Financial: Revenue & OCF; **Operations/Tech.** Monthly summary and detailed report with KPIs, including AUR, Salesforce, Content, Ratings, etc. **Team:** Annual structure, KPIs and incentive plans recommendation to be established by December 1st for the following year. "Great Place to Work" goal above 70%. All top management with clear roles, KPIs and compensation protocols - annually by using a Balance Scorecard System; Deliver budgeting, capex, incentive plans in a timely fashion; **Data:** Owned content IP and user data.

IV. SUPERVISORY RESPONSIBILITY

Reports directly to SVP

V. POSITION TYPE/EXPECTED HOURS OF WORK

This is a Full Time position, Monday through Friday. Actual hours and schedule may vary.

VI. REQUIRED EDUCATION AND EXPERIENCE

Skills	Experience
Organization. Excellent organizational skills and an ability to multitask in a high pressure, fast-paced environment. A self-starter.	CRM experience mandatory Some years' experience in leadership brand marketing

Done

LT Content Admin My Team Recruit

Job Ad Consultant

Status
Closed

Hiring Manager

Christopher Jordan

Languages

English (US)

Job Ad

Career Sites

Select the Career Site(s) to which this job is posted. The default Career Site is used for Job Boards and Referrals.

Name	Default	Effective Dates
Entravision Career Site https://entravision.csod.com/ats/careersite/jobdetails.aspx?site=1&c=entravision&id=2291	<input checked="" type="radio"/>	10/15/2020 -

Recruiting Agencies

Select agencies that can access and submit applications to this requisition.

Name	Effective Dates
------	-----------------

Internal Career Site

Enable specific users to view this requisition. Jobs posted to the Internal Career Site will also appear in the Career Center.

Name	Include Subordinates	Effective Dates
------	----------------------	-----------------

Smart Referrals

Enable specific users to see this requisition as feature for referrals.

Name	Include Subordinates	Effective Dates
------	----------------------	-----------------

Multimedia Journalist @ Entravision Communications Corporation

Location/Market: Las Vegas, NV

I. OBJECTIVES

- Assist with various aspects of news production. Responsible for shooting, writing, editing, and publishing content, coordinating and conducting interviews, and representing the station in community related events.

II. RESPONSIBILITIES

- CONTENT.** Coordinates, organizes and conducts interviews. Creates multimedia content for multi-platform distribution (TV & digital). Shoots, writes, and edits story ideas. Gathers, edits, packages and publishes local news content – focusing on (but not limited to) News, Weather and Traffic. Writes text articles, publishes video clips and edits image galleries according to the local editorial “voice in the station’s websites and social media accounts. Writes text articles, publishes video clips and edits image galleries according to the local editorial voice in the station’s websites and social media accounts.
- NETWORKING.** Develops and maintains a network of contacts providing access to exclusive stories.
- RESEARCH AND INVESTIGATION.** Assists producer in establishing sources, finding and executing enterprise news investigations, building and maintaining strong list of story ideas.
- COMMUNITY OUTREACH.** Represents the station in community related events.

III. POSITION TYPE/ EXPECTED HOURS OF WORK

This is a Full Time position. Actual hours may vary. Must be willing to undertake shift work associated with working for a 24/7 news operation. Must be able to work holidays.

IV. SUPERVISORY RESPONSIBILITY

Reports directly to News Director

V. REQUIRED EDUCATION AND EXPERIENCE

Skills	Experience
<p>Language. Bilingual in English/Spanish. High level of reading, writing, and speaking is essential.</p> <p>Technology. Proficient in using Microsoft Office, PC operating systems, and recording and editing equipment.</p> <p>Discipline. Ability to work in a fast-paced environment and work well under pressure, with many immediate deadlines and priorities. Must be punctual and dependable.</p> <p>Communication. Ability to work well in a team environment.</p>	<p>Bachelor’s degree in communication, journalism, or related field.</p> <p>2+ years in journalism or related experience</p> <p>Reporting, shooting, writing, and editing experience with good ratings track record.</p> <p>Be informed of news events locally and nationally.</p>

Status
Closed

Hiring Manager

Juan Gutierrez Godoy

Languages

English (US)

Job Ad

Career Sites

Select the Career Site(s) to which this job is posted. The default Career Site is used for Job Boards and Referrals.

Name	Default	Effective Dates
Entravision Career Site https://entravision.csod.com/ats/careersite/jobdetails.aspx?site=1&c=entravision&id=2338	<input checked="" type="radio"/>	1/19/2021 -

Recruiting Agencies

Select agencies that can access and submit applications to this requisition.

Name	Effective Dates
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Internal Career Site

Enable specific users to view this requisition. Jobs posted to the Internal Career Site will also appear in the Career Center.

Name	Include Subordinates	Effective Dates
------	----------------------	-----------------

Smart Referrals

Enable specific users to see this requisition as feature for referrals.

Name	Include Subordinates	Effective Dates
------	----------------------	-----------------



March 16, 2021

Personal & Confidential
Alex LaBrie
Entravision Communications
500 Pilot Road, Suite D
Las Vegas, Nevada 89119

Dear Alex,

Thank you for selecting Robert Half Finance & Accounting to meet your staffing needs. We look forward to working with you in your search for a Business Operations Manager.

Based on our conversation, if Robert Half Finance & Accounting refers a successful candidate for the position(s) noted above, the terms of this letter shall apply. We agree to a fee [REDACTED] of the hired candidate's annual starting salary.

