<u>ATTACHMENT 2</u>

Copies of ads, bulletins, letters, faxes, e-mails, and other communications for filled full-time positions

Master Control/Traffic Technician
Account Executive
Membership Coordinator
Membership Manager

AKRON BEACON JOURNAL/Ohio.com

Order Confirmation

3120034-01

JOBPOSTING - MCO.

Customer

[redacted]

WNEO - WEAO

CHANNELS 45/49,1750 CAMPUS CENTER DR,PO BOX 5191
KENT OH 44240-5191
330-677-4549

Payor

[redacted]

WNEO - WEAO

CHANNELS 45/49,1750 CAMPUS CENTER DR,PO BOX 5191
KENT OH 44240-5191
330-677-4549

PO Number

Ordered By

Sales Rep. tmilam

Invoice Text Master Control Traffic Technician

Ad Number	3120034-01	**Pickup Number**		**Total**	$368.00
Ad Type	CLS Liner	**Color**	<NONE>	**Payment**	$0.00
Ad Size	1.0 X 21 cl	**Prod. Method**	AdBooker	**Amount Due**	$368.00
Attributes		**Notes**		**Pymt Method**	

Product Information	Position/Classification	Run Dates	# Inserts
Akron Beacon Journal::	2000-General Help Wanted	3/15/201 - /15/2015	1
Online::	2000-General Help Wanted	3/15/201 - /15/2015	1

Ad Content

WESTERN RESERVE PUBLIC MEDIA is recruiting a Master Control/ Traffic technician for its broadcast operations. Candidate will be responsible for day-to-day functions of preparing and airing programs and other elements as a cohesive, uninterrupted, regulation compliant channel broadcast for all of our broadcast channels. For more information go to westernreservepublicmedia.org/jobs.html. EEO/AA employer.

3/13/2015 8:54:14AM

Dix Communications

Daily Newspapers
Record-Courier • Alliance Review • Daily Record • Ashland Times-Gazette
Daily Jeffersonian • Crescent-News • State Journal
Weekly Newspapers
Cuyahoga Falls News-Press • Stow Sentry • Hudson Hub-Times • Talimadge Express
News Leader • Twinsburg Bulletin • Aurora Advocate • Gateway News • Barnesville Enterprise
The Press-News • Holmes Country News • Loudonville Times • Newcomerstown News

1050 W. Main Street • PO Box 5199 • Kent, OH 44240
330-541-9400 • Toll Free 888-296-9650 • Fax 330-296-2698

Run Date: 3/13/20 15:20:24

Advertising Receipt

JOB POSTING - MCO

WESTERN RESERVE PUBLIC MEDIA (45/49)
LISA MARTINEZ
ATTN: JOANNE
P. O. BOX 5191
KENT, OH, 442405191

Cust #: [redacted]
Order #: 11946883
Phone: (330)677-4549
Date: 3/13/2015
PO Number:

Ad Taker: joyce.thompson Salesperson: 314 Joyce Thompson Classification: 105 General Help Wanted

Description:	Start	Stop	Ins.	Cost / Day	Surcharges	Total
70 Alliance Review						
Priority Jobs	3/14/2015	3/14/2015	1	50.15		50.15
Featured Jobs						15.00
Internet Charge						10.00
Supersized						12.50
Tearsheet Statement						109.00
30 Record-Courier						
Auto bold charge - RC	3/15/2015	3/15/2015	1	61.20		61.20
Internet Charge						0.75
Tearsheet Statement						12.50

Advertising Receipt

JOBPOSTING-MCO.

The Vindicator
107 Vindicator Square
Youngstown, OH 44501
Phone: (330) 747-1471
Fax: (330) 747-0399

Western Reserve Public Media
1750 W. Campus Center Dr.
KENT, OH 44240

Cust#: [redacted]
Ad#: 86519544
Phone: (330)677-4549
Date: 03/13/15

Ad taker: 510 Salesperson: Classification: 1220

Description	Start	Stop	Ins.	Cost/Day	Surcharges	Total
01 The Vindicator	03/15/15	03/15/15	1	89.98	40.04	130.02
06 TMC - TRUMBULL COUNTY	03/20/15	03/20/15	1	0.00		0.00
07 Neighbors	03/20/15	03/20/15	1	22.00		22.00
VJ 30 DAY RUN						23.00

Payment Reference:

Total:	175.02
Tax:	0.00
Net:	175.02
Prepaid:	175.02
Total Due	0.00

Master Control/
Traffic Technician
WESTERN RESERVE PUBLIC MEDIA is recruiting a Master Control/ Traffic Technician for its broadcast operations. Candidate will be responsible for day-to-day functions of preparing and airing programs and other elements as a cohesive, uninterrupted, regulation compliant channel broadcast for all of our broadcast channels. For more information go to:
westernreservepublic
media.org/jobs.htm
EEO/AA Employer

Youngstown STATE UNIVERSITY NACELink

Home My Account Calendar Profile Jobs Resume Books On-Campus Interviews (OCI) Events

JOB POSTING - MCO.

Anthony Dennis @ Western Reserve Public Media Log Out

MASTER CONTROL/TRAFFIC TECHNICIAN

Western Reserve Public Media

Posted: Mar 12, 2015

DIVISION	N/A	WORK AUTHORIZATION	U.S. Citizen
DESIRED START DATE	March 23, 2015	APPROXIMATE HOURS PER WEEK	40
TRAVEL PERCENTAGE	No Travel	COMPENSATION TYPE	Monthly

IMPORTANT DATES

Posted On:
March 12, 2015

Applications Accepted Until:
April 11, 2015

DESCRIPTION

Western Reserve Public Media is recruiting a Master Control/Traffic Technician for its broadcast operations in Kent. Candidate will be responsible for the day-to-day functions of preparing and airing programs and interstitial elements as a cohesive, uninterrupted, regulation compliant channel broadcast for all of Western Reserve Public Media's broadcast channels. Candidate will also assist the Traffic Coordinator with certain traffic related duties. Candidate should have knowledge of professional digital video standards such as time code, and a general knowledge of server/client computer applications and operations. Preference will be given for experience in a broadcast environment, including automation and traffic software, matrix routers, switchers, tape machines, and a good understanding of signal flow necessary to operate these systems. Candidate should have good written and verbal communications skills, and any level of education or experience will be considered as long as it relates to the position. Position is full time and offers excellent benefits including medical, dental, life insurance, paid holidays, sick days, and vacation days. Position is primarily day shift, but you will be required to be on call 24/7 and required to work other shifts as needed. Western Reserve Public Media is an EEO/AA employer, and women, minorities, and veterans are encouraged to apply. Background check and drug testing may be required. Please attach resume and references to your reply to this posting. No outside agency referrals and no phone calls will be accepted.