For any candidate we refer for this position(s), this letter and all additional terms in the enclosed Fee Schedule & Guarantee will represent the terms of our agreement. **In the event of any conflicting terms between this letter and the Fee Schedule & Guarantee, this letter will govern.** This letter agreement is only applicable to, and the only Robert Half International Inc. division and branch obligated under this letter agreement is, the Robert Half Finance & Accounting division of the branch located at 3993 Howard Hughes Parkway, Suite 300, Las Vegas, Nevada 89169. We will send you a letter of confirmation regarding this agreement when a candidate has been selected.

Robert Half Finance & Accounting specializes in the placement of highly skilled accounting and financial professionals on a full-time basis. We are a division of Robert Half International, the world's leader in specialized consulting and staffing services since 1948.

We appreciate your business and look forward to working with you to locate a candidate who will be a valuable addition to your company. In the meantime, please do not hesitate to contact me if you have questions or if I can be of additional service.

Sincerely,

Renee Brooks

Renee Brooks
Division Director Robert Half Accounting Operations

FEE SCHEDULE & GUARANTEE

Thank you for your confidence in *Robert Half Finance & Accounting*!

Our fees, payable by you, the employer, are contingent on the hiring of a candidate referred by one of our offices. Our standard fee [REDACTED] the hired candidate's annual salary. However, as discussed and agreed upon for this placement only to further promote our partnership with you, we agree to a [REDACTED] of the hired candidate's annual starting salary.

All fees are earned at the time the candidate accepts the position and the fees will be invoiced no more than ten (10) calendar days before the scheduled starting day of employment. Invoices are payable fifteen (15) calendar days from the invoice date. Applicable sales and service taxes will be added to the above amounts.

We reserve the right to include as annual salary any expected bonus, commission or guaranteed increase in salary which is part of the initial employment offer.

ROBERT HALF FINANCE & ACCOUNTING GUARANTEE

If the full fee is paid within fifteen (15) calendar days from the invoice date, a ninety (90) calendar day pro rata guarantee will be in effect. Otherwise, a thirty (30) calendar day pro rata guarantee will be in effect. In either case, if the employee's employment terminates for any reason other than reorganization, elimination of position, takeover or material change in job responsibility within the applicable guarantee period, we will refund a pro rata portion of the full fee actually paid to us for such candidate or issue a pro rata credit for such amount in the event we provide a replacement. The refund or credit will be equal to 1/90th or 1/30th of the full fee actually paid to us for such candidate, as applicable, multiplied by the number of calendar days remaining in the guarantee period as of the last day of employment.

REFERRALS

The fee applies to candidates referred by us for a specified or an alternate position, and employed by you (or an affiliate or any other entity as a result of subsequent referrals by you), either as an employee, consultant or independent contractor, within twelve (12) months from the date of our last referral of a candidate. Please notify us immediately if you require Robert Half Finance & Accounting to perform background checks or other placement screenings of the final candidate selected for employment. We will conduct such checks or screenings only if they are described in a signed, written amendment to this Fee Schedule & Guarantee.

NO CONTRARY AGREEMENTS

This Fee Schedule & Guarantee and the attached cover letter contain the complete and final agreement on the topics discussed herein and supersede any prior agreements or understandings on these topics. If there is a conflict between this Fee Schedule & Guarantee and the attached cover letter, the attached cover letter will prevail over a conflicting term in this Fee Schedule & Guarantee. Our employees do not have the authority either to verbally modify this Fee Schedule & Guarantee or to assume additional responsibilities (except as set forth in the attached cover letter) other than those set forth in this Fee Schedule & Guarantee.

All referrals are made in confidence. Acceptance of our candidate referrals constitutes acceptance of the terms of this fee schedule.

Languages

English (US) (Default)

External

Internal

Mobile

Entravision Communications Corporation

Business Operations Manager

JOB DESCRIPTION

Summary

Will report directly to the VP of Business Operations with strong dotted line responsibilities to the Senior Vice President and the Vice President of Human Resources. Responsible for managing the business affairs of the local television and radio market, the accounting department, and overseeing basic HR function. This position primarily performs office or non-manual work directly related to management policies or general business operations for the employer, customarily and regularly exercises discretion and independent judgement in carrying out duties as to matters of significance to the employer's business; and performs his or her job only under general supervision and works along specialized or technical lines requiring special training, experience, or knowledge.

Essential Functions

1. Supervising the business affairs of the local television and radio market.
2. Managing the accounting department, financial operations, budgeting, audit, credit and collections, and overseeing basic HR function.

Competencies

1. Excellent Organizational Skills.
2. Technical Capability.
3. Communication Proficiency.
4. Leadership.
5. Teamwork.

Supervisory Responsibility

Reports directly to the VP of Business Operations.

Position Type/Expected Hours of Work

This is a full-time position, Monday through Friday.

Required Education and Experience

1. 2+ years of accounting or comparable experience.
2. Strong Knowledge of Microsoft Excel required.

Preferred Education and Experience

1. Experience in the Broadcast industry strongly preferred.
2. Traffic System experience strongly preferred.

TV & Radio

Status
Closed

Hiring Manager
Julie Jouvstra

Languages
English (US)

Job Ad

Career Sites

Select the Career Site(s) to which this job is posted. The default Career Site is used for Job Boards and Referrals.