LOCATION

Nation Wide
no

City
Kent

State/Province
Ohio

Country
United States

POSITION TYPE

Full-time, no degree required

DESIRED MAJOR(S)

Science Tech Engineering Math/Undetermined STEM, Telecommunication Studies/Pre Telecommunication, Telecommunication Studies/Telecommunication Studies, Telecommunication Studies/Telecomm St Sprts Broadcast Tr

JOB FUNCTION

Nonprofit, Operations, Technician

NACELink

NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university.

Privacy Policy | Terms of Use

Anthony Dennis

From: YSU-CareerServices@csm.symplicity.com
Sent: Thursday, March 12, 2015 7:55 AM
To: Anthony Dennis
Subject: Non-OCR Position Approved

Dear Anthony Dennis:

The following position has been approved: JOB POSTING - MCO

MASTER CONTROL/TRAFFIC TECHNICIAN

If students are interested in applying for this position, they will submit their applications to you directly, unless you selected to have applications accumulated on-line in your PenguinLink account.

If you have any questions about your job posting, please feel free to contact Susan George in Career Services at 330-941-3299.

Thank you for your interest in recruiting our students!

Career Services
Youngstown State University
Phone: 330-941-3515
Fax: 330-941-7290

MCO JOB POSTING.

Back to all jobs

Master Control/Traffic Technician

Western Reserve Public Media – Kent, OH

Western Reserve Public Media is recruiting a Master Control/Traffic Technician for its broadcast operations in Kent. Candidate will be responsible for the day-to-day functions of preparing and airing programs and interstitial elements as a cohesive, uninterrupted, regulation compliant channel broadcast for all of Western Reserve Public Media's broadcast channels. Candidate will also assist the Traffic Coordinator with certain traffic related duties. Candidate should have knowledge of professional digital video standards such as time code, and a general knowledge of server/client computer applications and operations. Preference will be given for experience in a broadcast environment, including automation and traffic software, matrix routers, switchers, tape machines, and a good understanding of signal flow necessary to operate these systems. Candidate should have good written and verbal communications skills, and any level of education or experience will be considered as long as it relates to the position. Position is full time and offers excellent benefits including medical, dental, life insurance, paid holidays, sick days, and vacation days. Position is primarily day shift, but you will be required to be on call 24/7 and required to work other shifts as needed. Western Reserve Public Media is an EEO/AA employer, and women, minorities, and veterans are encouraged to apply. Background check and drug testing may be required. Please attach resume and references to your reply to this posting. No outside agency referrals and no phone calls will be accepted.

edit job
close job
view cost & performance
find candidates for this job

Views: 96
Candidates: 2

Job Budget: $100.00 monthly

Status: Open – pause

Created: Mar 11

View public job page

Promote this job for more candidates:

Like 0
Tweet 0
Share

CL akron-canton > jobs > tv/film/video/radio

MCO JOB POSTING.

reply X prohibited [2] Posted: 2 days ago

Master Control/Traffic Technician (Kent)

WESTERN RESERVE PUBLIC MEDIA is Ohio's largest public television station in terms of population served. Broadcasting from our master control facility in Kent, Ohio, we reach a population of 5.13 million people in Akron, Canton, Cleveland, and Youngstown covering 21 counties in Ohio, and reaching into Western Pennsylvania and West Virginia. Western Reserve Public Media is recruiting a Master Control/Traffic Technician for its broadcast operations in Kent. Candidate will be responsible for the day-to-day functions of preparing and airing programs and interstitial elements as a cohesive, uninterrupted, regulation compliant channel broadcast for all of Western Reserve Public Media's broadcast channels. Candidate will also assist the Traffic Coordinator with certain traffic related duties. Candidate should have knowledge of professional digital video standards such as time code, and a general knowledge of server/client computer applications and operations. Preference will be given for experience in a broadcast environment, including automation and traffic software, matrix routers, switchers, tape machines, and a good understanding of signal flow necessary to operate these systems. Candidate should have good written and verbal communications skills, and any level of education or experience will be considered as long as it relates to the position. Position is full time and offers excellent benefits including medical, dental, life insurance, paid holidays, sick days, and vacation days. Position is primarily day shift, but you will be required to be on call 24/7 and required to work other shifts as needed. Western Reserve Public Media is an EEO/AA employer, and women, minorities, and veterans are encouraged to apply. Background check and drug testing may be required. Please attach resume and references to your reply to this posting. No outside agency referrals and no phone calls will be accepted.

- Principals only. Recruiters, please don't contact this job poster.
- do NOT contact us with unsolicited services or offers

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(google map) (yahoo map)

compensation: **Commensurate**

non-profit organization

post id: 4927242078 posted: 2 days ago updated: seconds ago email to friend ♥ best of [2]

© 2015 craigslist help safety privacy feedback cl jobs terms about mobile

Western Reserve Public Media sent the Master Control vacancy posting to this list of sources:

For the Master Control/Traffic Technician Position

Akron Beacon Journal, 44 Exchange Street, Akron, OH . (330) 996-3339
Alliance Review, 40 S. Linden Ave., Alliance, OH 44601 (330) 821-1200
Record Courier, 1050 West Main St., Kent, OH 44240 (330) 541-9400
The Vindicator, 107 Vindicator Square, Youngstown, OH 44503 (330) 747-1471
KSU Career Services Center, 800 E. Summit St., Kent, OH 44240 330.672-3000
YSU Career Services, One University Plaza, Youngstown, OH 44555 (330) 941-3000
Craigslist.org, San Francisco, CA
Indeed, Inc., 7501 N. Capital of Texas Hwy., Bldg. B, Austin, TX 78731 (800) 462-5842
WesternReservePublicMedia.org
Ohio Media Watch blog's twitter feed, 216-342-1560
Western Reserve Public Media Facebook and Twitter
https://www.facebook.com/WesternReservePublicMedia

OhioMedia.Com

the CE post at Radio One. He's also known your Primary Editorial Voice(tm) even longer than NorthEast Radio Watch's Scott Fybush, and that's saying something.

If you'd like to take a shot, you can apply for the Radio One Cleveland job online (only) at this link, where a comprehensive job description awaits.

And of course, Radio One is an Equal Opportunity Employer...

JOB OPENING #2: Our friends over at Western Reserve Public Media (WNEO/45-WEAO/49, of course) have an opening for Master Control/Traffic Technician.

Here's a snippet:

WESTERN RESERVE PUBLIC MEDIA is recruiting a Master Control/Traffic Technician for its broadcast operations. Candidate will be responsible for the day-to-day functions of preparing and airing programs and interstitial elements as a cohesive, uninterrupted, regulation compliant channel broadcast for all of Western Reserve Public Media's broadcast channels.

A complete description and instructions on how to apply are here...

LULL GONE: One of our readers asked on Twitter about the absence of CBS Radio sports WKRK/92.3 "The Fan" weekender Joe Lull, and as it turns out, he has been gone...and isn't coming back:

From: "suzanstrong@nmba.org" <suzanstrong@nmba.org>
Date: Monday, April 21, 2014 at 11:46 AM
To: Diane Steinert <dsteinert@westernreservepublicmedia.org>
Subject: Broadcasters Virtual Job Fair Job Posting

The following job was posted on BroadcastersVirtualJobFair.com website on 2014-04-21

Traffic Coordinator

Description: . Western Reserve Public Media offers four channels of service simulcast on both WNEO in the Youngstown, Ohio, DMA and WEAO in the Cleveland/Akron (Canton), Ohio, DMA. Western Reserve PBS is locally programmed 24 hours a day. Fusion is locally programmed parts of each day and carries two packaged services. The two remaining channels carry the packaged feeds of MHz Worldview and V-me. Underwriting and/or interstitials are placed on every channel except MHz Worldview.

Responsibilities: Western Reserve Public Media, licensee of WNEO and WEAO public television stations, located in Kent, Ohio, is hiring a traffic coordinator for scheduling its television channels using ProTrack scheduling software.

Requirements:

To Apply: Western Reserve Public Media is an equal opportunity employer. Mail cover letter and resume to: Human Resources, Western Reserve PBS, 1750 Campus Center Drive, PO Box 5191, Kent, OH 44240 or email hr@westernreservepbs.org. We stern Reserve Public Media is an EEO/AA employer.

Contact: Western Reserve Public Media

You can access this posting at www.careerpage.org/members using this email address and your password. To search for this job, simply search for JOB # 25813

If you have any questions or comments, please contact the webmaster at webmaster@careerpage.org.

AKRON BEACON JOURNAL/Ohio.com

Order Confirmation
3050022-01

Customer

[redacted]

WNEO - WEAO

CHANNELS 45/49,1750 CAMPUS CENTER DR,PO BOX 5191
KENT OH 44240-5191
330-677-4549

Payor

[redacted]

WNEO - WEAO

CHANNELS 45/49,1750 CAMPUS CENTER DR,PO BOX 5191
KENT OH 44240-5191
330-677-4549

PO Number

Ordered By Diane

Sales Rep. ahead

Invoice Text Account Exec

Ad Number	3050022-01	**Pickup Number**	0003007809	**Total**	$492.50
Ad Type	CLS Liner	**Color**	<NONE>	**Payment**	$0.00
Ad Size	1.0 X 42 cl	**Prod. Method**	AdBooker	**Amount Due**	$492.50
Attributes		**Notes**		**Pymt Method**	

Product Information	Position/Classification	Run Dates	# Inserts
Akron Beacon Journal::	2103-Marketing/Sales	2/28/201 - /28/2014	1
Online::	2103-Marketing/Sales	2/28/201 - /28/2014	1
Akron Beacon Journal::	2103-Marketing/Sales	3/2/2014 - 3/2/2014	1
Online::	2103-Marketing/Sales	2/28/201 - /28/2014	1
Online::	2103-Marketing/Sales	2/28/201 - /28/2014	1

Ad Content

Western Reserve Public Media seeks a public television account executive to secure and maintain new clients by making cold calls to local and regional companies and nonprofits. Position requires meeting with clients to understand their marketing needs and develop on-air and off-air sponsorship solutions to help them grow their businesses. The ideal candidate will have a bachelor's degree, plus fund-raising and/or media sales experience and a strong understanding of advertising. Mail cover letter and résumé to: Human Resources, Western Reserve PBS, 1750 Campus Center Drive, PO Box 5191, Kent, OH 44240 or email hr@westernreservepbs.org. Western Reserve Public Media is an EEO/AA employer.

Account Executive ad placed 3/2/14 in The Vindicator (Youngstown), Akron Beacon Journal, Canton Repository and Record Courier. I also have a PO for the AFP/Greater Cleveland chapter, but I can't find an ad copy for that one.

The Vindicator, PD, ABJ and Canton ad PDFs are attached. The Record Courier proof follows:

Western Reserve Public Media seeks a public television account executive to secure & maintain new clients by making cold calls to local and regional companies and nonprofits. Position requires meeting with clients to understand their marketing needs and develop on-air & off-air sponsorship solutions to help them grow their businesses. The ideal candidate will have a bachelor's degree, plus fund-raising &/or media sales experience & a strong understanding of advertising.

Mail cover letter & résumé to: Human Resources, Western Reserve PBS, 1750 Campus Center Drive, PO Box 5191, Kent, OH 44240 or email hr@westernreservepbs.org

Western Reserve Public Media is an EEO/ AA employer.

Western Reserve Public Media seeks a public television account executive to secure and maintain new clients by making cold calls to local and regional companies and nonprofits. Position requires meeting with clients to understand their marketing needs and develop on-air and off-air sponsorship solutions to help them grow their businesses. The ideal candidate will have a bachelor's degree, plus fund-raising and/or media sales experience and a strong understanding of advertising.