Name	Default	Effective Dates
Entravision Career Site https://entravision.csod.com/ats/careersite/jobdetails.aspx?site=1&c=entravision&id=2406	<input checked="" type="radio"/>	3/17/2021 -

Recruiting Agencies

Select agencies that can access and submit applications to this requisition.

Name	Effective Dates
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Internal Career Site

Enable specific users to view this requisition. Jobs posted to the Internal Career Site will also appear in the Career Center.

Name	Include Subordinates	Effective Dates
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Smart Referrals

Enable specific users to see this requisition as feature for referrals.

Name	Include Subordinates	Effective Dates
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NVBA members may advertise available jobs by submitting the information to our Job Bank.

MEMBERS, PLEASE NOTE: Position Available Postings to the online Job Bank, will remain active FOUR (4) WEEKS. Once a position has been posted, changes to the listing or early removal may NOT always be possible. If you would like your position to remain online for longer than your original specified closing date or the defaulted FOUR (4) Weeks, please resubmit position description and new closing date.

MAKE SURE TO INCLUDE A WEBSITE WHERE CANDIDATES MAY APPLY OR AN EMAIL ADDRESS WHERE CANDIDATES MAY SEND RESUMES.

Job Title

Business Operations Manager

Job Region **Southern Nevada** v

Industry **TV** v

Department **Accounting** v

Description

Entravision Communications Corporation
Business Operations Manager
JOB DESCRIPTION
Summary
Will report directly to the VP of Business Operations with strong dotted line responsibilities to the Senior Vice President and the Vice President of Human Resources. Responsible for managing the business affairs of the local television and radio market, the accounting department, and overseeing basic HR function. This position primarily performs office or non-manual work directly related to management policies or general business operations for the employer, customarily and regularly exercises discretion and independent judgement in carrying out duties as to matters of significance to the employer's business; and performs his or her job only under general supervision and works along specialized or technical lines requiring special training, experience, or knowledge.

Station or Company Name*

Entravision Communications Corporation

JOB REGIONS

Northern Nevada

Out of State

Rural

Southern Nevada

JOB DEPARTMENTS

Accounting

Administration

Creative Services

Digital

Director

Editor

Education

Engineering

Facilities/Maintenance

Graphics

Human Resources

IT

Journalist

Marketing

Master Control

Multimedia

News

On Air

Photographer

Photojournalist

Production

Programming

Promotions





Post a Job

Dashboard

Candidates

Jobs

Messages

Resume Database

Help

Upgrade

[< Back to Jobs](#)

Business Operations Manager - Las Vegas, NV

Manage

● CLOSED > 6 days > 64 views > 41 candidates

Job posted 3/18/21 to 3/23/21

Edit Job

Add Screening Questions

Preview Job

Email Candidates



Business Operations Manager

Entravision Communications
Las Vegas, NV, USA

+ 401K, Dental, Life, Medical, Vision

📅 Full-Time

Entravision Communications Corporation

Business Operations Manager

JOB DESCRIPTION

Summary

Will report directly to the VP of Business Operations with strong dotted line responsibilities to the Senior Vice President and the Vice President of Human Resources. Responsible for managing the business affairs of the local television and radio market, the accounting department, and overseeing basic HR function. This position primarily performs office or non-manual work directly related to management policies or general business operations for the employer, customarily and regularly exercises discretion and independent judgement in carrying out duties as to matters of significance to the employer's business; and performs his or her job only under general supervision and works along specialized or technical lines requiring special training, experience, or knowledge.

Job Ad

English (US) ▾

Languages

English (US) (Default)

External

Internal

Mobile

Entravision Communications Corporation

Traffic Coordinator

Location/Market: Las Vegas, NV

JOB DESCRIPTION

Summary

We are looking for an organized, detail-oriented individual comfortable working in a fast-paced environment. Responsible for preparation and reconciliation of traffic logs, reports, & copy.

Essential Functions

1. Responsibilities include the preparation and reconciling of traffic logs, reports, copy, filing, & other duties as assigned.

Competencies

1. Attention to Detail
2. Organizational Skills
3. Excellent Communication Skills
4. Technical Capability
5. Ability to Multitask

Supervisory Responsibility

Reports directly to VP Station Traffic Operations

Position Type/Expected Hours of Work

This is a Full Time position. Actual hours and schedule may vary.

Required Education and Experience

1. 1-2 years traffic experience preferred.
2. Bilingual English/Spanish preferred.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Entravision Communications Corporation participates in the E-Verify system operated by the US Department of Homeland Security and the Social Security Administration and will use E-Verify to confirm work eligibility for all new hire employees.

Entravision Communications is an Equal Opportunity Employer. We encourage women and minorities to apply.

Done



Admin My Team Recruit

igs

r TV & Radio

Status
Closed

Recruiter

Jose Monreal

Hiring Manager

Christopher Jordan

Languages

English (US)

Show Job Ad

Career Sites

Select the Career Site(s) to which this job is posted. The default Career Site is used for Job Boards and Referrals.

Name	Default	Effective Dates
<input checked="" type="checkbox"/> Entravision Career Site https://entravision.csod.com/ats/careersite/jobdetails.aspx?site=1&c=entravision&id=1102	<input type="radio"/>	12/27/2019 -
		<input type="text"/>

Recruiting Agencies

Select agencies that can access and submit applications to this requisition.