Mail cover letter and résumé to:
Human Resources, Western Reserve PBS, 1750 Campus Center Drive, PO Box 5191, Kent, OH 44240 *or email* **hr@western reser vepbs.org**

Western Reserve Public Media is an EEO/AA employer.

Account Executive

Western Reserve Public Media seeks a public television account executive to secure and maintain new clients by making cold calls to local and regional companies and nonprofits. Position requires meeting with clients to understand their marketing needs and develop on-air and off-air sponsorship solutions to help them grow their businesses. The ideal candidate will have a bachelor's degree, plus fund-raising and/or media sales experience and a strong understanding of advertising. Mail cover letter and résumé to: Human Resources, Western Reserve PBS, 1750 Campus Center Drive, PO Box 5191, Kent, OH 44240 or email hr@westernreservepbs.org. Western Reserve Public Media is an EEO/AA employer

Account Executive

Western Reserve Public Media seeks a public television account executive to secure and maintain new clients by making cold calls to local and regional companies and nonprofits. Position requires meeting with clients to understand their marketing needs and develop on-air and off-air sponsorship solutions to help them grow their businesses. The ideal candidate will have a bachelor's degree, plus fund-raising and/or media sales experience and a strong understanding of advertising.

Mail cover letter and resume to:
Human Resources
Western Reserve PBS
1750 Campus Center Dr.
P.O. Box 5191
Kent, OH 44240 or email
hr@westernreservepbs.org

Western Reserve Public Media is an EEO/AA

Western Reserve Public Media

Northeastern Educational Television of Ohio, Inc.
1750 Campus Center Drive, P. O. Box 5191
Kent, Ohio 44240-5191
Phone: (330) 677-4549 Fax: (330) 678-0688
[redacted]

PURCHASE ORDER

NO. 44403

VENDOR	FID # OR SS # FOR 1099 INFO	SEND ALL INVOICES TO
AFP - Assoc. of Fundraising Professionals, Greater Cleveland		ACCOUNTS PAYABLE Western Reserve Public Media, P. O. Box 5191, Kent, Ohio 44240-5191
STREET ADDRESS		SHIP TO
CITY / STATE / ZIP		ATTN.

DELIVERY	VIA	FOB	TERMS
Normal ☐ Emergency ☐			

QUANTITY	COMPLETE DESCRIPTION (Include Size, Color, Catalog Number, etc.)	UNIT PRICE	TOTAL
1	classified ad, order # 11519072	$85.00	$85.00
	SUBTOTAL		$85.00
	SHIPPING		
	TOTAL		$85.00

CAPITAL SPENDING AND SPECIAL PROJECTS / EVENTS

PROJECT NUMBER OR NAME	PROJECTED COST AND COMPLETION DATE	

PROJECT DESCRIPTION:

ACCOUNT NUMBER(S)	ACCOUNT NAME(S)
1343-30	
FISCAL YEAR	TO BE REIMBURSED BY
REQUISITION INITIATED BY: Diane M. Stewart	DATE: 2/26/14
DIRECTOR APPROVAL	DATE: 2/28/14
PRESIDENT AND CEO	DATE: 2/28/14

CHECK APPROPRIATE SQUARE(S):

☐ Please Order ☐ Order Placed ☐ Invoice/Receipt Attached
☐ Will Invoice ☐ Pay From P.O. Return Check To _____
Charge: ☐ Visa ☑ Mastercard ☐ _____
☐ Mail Copy P.O. ☐ Fax Copy P.O. Date _____
Fax No. _____ - _____ - _____
Attn: _____

WHITE COPY (ACCOUNTING) YELLOW COPY (DEPARTMENT) PINK COPY (INITIATOR)

From: "suzanstrong@nmba.org" <suzanstrong@nmba.org>
Date: Monday, April 21, 2014 at 11:47 AM
To: Diane Steinert <dsteinert@westernreservepublicmedia.org>
Subject: Broadcasters Virtual Job Fair Job Posting

The following job was posted on BroadcastersVirtualJobFair.com website on 2014-04-21

Account Executive

Description: Western Reserve Public Media seeks a public television account executive to secure and maintain new clients by making cold calls to local and regional companies and nonprofits.

Responsibilities: Position requires meeting with clients to understand their marketing needs and develop on-air and off-air sponsorship solutions to help them grow their businesses.

Requirements: The ideal candidate will have a bachelorÂ¹s degree, plus fund-raising and/or media sales experience and a strong understanding of advertising.

To Apply: Mail cover letter and rÃ©sumÃ© to: Human Resources, Western Reserve PBS, 1750 Campus Center Drive, PO Box 5191, Kent, OH 44240 or email hr@westernreservepbs.org. Western Reserve Public Media is an EEO/AA employer.

Contact: Western Reserve Public Media

You can access this posting at www.careerpage.org/members using this email address and your password. To search for this job, simply search for JOB # 76232

If you have any questions or comments, please contact the webmaster at webmaster@careerpage.org.

Western Reserve Public Media sent the following posting to this list of sources:

For the Membership Coordinator Position
Akron Beacon Journal, Online Sales Center, 44 Exchange Street, Akron, OH (330) 996-3339
The Vindicator, Trisha, PO Box 780, Youngstown, OH (330) 747-1471
Canton Repository, Online Sales, 500 Market Avenue, Canton, OH (330) 580-8400
Association of Fundraising Professionals, Online Sales, 4300 Wilson Blvd, Suite 300, Arlington, VA (703) 684-0410
Western Reserve Public Media Website, www.westernreservepublicmedia.org.
Western Reserve Public Media Facebook page:
https://www.facebook.com/WesternReservePublicMedia

POSITION TITLE:
Membership Coordinator

IMMEDIATE SUPERVISOR:
Vice President of Development

GENERAL STATEMENT OF POSITION:

Under the supervision of the Vice President of Development, this individual is primarily responsible for processing and maintaining records of member contributions; managing pledge thank-you gifts; managing the distribution of acknowledgement letters, pledge reminders, membership emails and telephone customer relations; providing support for on-air talent through pledge break production tasks; and assisting with public events.

REGULAR SPECIFIC DUTIES:

- Input and track confidential financial and membership data on the station's membership database.
- Maintain records on all member gifts, including gifts secured through pledges, renewals, lapsed gifts, additional gifts, acquisition gifts, website membership, telemarketing responses, matching gifts and major gifts. Process all daily cash and pledge entries with accuracy. Run monthly credit card installments.
- At the request of the Vice President of Development, generate reports from the membership database.
- Issue daily, monthly and annual cash reports with accurate results of all membership fundraising activities to PBS and appropriate staff. Prepare reports for department and outside sources as needed.
- Complete all preparatory work for pledge campaigns: gather information about all thank-you gifts; set up premium, source and break codes; create thank you gift spreadsheets and daily campaign breakdowns for inbound phone service and Communications department; and package and mail new member welcome kits.
- Order, process and maintain inventory of all pledge Thank You Gifts. Responsible for gift research, record maintenance, purchase orders, inventory control, member database, and vendor files. Send out Thank You Gifts in timely manner.
- Produce and mail thank-you letters to members on a monthly basis.
- Assist with the preparation of all direct mail and telemarketing programs.

- Assist with pledge break production, including gathering of program information and DVDs; preparing break rundowns; scheduling volunteer groups for phone banks during live pledge; and training and hosting volunteers in studio. Provide support for talent during live pledge breaks.

- Organize and execute all renewal mailings. Print and mail monthly installments and reminders. Monitor and maintain stock of all print materials and envelopes.

- Run monthly program guide mailing and e-mail lists. Send mailing list to printer and distribute e-Alternative.

- Assist the Vice President of Development with the planning and execution of community events, including but not limited to attending planning meetings; corresponding with community partners; reserving PBS Kids costumes and performers; and creating and overseeing the production of on-air promotional spots.

- Schedule and supervise volunteer activities for membership, as needed.

- Field member calls, mail and e-mail in a timely manner. Provide exceptional customer/member service.

- Be available to work events in evenings and on weekends.

- Assist in other duties as assigned by the Vice President of Development.

SUPERVISORY RESPONSIBILITY: None

POSITION STATUS: Salary > Full-Time > 12 Month > Non-Exempt

LAST UPDATE: 7-16-2013

Western Reserve Public Media
Northeastern Educational Television of Ohio, Inc.
1750 Campus Center Drive, P. O. Box 5191
Kent, Ohio 44240-5191
Phone: (330) 677-4549 Fax: (330) 678-0688
[redacted]

PURCHASE ORDER

NO. 43009

VENDOR Beacon Journal	FID # OR SS # FOR 1099 INFO	SEND ALL INVOICES TO: ACCOUNTS PAYABLE Western Reserve Public Media, P. O. Box 5191, Kent, Ohio 44240-5191
STREET ADDRESS		SHIP TO
CITY STATE ZIP		ATTN.
DELIVERY Normal ☐ Emergency ☐	VIA	FOB / TERMS

QUANTITY	COMPLETE DESCRIPTION (Include Size, Color, Catalog Number, etc.)	UNIT PRICE	TOTAL
	Classified ad for membership portion		848 —
	CAPITAL SPENDING AND SPECIAL PROJECTS / EVENTS		
	PROJECT NUMBER OR NAME / PROJECTED COST AND COMPLETION DATE		
		SUBTOTAL	
PROJECT DESCRIPTION:		SHIPPING	
		TOTAL	848 —

ACCOUNT NUMBER(S) 7542-35	ACCOUNT NAME(S)	CHECK APPROPRIATE SQUARE(S):
FISCAL YEAR	TO BE REIMBURSED BY	☐ Please Order ☑ Order Placed ☐ Invoice/Receipt Attached
REQUISITION INITIATED BY	DATE	☑ Will Invoice ☐ Pay From P.O. Return Check To
DIRECTOR APPROVAL	DATE 8/23/12	Charge: ☐ Visa ☐ Mastercard ☐
PRESIDENT AND CEO	DATE	☐ Mail Copy P.O. ☐ Fax Copy P.O. Date 8/24/12
		Fax No.
		Attn:

WHITE COPY (ACCOUNTING) – YELLOW COPY (DEPARTMENT) – PINK COPY (INITIATOR)

AKRON BEACON JOURNAL
Ohio.com

DUNS# 86-103-9469 Fed ID# 34-1095666

You can also get yourTearsheets at at
www.esheets.merlinone.com

Version 11012011

BILLING PERIOD	ADVERTISER/CLIENT NAME	
8/1/2012 - 8/31/2012	WNEO - WEAO	
TOTAL AMOUNT DUE	**CURRENT AMOUNT**	**DUE DATE**
848.00	848.00	9/20/12

PAGE	INT. USE ONLY		REMITTANCE ADDRESS
1 of 1	Mail	1334	AKRON BEACON JOURNAL 44 EAST EXCHANGE STREET P.O. BOX 3661 AKRON, OHIO 44309-3661
BILLED ACCOUNT NUMBER			
[redacted]			

WNEO - WEAO
CHANNELS 45/49
1750 CAMPUS CENTER DR
PO BOX 5191
KENT, OH 44240-5191

/ Expiration Date

( ) Phone

AMOUNT PAID

Signature

(Name as it appears on card)

(Signature as it appears on card)

PLEASE DETACH AND RETURN UPPER PORTION WITH YOUR REMITTANCE

Sales Rep	Run Date	Ad Number	Location/Placement	Advertisement Description	Times/Pgs	Ad Size Circulation	Net Amount
				Balance Forward			0.00
	8/26	0002936290	Employment/Professional/Management	/MEMBERSHIP COORDINATOR Western Reserve PBS seeks a member	1	1.00 x 53Lines	848.00
				Bold Text Charge -			
				[redacted]			

Sales Representative/Phone Number
April Head / 330-996-3063

Billed Account Number #1009586

AGING OF PAST DUE AMOUNTS

Aging of Amt Due	August	July	June	Over 90	
	848.00	0.00	0.00	0.00	848.00

Credit Representative/Phone Number: Carol ZZ-Morton / 330-996-3136
Fax: 330-996-3774

TOTAL NET AMOUNT DUE

The Akron Beacon Journal - 44 East Exchange Street - P.O. BOX 3661 - Akron, Ohio 44309-3661