Name	Effective Dates
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Internal Career Site

Enable specific users to view this requisition. Jobs posted to the Internal Career Site will also appear in the Career Center.

Name	Include Subordinates	Effective Dates
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Smart Referrals

Enable specific users to see this requisition as feature for referrals.

Name	Include Subordinates	Effective Dates
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Integrated Marketing Solutions Consultant @ Entravision Communications

Location/Market: Las Vegas, NV

I. OBJECTIVES

- Develop and maintain relationships with advertisers and advertising agencies.
- Sell commercial airtime, event sponsorships, and marketing/NTR campaigns.
- Meet or exceed the revenue and OCF annual goals of the market.
- While using corporate tools and workflows, the position must provide world class product and service.

II. RESPONSIBILITIES

- **PLAN & STRATEGY:** The IMSC must develop a detailed plan to encourage the growth of new business and while also maintaining and growing existing business relationships. The IMSC presents the benefits of Spanish language advertising on one or more of our radio stations to local business owners and/or advertising agencies.
- **REVENUE & CONTRIBUTION:** To meet monthly and annual sales goals. To develop annual plans based on existing and new opportunities, bottom up account analysis, industry trends, competitive landscape and growth potential (updated on a **Quarterly** basis). This activity assumes that the position of IMSC must have a fully shared commitment to making the year's financial goals.
- **CUSTOMER SERVICE AND QUALITY CONTROL:** The IMSC is responsible for developing and maintaining a direct-to-client communication channel. This position assumes that a detailed plan to call, visit or contact customers to survey client needs, satisfaction and new product development initiatives. Uses interpersonal skills to selling commercial airtime, event sponsorships, and/or customized marketing campaigns designed to achieve the client's objectives.
- **ADDITIONAL DUTIES:** Additional job requirements may include research, promotions, development, copywriting, servicing, as well as some collection efforts.

III. PERFORMANCE INDICATORS:

Financial: Revenue & OCF; **Operations/Tech:** Monthly summary and detailed report with KPIs, including AUR, Salesforce, Content, Ratings, etc. **Team:** Annual structure, KPIs and incentive plans recommendation to be established by December 1st for the following year. "Great Place to Work" goal above 70%. All top management with clear roles, KPIs and compensation protocols - annually by using a Balance Scorecard System; Deliver budgeting, capex, incentive plans in a timely fashion; **Data:** Owned content IP and user data.

IV. SUPERVISORY RESPONSIBILITY

Reports directly to SVP of IMSC

V. POSITION TYPE/EXPECTED HOURS OF WORK

This is a Full Time position, Monday through Friday. Actual hours and schedule may vary.

VI. REQUIRED EDUCATION AND EXPERIENCE

Skills	Experience
<p>Organization. Excellent organizational skills and an ability to multitask in a high pressure, fast-paced environment. A self-starter.</p> <p>Communication. The capacities to attract, persuade, and motivate to develop new and existing client relationships. Must be self-confident and a collaborative team player through a connected environment. Must exhibit professionalism and cultural sensitivity.</p> <p>Broadcast. Understanding, experience and exposure to TV and Radio broadcasting.</p> <p>Digital. A clear understanding of digital ad-tech platforms and how they can be offered to clients.</p> <p>Exponential Alliances and Acquisitions. The capacity to act and think "out</p>	<p>CRM experience mandatory</p> <p>Some years' experience in leadership brand, marketing, digital or business leadership positions.</p> <p>Developing creative marketing solutions beyond a simple reach.</p> <p>Reporting to management, developing strong presentations.</p>

Done



ing Solutions Consultant	Status Closed
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Recruiter: **José Monreal** Hiring Manager: **Christopher Jordan** Languages: **English (US)**

Show Job Ad

Career Sites

Select the Career Site(s) to which this job is posted. The default Career Site is used for Job Boards and Referrals.

Name	Default	Effective Dates
<input checked="" type="checkbox"/> Entravision Career Site https://entravision.csod.com/ats/careersite/jobdetails.aspx?site=1&ic=entravision&id=963	<input checked="" type="radio"/>	8/15/2019 -

Recruiting Agencies

Select agencies that can access and submit applications to this requisition.

Name	Effective Dates
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Internal Career Site

Enable specific users to view this requisition. Jobs posted to the Internal Career Site will also appear in the Career Center.

Name	Include Subordinates	Effective Dates
------	----------------------	-----------------

Smart Referrals

Enable specific users to see this requisition as feature for referrals.

Name	Include Subordinates	Effective Dates
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Senior Vice President of Integrated Marketing Solutions @ Entravision Communications

Location/Market: Las Vegas, NV

I. OBJECTIVES

- Manage all aspects of operations in order to increase news and programming ratings and garner a greater share of market revenue.
- Manage the enterprise in which he or she is employed or of a customarily recognized department or subdivision therein
- Customarily and regularly direct the work of two or more other employees therein
- Has the authority to hire or fire and advance, promote or any other change of status of employees; and customarily and regularly exercise discretion and independent judgement.

II. RESPONSIBILITIES

- **PLAN & STRATEGY:** The SVP must develop a detailed plan and alternative plan for the market as a stand-alone unit. The plan must include its product, revenue strategy, business unit workflow within the market, define the market structure from top to bottom and develop an incentive program, marketing protocols, alliances, sources of value, KPIs, internal governing systems and growth strategy.
- **REVENUE & CONTRIBUTION:** To meet annual income and contribution margins budget (income minus cost of sales, including salaries, commissions, cost of tactical expenses, promotions costs, agency costs). To develop an annual revenue plan based on existing and new opportunities, bottom up account analysis, industry trends, competitive landscape and growth potential (updated on a **Quarterly** basis). This activity assumes that the position of SVP must have a fully shared commitment to making the year's financial goals. The SVP will lead the outreach to Brand Managers with no less than 18 high-level meetings per year.
- **CLIENT PORTFOLIO MANAGEMENT:** The SVP is responsible for developing and managing the portfolio of clients of the company. The position must use established company CRM tools and workflows and manage fair distribution of accounts, vertical industry specialization, active client base management, client satisfaction and delivery. At least **quarterly**, the SVP will review how accounts are served and re-establish goals for new accounts, will re-assign accounts or will develop plans to grow existing client accounts.
- **PRODUCT:** It is expected that the position will oversee the content, product solutions and sales marketing teams to ensure alignment in order to meet or exceed revenue goals. In addition, the position will ensure the content team is focused on delivering its KPIs regarding audiences, revenues, communities, etc. On this front, the position is also responsible for maximizing audience reach by optimizing all potential content distribution channels (owned, negotiated, shared).
- **CUSTOMER SERVICE AND QUALITY CONTROL:** The SVP will establish a direct-to-client communication channel, as well as client satisfaction platforms (Net Promoter Score - NPS). The position assumes that a detailed plan to call, visit or contact customers to survey client needs, satisfaction and new product development initiatives. **Quarterly Reporting**
- **STRUCTURE:** The SVP will be responsible for the structure design, documentation, recruitment, training, leadership and governing protocols within its group. Moreover, the SVP will establish clear roles, responsibilities, key performance metrics, annual review processes and establish career and incentive paths for employees.
- **TRAINING:** The SVP must define which are the required skills within its organization, and plan and deploy training and skill certification requirements (IAB, Salesforce, Tableau, Time Management, etc.) in order to develop a cutting-edge team.
- **REPORTING:** Develop a full business unit group report - to review goals, plans, needs and strategy. (**Monthly-Financial/Quarterly-Financial & Strategic**) The position assumes that each division under its control has proper accountability, formats and procedures: content, sales marketing, revenues, operations, and proper use of technology.

III. PERFORMANCE INDICATORS

Financial: Revenue & OCF; **Operations/Tech:** Monthly summary and detailed report with KPIs, including AUR, Salesforce, Content, Ratings, etc. **Team:** Annual structure, KPIs and incentive plans recommendation to be established by December 1st for the following year. "Great Place to Work" goal above 70%. All top management with clear roles, KPIs and compensation protocols - annually by using a Balance Scorecard System; Deliver budgeting, capex, incentive plans in a timely fashion; Data: Owned content IP and user data

Done



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ed Marketing Solutions Status
Closed

Recruiter: **Jose Monreal** Hiring Manager: **Jose Monreal** Languages: **English (US)**

Show Job Ad

Career Sites

Select the Career Site(s) to which this job is posted. The default Career Site is used for Job Boards and Referrals.

Name	Default	Effective Dates
<input checked="" type="checkbox"/> Entravision Career Site <small>https://entravision.csod.com/ats/careersite/jobdetails.aspx?site=1&c=entravision&id=943</small>	<input checked="" type="radio"/>	7/22/2019 -
	<input type="radio"/>	

Recruiting Agencies

Select agencies that can access and submit applications to this requisition.

Name	Effective Dates

Internal Career Site

Enable specific users to view this requisition. Jobs posted to the Internal Career Site will also appear in the Career Center.

Name	Include Subordinates	Effective Dates

Smart Referrals

Enable specific users to see this requisition as feature for referrals.

Name	Include Subordinates	Effective Dates

EMPLOYMENT UNIT'S 2019-2021 RECRUITMENT INITIATIVES

In connection with its responses to this Item 2(b)(iv), the Employment Unit wishes to advise the FCC of the following:

1. The Employment Unit is providing documentation concerning its participation in recruitment initiatives.
2. The Employment Unit's annual EEO Report provides details as to the Employment Unit personnel responsible for its Initiatives.
3. As of the date of this submission, the Employment Unit has 15 full-time employees.
4. The Station is located in the Las Vegas Metropolitan Statistical Area where the population is greater than 250,000.
5. Details as to the Initiatives undertaken by the Employment are attached hereto.



Sharishta Pearson <sshourie@entravision.com>

Follow-up to Broadcast1Source training

Terrie Knight Gura <tgura@bc1source.com>
To: Sharishta Pearson <spearson@entravision.com>

Thu, May 20, 2021 at 1:30 PM

Good afternoon, Sharishta,

Thank you for facilitating the training session for your Business Operations Managers today! I appreciated everyone's attention for our 90-minute tutorial, and I hope your BOMs found the information and best practice tips helpful. If anyone has questions about the following items we covered, I'll be happy to address them or offer clarification.

- Overview of outreach organizations (Prong 1 and Prong 2)
- Managing recruiting source details, including Prong 2 status
- Creating job vacancy notices and notifying to select sources
- Collection and storage of proof documents for external postings
- Recording interview details for accurate referral identification
- Tracking Prong 3 (Initiative) points
- Running EEO reports
- Conducting and recording Self Audits

Any of your managers are welcome to contact me directly with specific questions if they need help using our system.