ADVERTISING INVOICE

THE REPOSITORY
Since 1815
500 Market Ave. S., Canton, OH 44702

RETURN SERVICE REQUESTED

CHANNELS 45 & 49
1750 CAMPUS CENTER DR
PO BOX 5191
KENT OH 44240

Advertising Invoice

	Page 1
Invoice Date	09/01/13
Invoice Number	796811
Account Number	[redacted]

TOTAL BALANCE DUE NET 15

Total Amount Due	$680.00

DATE	ORDER#	DESCRIPTION	ED	CL	DEPTH	SIZE	RATE	GROSS	NET
		BALANCE FORWARD							$0.00
Aug 05	632399	37L 1000 Loca CL							680.00
		TOTAL DUE							$680.00

[redacted]

Aging of Past Due Amounts:

CURRENT NET AMT DUE	30 DAYS	60 DAYS	90 DAYS	TOTAL AMOUNT DUE
$680.00	$0.00	$0.00	$0.00	$680.00

For Billing Inquiries Call: 330-580-8464

18.00% ANNUAL SERVICE CHARGE ON PAST DUE BALANCE

When you provide a check payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or process the payment as a check transaction.

▼ PLEASE DETACH AND RETURN THE BOTTOM PORTION WITH YOUR REMITTANCE - WRITE YOUR INVOICE NUMBER ON YOUR CHECK ▼

***** RETURN THIS PORTION FOR PROPER CREDIT *****

MAKE YOUR CHECK PAYABLE TO:
THE REPOSITORY

Want to pay by credit card?
Visit us at **cantonrep.com**/payments to make a secure credit card payment.

Advertiser Name	CHANNELS 45 & 49
Account Number	[redacted]
Invoice #	796811
Billing Date	09/01/13
Payment Terms	NET 15
Total Amount Due	$680.00

THE REPOSITORY
Since 1815

PO BOX 5214
CAROL STREAM IL 60197-5214

Amount Enclosed	

20000009500007968110006800000622

MEMBERSHIP COORDINATOR

Western Reserve PBS seeks a Membership Coordinator for its individual giving program. General responsibilities include assisting with planning and implementing on air, direct mail, online and telemarketing fund-raising campaigns, as well as helping to develop and implement new ideas for generating revenue through events and services. Daily responsibilities include the following: input, process and maintain ~~individual~~ membership data; process daily membership cash; order, process and maintain inventory of ~~on-air~~ pledge thank-you gifts; schedule and supervise volunteers for membership mailing activities; respond to all ~~individual~~ membership calls, letters and requests.

The ideal candidate will have experience analyzing and mining nonprofit membership data; demonstrate a great imagination for new ways to engage and serve the organization's members; possess strong written and verbal communication skills; pay keen attention to data entry accuracy and detail; practice excellent customer service; and have the ability to juggle multiple projects. Familiarity with public television programming a plus. A bachelor's degree is preferred and at least three years of experience in nonprofit membership programs is required. Willingness to appear on-camera for pledge drives is not a requirement, but would be a plus. Competitive salary plus OPERS retirement and health insurance benefits.

Electronic submissions only.
Email cover letter and resume as attachments to: hr@westernreservepublicmedia.org. Interview will begin immediately. Position is open until filled.

Western Reserve PBS is a service of Western Reserve Public Media, based in Kent, Ohio. We are a 501(c)3 organization. Our broadcast channels (WNEO and WEAO) serve a population of more than 5.13 million people in the greater Akron, Canton, Cleveland and Mahoning Valley areas.

Western Reserve Public Media is an
Affirmative Action/Equal Opportunity Employer.

[redacted]

Western Reserve Public Media sent the following posting to this list of sources:

For the Membership Director/Manager

Akron Beacon Journal, Online Sales Center, 44 Exchange Street, Akron, OH (330) 996-3339
The Vindicator, Trisha, PO Box 780, Youngstown, OH (330) 747-1471
Canton Repository, Online Sales, 500 Market Avenue, Canton, OH (330) 580-8400
Cleveland Plain Dealer, 1801 Superior Ave #100, Cleveland, OH 44114 216-999-5555
Current, 6930 Carroll Ave., Takoma Park, MD 20912 Current.org 301-270-7240
Association of Fundraising Professionals, Online Sales, 4300 Wilson Blvd, Suite 300, Arlington, VA (703) 684-0410
Western Reserve Public Media Website, www.westernreservepublicmedia.org.
Western Reserve Public Media Facebook page:
https://www.facebook.com/WesternReservePublicMedia

Membership Director
Western Reserve PBS, OH

Located in northeast Ohio, broadcasting to Cleveland, Akron, Canton and Youngstown and reaching a population of 5.13 million, Western Reserve PBS — Ohio's largest PBS television station in terms of population served — is seeking a Membership Director to manage individual giving activities and special fund-raising events. The successful candidate will have a track record that demonstrates exceptional customer service, professionalism and charm. Experience in pledge, direct mail, telemarketing and data management is a must. As important is a person who has a passion for public television and a great attitude about soliciting funds, and who likes to have fun along the way. Requirements: Graduate of four-year accredited college or university. Must have a minimum of five years of broad fund-raising experience. Preference given to those with public media and Allegiance software experience. Must possess excellent written and oral communications skills and deal with internal and external constituents in a professional and courteous manner. For more information, go to http://westernreservepublicmedia.org/jobs.htm. Western Reserve PBS is an EEO/AA employer.

AKRON BEACON JOURNAL
Ohio com

DUNS# 86-103-9469 Fed ID# 34-1095666

You can also get yourTearsheets at at
www.etearsheets.com

Version 04102013

BILLING PERIOD	ADVERTISER/CLIENT NAME	
8/1/2013 - 8/31/2013	WNEO - WEAO	
TOTAL AMOUNT DUE	**CURRENT AMOUNT**	**DUE DATE**
651.25	651.25	9/20/13

PAGE	INT. USE ONLY		REMITTANCE ADDRESS
1 of 1	Mail	1149	AKRON BEACON JOURNAL 44 EAST EXCHANGE STREET P.O. BOX 3661 AKRON, OHIO 44309-3661
BILLED ACCOUNT NUMBER			
[redacted]			

WNEO - WEAO
CHANNELS 45/49
1750 CAMPUS CENTER DR
PO BOX 5191
KENT, OH 44240-5191

/ Expiration Date

( ) Phone

AMOUNT PAID

Signature

(Name as it appears on card)