Thank you again!

Terrie Knight Gura

Client Services & Integrations Supervisor

(336) 553-0620 x159

tgura@bc1source.com
www.broadcast1source.com





MEMORANDUM

To: Business Managers
From: Alex LaBrie, Vice President, Human Resources
Date: May 5, 2021
Re: FCC EEO Rules Revision

The Federal Communications Commission has adopted revised rules and policies effective on March 10, 2003. The new FCC EEO rules are based on the former “Option A”.

The following is a summary of the new FCC three-pronged rules for the broadcasters equal employment opportunity compliance:

1. Prong 1 – Wide Dissemination of Information About Job Openings
 - (a) Information concerning each full-time (defined as 30 hours or more per week) job vacancy must be widely disseminated in the “community”.
 - (b) It is permitted to rely upon reasonably current employment applications on file, where the applications received were the product of a vacancy-specific recruitment.
 - (c) The same recruitment sources need not be used for every hire.
 - (d) Broadcasters are allowed to engage in joint recruitment efforts.
 - (e) Recruitment for internal promotions is not required, nor is recruitment required for temporary employees.
 - (f) Word-of-mouth recruitment is allowed, as long as word-of-mouth recruitment practices are not the sole method of recruitment and all members of the public have an opportunity to compete for available jobs.
 2. Prong 2 – Notice to Recruitment Organizations
 - (a) Notice of each full-time job vacancy must be provided to recruitment organizations that have requested such notice.
-



MEMORANDUM

(b) Broadcasters are expected to make reasonable efforts to publicize the notification requirements so that qualifying groups are able to learn of the new procedure.

(c) Broadcasters' obligation to notify recruitment sources that request notice of vacancies is intended to be a supplement to, not a substitute for, broadcasters' "core, non-delegable" obligation to widely disseminate information concerning all job vacancies.

3. Prong 3 – "Menu" Activities

(a) The "Prong 3" activities are designed to go beyond the normal recruitment activities directed at filling particular vacancies, so as to encourage outreach to persons who may not be aware of the opportunities available in broadcasting or have not yet acquired the experience to compete for current vacancies.

(b) The FCC offers 16 "specific menu options" (the last one of which is a "catch-all" option) from which broadcasters may choose to complete their four activity requirements during each two-year period.

(i) participation in at least four job fairs by station personnel who have substantial responsibility in the making of hiring decisions;

(ii) hosting of at least one job fair;

(iii) co-sponsoring at least one job fair with organizations in the business and professional community whose membership includes substantial participation of women and minorities;

(iv) participation in at least four events sponsored by organizations representing groups present in the community interested in broadcast employment issues, including conventions, career days, workshops, and similar activities;

(v) establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment;

(vi) participation in job banks, Internet programs, and other programs designed to promote outreach generally (*i.e.*, that are not primarily directed to providing notification of specific job vacancies);

(vii) participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting;



MEMORANDUM

- (viii) establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions;
- (ix) establishment of a mentoring program for station personnel;
- (x) participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting;
- (xi) sponsorship of at least two events in the community designed to inform and educate members of the public as to employment opportunities in broadcasting;
- (xii) listing of each upper-level category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation of women and minorities;
- (xiii) provision of assistance to unaffiliated non-profit entities in the maintenance of web sites that provide counseling on the process of searching for broadcast employment and/or other career development assistance pertinent to broadcasting;
- (xiv) provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination;
- (xv) provision of training to personnel of unaffiliated non-profit organizations interested in broadcast employment opportunities that would enable them to better refer job candidates for broadcast positions; and
- (xvi) participation in other activities designed by the station employment unit reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities.

- (c) How to determine compliance: For example, a requirement can be fulfilled by, during a two-year period, hosting one job fair, establishing an internship program, participating in a scholarship program, and co-sponsoring one job fair with an organization in the business and professional community whose membership includes participation of minorities and women.
 - (d) It is permitted to perform menu options on a joint basis, either with other broadcasters, organizations such as state broadcaster associations, or with a corporate licensee's corporate headquarters. A station seeking credit for a menu option performed on a joint basis must have "meaningful involvement" in the activity. It is not sufficient for the station to lend its name or provide money.
-



MEMORANDUM

- (e) Maintenance of scholarship program by a corporate licensee: It is reasonable for a corporate licensee to establish a scholarship program for those “employment units” it owns.
- (f) Mentoring, internships, or training programs administered by a corporate licensee: employment units of the licensee could claim credit for such a program.

Entravision’s Responsibility

Stations must collect all material used to comply with the requirements of Prongs 1,2,3. The following is a list of what each station must collect: (i) job title listings of all full-time job vacancies filled; (ii) a listing of the name, address, contact person and phone number of each recruitment source used to fill the vacancy (including, if applicable, organizations entitled to notification, which should be separately identified); (iii) dated copies of all ads, bulletins, letters, faxes, e-mails, etc. announcing vacancies; and (iv) documentation demonstrating performance of the Prong 3 menu options.

All documentation must be placed in the station’s public file, on the anniversary date of the deadline for the filing the station’s license renewal application, an annual “EEO Public File Report”. Attached is sample spreadsheet that will help you maintain and organize the above stated requirements.

These filings must be placed in the public Inspection beginning on the dates below for the respective states. Please have the file in our Corporate Santa Monica office two weeks prior to your station’s due date.

FILING DATES	
States	Filing Dates
Arizona	June 1
California	August 1
Colorado	December 1
Connecticut	December 1
Florida	October 1
Illinois	August 1
Nevada	June 1
New Mexico	June 1
Texas	April 1
Maryland	June 1



Women of Entravision

On October 27th Entravision hosted the first meeting of a new initiative led by **Alex LaBrie** called **The Women of Entravision** to celebrate and promote the success of the women who call Entravision home.

The Women of Entravision initiative selected 11 women including **Jennifer Sandoval** (HR Generalist), **Luisa Collins** (VP, News Social Affairs & Wellness), **Karina Cerda** (EVP, Marketing & Sales Development), **Crystal Gomez** (VP, Local & National), **Jessica Martinez** (EVP, US digital), **Margarita Wilkinson** (SVP, San Diego), and **Laura Saldivar** (SVP, Los Angeles) to meet with Entravision leadership to discuss ways to promote female leadership at the company.

The group established the six core tenets of the initiative: **persistence, awareness, assistance, connection, community, and resilience**. Using these keystones, the initiative intends to stimulate new advancements that will promote a safer work environment, a better community, better pathways to leadership, and greater wellbeing across all of Entravision offices worldwide.

In virtual attendance were **Diana De Lara Zamudio** (SVP, El Paso), **Anita Saenz** (SVP, Corpus Christi), **Erin Voden** (SVP, Washington), and **Micaela Chichotky** (Entravision Digital Global HR Director).

Left to right: Jennifer Sandoval, Luisa Collins, Karina Cerda, Crystal Gomez, Margarita Wilkinson, Laura Saldivar, and Alex LaBrie.





Mari Covarrubias Solis <mcovarrubiassolis@entravision.com>

Reno Career Fair - June 18, 2019 - REMINDER - PLEASE CONFIRM ATTENDANCE

6 messages

richard@ncfevents.com <richard@ncfevents.com>
To: vcody@entravision.com
Cc: mcovarrubiassolis@entravision.com

Tue, Jun 11, 2019 at 9:11 AM

Hi Viola & Mari,

Please send me a list of any job titles you are hiring for too!

This is a quick reminder that you are registered for the Reno Career Fair on June 18th. Please read the details below to insure you have the correct hotel and address. Please confirm your attendance by simply replying “**confirmed.**”

Reno Career Fair

Tuesday, June 18, 2019

11:00 AM to 2:00 PM [Add to calendar](#)

Grand Sierra Resort and Casino
Event Rooms- NEVADA 9-10
2500 East Second Street
Reno, Nevada 89595

[Get directions](#) or call (775) 789-2000

National Career Fairs Event Set Up Details:

Event coordinator will arrive at 9:30 AM (Tables are on a “first come first served” basis so get there early)

Set up is between 9:30 and 10:30 AM

Doors open at 11:00 AM

Continental breakfast is served between 9:30 AM and 10:30 AM

Self-Parking and Valet are Free at Hotel. Wi-Fi is Free. (I would bring an extension cord, so the Hotel doesn’t charge you for a power strip/extension cord).

Thank you!

Rick Flynn



Rick Flynn
Regional Event Manager
☎ 702.614.9537 x623
☎ 877.561.5627 x623
✉ richard@ncfevents.com
💻 nationalcareerfairs.com
facebook.com/nationalcareerfairs

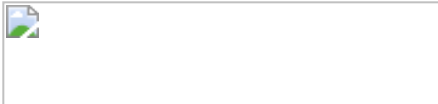
“Expecting the Best for You and Your Business”

<https://www.nationalcareerfairs.com/career-fairs-2019/>

Viola Cody <vcody@entravision.com>
To: Mari Covarrubias Solis <mcovarrubiassolis@entravision.com>

Tue, Jun 11, 2019 at 9:58 AM

You got this handled right?



Viola Cody
SVP, Intergrated Marketing Solutions
300 South Wells Avenue, Ste 12
Reno, NV 89502
Office: 775-333-1017
Direct: 775-285-9399
Cell: 775-741-7969
vcody@entravision.com



Entravision (NYSE:EVC) is a leading media company that reaches and engages U.S. Latinos across acculturation levels and media channels, as well as consumers in Mexico. The company's comprehensive portfolio incorporates integrated media and marketing solutions comprised of acclaimed television, radio, digital properties (Pulpo), events, and data analytics services. Established in 1996, Entravision has corporate headquarters in Santa Monica, CA. www.entravision.com

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Mari Covarrubias Solis <mcovarrubiassolis@entravision.com>
To: Viola Cody <vcody@entravision.com>

Tue, Jun 11, 2019 at 10:07 AM

Yes, I sent everything to his assistant on Friday.

I will resend directly to him.

Thanks

[Quoted text hidden]

--



[Quoted text hidden]

Mari Covarrubias Solis

National Sales Coordinator/ Sales Assistant/ Digital OA
300 South Wells. Suite 12
Reno, NV 89502

Office: 7753331017
Cell: 3233328142
mcovarrubiassolis@entravision.com

Mari Covarrubias Solis <mcovarrubiassolis@entravision.com>
To: Richard Flynn <richard@ncfevents.com>
Cc: Viola Cody <vcody@entravision.com>

Tue, Jun 11, 2019 at 10:11 AM

Hi Rick,

I am reconfirming that we will be attending the job fair on the 18th of June. I also sent all the paperwork needed to Chelsea on Friday- which I have attached to this e-mail.