(Signature as it appears on card)

PLEASE DETACH AND RETURN UPPER PORTION WITH YOUR REMITTANCE

Sales Rep	Run Date	Ad Number	Location/Placement	Advertisement Description	Times/Pgs	Ad Size Circulation	Net Amount
				Balance Forward			0.00
	8/ 4	0003007809	Employment-CLS	Located in northeast Ohio, broadcasting to Cleveland, Akron, C	1	1.00 x 65Lines	651.25
				PO #: 48151 - Online Listing -			
				[redacted]			

Sales Representative/Phone Number
April Head / 330-996-3063

Billed Account Number #1009586

AGING OF PAST DUE AMOUNTS

Aging of Amt Due	August	July	June	Over 90	
	651.25	0.00	0.00	0.00	651.25

Credit Representative/Phone Number: Carol ZZ-Morton / 330-996-3136
Fax: 330-996-3774

TOTAL NET AMOUNT DUE

The Akron Beacon Journal - 44 East Exchange Street - P.O. BOX 3661 - Akron, Ohio 44309-3661

ADVERTISING INVOICE

Western Reserve Public Media
Northeastern Educational Television of Ohio, Inc.
1750 Campus Center Drive, P. O. Box 5191
Kent, Ohio 44240-5191
Phone: (330) 677-4549 Fax: (330) 678-0688
[redacted]

PURCHASE ORDER

NO. 48151

VENDOR	FID # OR SS # FOR 1099 INFO	SEND ALL INVOICES TO
Akron Beacon Journal		ACCOUNTS PAYABLE Western Reserve Public Media, P. O. Box 5191, Kent, Ohio 44240-5191
STREET ADDRESS		SHIP TO
CITY / STATE / ZIP		ATTN.
DELIVERY Normal ☐ Emergency ☐	VIA / FOB	TERMS

QUANTITY	COMPLETE DESCRIPTION (Include Size, Color, Catalog Number, etc.)	UNIT PRICE	TOTAL
1	Classified ad	651.25	651.25
		SUBTOTAL	651.25
		SHIPPING	
		TOTAL	651.25

CAPITAL SPENDING AND SPECIAL PROJECTS / EVENTS

PROJECT NUMBER OR NAME	PROJECTED COST AND COMPLETION DATE

PROJECT DESCRIPTION: membership director job posting

ACCOUNT NUMBER(S)	ACCOUNT NAME(S)
7542-35	
FISCAL YEAR	TO BE REIMBURSED BY
REQUISITION INITIATED BY: Diane M. Steinert	DATE: 8/2/13
DIRECTOR APPROVAL: Tom Kay	DATE
PRESIDENT AND CEO	DATE: 8 5 13

CHECK APPROPRIATE SQUARE(S):

☐ Please Order ☐ Order Placed ☐ Invoice/Receipt Attached
☑ Will Invoice ☐ Pay From P.O. Return Check To
Charge: ☐ Visa ☑ Mastercard ☐
☐ Mail Copy P.O. ☐ Fax Copy P.O. Date 8/6/13
Fax No. - -
Attn:

WHITE COPY (ACCOUNTING) – YELLOW COPY (DEPARTMENT) – PINK COPY (INITIATOR)

Western Reserve Public Media
Northeastern Educational Television of Ohio, Inc.
1750 Campus Center Drive, P. O. Box 5191
Kent, Ohio 44240-5191
Phone: (330) 677-4549 Fax: (330) 678-0688
[redacted]

PURCHASE ORDER

NO. 48147

VENDOR	FID # OR SS # FOR 1099 INFO	SEND ALL INVOICES TO: ACCOUNTS PAYABLE Western Reserve Public Media, P. O. Box 5191, Kent, Ohio 44240-5191
Association of Fundraising Professionals, Greater Cleveland Chapter		
~~STREET~~ ADDRESS Web afpcleveland.org		SHIP TO
CITY STATE ZIP		ATTN.
DELIVERY Normal ☐ Emergency ☐	VIA	FOB / TERMS

QUANTITY	COMPLETE DESCRIPTION (Include Size, Color, Catalog Number, etc.)	UNIT PRICE	TOTAL
1	Classified ad	85.00	85.00
		SUBTOTAL	85.00
		SHIPPING	
		TOTAL	85.00

CAPITAL SPENDING AND SPECIAL PROJECTS / EVENTS

PROJECT NUMBER OR NAME	PROJECTED COST AND COMPLETION DATE	

PROJECT DESCRIPTION: membership director job posting

ACCOUNT NUMBER(S)	ACCOUNT NAME(S)
7542-35	
FISCAL YEAR	TO BE REIMBURSED BY
REQUISITION INITIATED BY: Diane M. Steinert	DATE 8/2/13
DIRECTOR APPROVAL: Tai Kayan	DATE
PRESIDENT AND CEO	DATE 8-5-13

CHECK APPROPRIATE SQUARE(S):

☐ Please Order ☐ Order Placed ☐ Invoice/Receipt Attached
☐ Will Invoice ☐ Pay From P.O. Return Check To _____
Charge: ☐ Visa ☑ Mastercard ☐ _____
☐ Mail Copy P.O. ☐ Fax Copy P.O. Date _____ 8/6/13
Fax No. _____
Attn: _____

WHITE COPY (ACCOUNTING) – YELLOW COPY (DEPARTMENT) – PINK COPY (INITIATOR)

NORTH CENTRAL OHIO CHAPTER

Serving members from Summit, Stark, Ashland, Cuyahoga, Jefferson, Mahoning, Medina, Portage, Tuscarawas, and Wayne Counties

Office - 330-329-2472 | Fax - 330-315-0399 |Email - info@afpncoh.org

JOIN US ON FACEBOOK

FOLLOW US ON TWITTER

2013 PROGRAMS

AFP INTERNATIONAL WEBSITE

ANNUAL REPORT

CAREER SUCCESS INSTITUTE

CFRE CERTIFICATION

CONTACT US

ETHICS

EVERY MEMBER CAMPAIGN

FUNDERS & RESOURCES

JOBS BOARD

LISTSERV REGISTRATION

MEMBERS ONLY

MEMBERSHIP

MENTORING

NATIONAL PHILANTHROPY DAY

NEWS

OFFICERS & BOARD

SCHOLARSHIPS

HOME

STEP 3:

If you are a member of AFPNCOH: print this page for your records.