Let me know if you are missing anything. Thanks!

[Quoted text hidden]

[Quoted text hidden]

3 attachments

 **National Career Fair Trade Agreement 6-6-19 (1).pdf**
133K

 **CARRER FAIR JUNE.mp3**
2346K

 **IMSC Job Description.docx**
14K

richard@ncfevents.com <richard@ncfevents.com>
To: Mari Covarrubias Solis <mcovarrubiassolis@entravision.com>

Tue, Jun 11, 2019 at 10:28 AM

Hi Mari,

Can you please put the job information on our form (because the lady that enters it into the system will send this back to me saying it's not on OUR form). Sorry. You'll want to make sure and put Entravision name and address on the top portion and "where" you want applicants to apply (your email or website). Thank you and sorry for the hassle! Also, if you are hiring for any other positions, just send me a list of everything you are hiring for, so I can include it in the Career Fair Guide that will be sent out this weekend to all the career seekers! Thanks again!

Thank you!

Rick Flynn

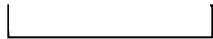


Rick Flynn
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<https://www.nationalcareerfairs.com/career-fairs-2019/>

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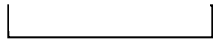


Mari Covarrubias Solis

National Sales Coordinator/ Sales Assistant/ Digital OA

300 South Wells. Suite 12
Reno, NV 89502

Office: 7753331017
Cell: 3233328142
mcovarrubiassolis@entravision.com



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 **NCF 30 Day Job Posting Form 1-2-19.docx**
39K

Mari Covarrubias Solis <mcovarrubiassolis@entravision.com>
To: Richard Flynn <richard@ncfevents.com>

Tue, Jun 11, 2019 at 10:42 AM

No worries, Just revised!

See attached- Thank you!

[Quoted text hidden]

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Mari Covarrubias Solis

National Sales Coordinator/ Sales Assistant/ Digital OA
300 South Wells. Suite 12
Reno, NV 89502

Office: 7753331017

Cell: 3233328142

mcovarrubiassolis@entravision.com



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 **NCF 30 Day Job Posting Form 6-11-19.docx**
37K

**ENTRAVISION HOLDINGS, LLC
COMPLIANCE OFFICER'S CERTIFICATE**

I, the undersigned, Vice President of Integrated Operations and Compliance Officer of Entravision Holdings, LLC (the "Company"), do hereby certify that:

Stations KINC, KELV, KMCC, KNTL, KWWB, KRRN, KQRT employees and management were provided with their annual training pursuant to the Compliance Plan for the Company on November 19, 2019.

IN WITNESS WHEREOF, the undersigned has executed this Certificate as of November 19, 2019.

A handwritten signature in black ink, appearing to read 'Federico Gagliardone', is written over a horizontal line. The signature is stylized and slanted.

Name: Federico Gagliardone,
Title: Vice President of Integrated Operations and
Compliance Officer

UNIT'S EEO COMPLAINT STATUS

To the best of Entravision Holdings, LLC's knowledge, its Las Vegas Employment Unit is not the subject of any EEO complaints that are currently pending or were resolved during the Employment Unit's current license term.

MANAGEMENT RESPONSIBILITIES

The responsibilities of each level of management, applicable to the San Diego Employment Unit, to ensure enforcement of EEO policies are as follows:

President/Chief Operating Officer Jeffery A. Liberman

Oversees the operations and policies of the broadcast operations of the Company.

Executive Vice President/Global Human Resources and Global Risk Management
Alexander LaBrie

Annually reviews the EEO policy of the Company. Notifies all local Business Operations Managers of any new changes and requirements for EEO compliance. Annually, distributes Company handbooks to be reviewed and acknowledged by all current employees, which include the Company EEO policy. Reviews compliance efforts by individual Stations and Employment Units.

Local Business Operations Manager Denise Sanseverino

Informs Employment Unit members as to the existence of the electronic EEO handbook and their obligations to review and understand. The BOM is also responsible for the Station's direct EEO compliance and management of hiring decisions.

Administers EEO policy by providing EEO information to the Unit's personnel and ensures that personnel electronically verify their receipt of the Company's policies. Prepares the annual EEO Report for the Public File. Arranges for job postings for open positions, both internally and externally, ensuring that potential applicants are equally considered.

How EEO information is disseminated:

As indicated above, the Company has an electronic employee handbook that contains its EEO policies and is provided to each employee of the Unit. In the case of any advertising or other external employment communications, the Unit indicates that they comply with EEO requirements.

EEO RECRUITMENT POLICY ANALYSIS

Where Entravision is engaging in recruitment efforts during a calendar quarter, Entravision, through its Business Operations Managers and Executive Vice President for Global Human Resources and Risk Management, undertake a regular review of each Employment Unit's efforts in order to be certain that recruitment process is carried out in a manner that assures equal opportunity outreach. The analysis involves a review of the Employment Unit's open positions, the recruitment efforts to fill them, and the selection procedures for the hire, if a hire has occurred. Entravision management has determined, based on its reviews and analysis of its employee and management population, that its outreach to the general population is an effective one which is confirmed by the wide range of applicants for various positions and the diverse population of Entravision's employees and managers.