If you are paying by check: Print this form and mail it with your check to AFPNCOH, PO BOX 1286, BATH OH 44210. Make check payable to AFPNCOH.

If you are paying by credit card or PayPal: Click the "add to cart" button at the bottom of this page.

Your name	Diane Steinert for Trina Cutter
Your email	tcutter@westernreservepublicmedia.org
About the job opening ...	
Organization	Western Reserve PBS
Position	Membership Director
Stop Job Posting After This Date	08/16/13 YOUR JOB POSTING WILL NOT APPEAR IF THERE IS NO DATE
Description	Located in northeast Ohio, broadcasting to Cleveland, Akron, Canton and Youngstown and reaching a population of 5.13 million, Western Reserve PBS – Ohio's largest PBS television station in terms of population served – is seeking a Membership Director to manage individual giving activities and special fund-raising events. The successful candidate will have a track record that demonstrates exceptional customer service, professionalism and charm. Experience in pledge, direct mail, telemarketing and data management is a must. As important is a person who has a passion for public television and a great attitude about soliciting funds, and who likes to have fun along the way. Requirements: Graduate of four-year accredited college or university. Must have a minimum of five years of broad fund-raising experience. Preference given to those with public media and Allegiance software experience. Must possess excellent written and oral communications skills and deal with internal and external constituents in a professional and courteous manner. For more information, go to http://westernreservepublicmedia.org/jobs.htm. Western Reserve PBS is an EEO/AA employer.
Website for more information	http://westernreservepublicmedia.org/jobs.htm
Email of contact	dsteinert@westernreservepublicmedia.org
Billing Address	

AFP
Association of Fundraising Professionals Greater Cleveland Chapter

FRIENDS OF DIVERSITY
ASSOCIATION OF FUNDRAISING PROFESSIONALS

AFP
2012
Ten Star AFP Chapter
Greater Cleveland Chapter

RECEIPT **RECEIPT** **RECEIPT** **RECEIPT**

Job Posting of AFP Greater Cleveland website

Position: Membership Director

Date: **August 2, 2013**

Received of: Toni Kayumi

Amount: X____ **$85.00 AFP Member** ____**$40.00 AFP Non-member**

Paid in full with credit card Reference Order # 10950052

By: Karen Haycraft
Chapter Administrator

Karen M. Haycraft

From: web@aitsafe.com
Sent: Friday, August 02, 2013 11:19 AM
To: admin@afpcleveland.org
Subject: AFP Order #10950052 Notification

Order ID: 10950052
Date: 2 Aug 2013 - 10:18
IP Address: [redacted]
Payment by: Card

Invoice to:
Toni Kayumi
1750 Campus Center D
Kent
OH 44240
840

Tel: 330-677-4549
Email: tkayumi@westernreservepublicmedia.org

Shipping to:
Toni Kayumi
NETO Inc
1750 Campus Center Dr
Kent
OH 44240
US
Destination Tel:

Quantity	Product	Price	Amount
1	**AFP Job Bank - Member Posting** ORGANIZATION Western Reserve PBS, CONTACT tkayumi@westernreservepublicmedia.org, JOB TITLE Membership Director, JOB DESCRIPTION Located in northeast Ohio, broadcasting to Cleveland, Akron, Canton and Youngstown and reaching a population of 5.13 million, Western Reserve PBS -- Ohio's largest PBS television station in terms of population served -- is seeking a Membership Director to manage individual giving activities and special fund-raising events. Our members are the lifeblood of Western Reserve PBS and the successful candidate for this position will have a track record that demonstrates exceptional customer service, professionalism and charm. Experience in pledge, direct mail, telemarketing and data management is a must. As important is a person who has a passion for public television and a great attitude about soliciting funds, and who likes to have fun along the way. Requirements: Graduate of four-year accredited college or university. Must have a minimum of five years of broad fund-raising experience. Preference will be given to those with public media and Allegiance software experience. Must possess excellent written and oral communications skills and deal with internal and external constituents in a professional and courteous	85.00	85.00

manner. Mail cover letter WITH SALARY REQUIREMENTS and resume to: Human Resources, Western Reserve PBS, 1750 Campus Center Drive, PO BOX 1750, Kent, Ohio 44240 or email hr@westernreservepbs.org. No beginners, no phone calls or walk-ins please. Incomplete applications (i.e. those with no indication of salary requirements) will not be considered.

Sub total	85.00
Shipping	0.00
Tax	0.00
TOTAL	85.00

Western Reserve Public Media
Northeastern Educational Television of Ohio, Inc.
1750 Campus Center Drive, P. O. Box 5191
Kent, Ohio 44240-5191
Phone: (330) 677-4549 Fax: (330) 678-0688
[redacted]

PURCHASE ORDER

NO. 48150

VENDOR	FID # OR SS # FOR 1099 INFO	SEND ALL INVOICES TO: ACCOUNTS PAYABLE Western Reserve Public Media, P. O. Box 5191, Kent, Ohio 44240-5191
The Vindicator		
STREET ADDRESS		SHIP TO
CITY / STATE / ZIP		ATTN.
DELIVERY Normal ☐ Emergency ☐ / VIA	FOB	TERMS

QUANTITY	COMPLETE DESCRIPTION (Include Size, Color, Catalog Number, etc.)	UNIT PRICE	TOTAL
1	classified ad	$729.48	$729.48
		SUBTOTAL	$729.48
		SHIPPING	
		TOTAL	$729.48

CAPITAL SPENDING AND SPECIAL PROJECTS / EVENTS

PROJECT NUMBER OR NAME	PROJECTED COST AND COMPLETION DATE	

PROJECT DESCRIPTION:
membership director job posting

ACCOUNT NUMBER(S)	ACCOUNT NAME(S)	CHECK APPROPRIATE SQUARE(S):
7542-35		
FISCAL YEAR	TO BE REIMBURSED BY	☐ Please Order ☐ Order Placed ☐ Invoice/Receipt Attached
REQUISITION INITIATED BY: Diane M. Steinert	DATE 8/2/13	☐ Will Invoice ☐ Pay From P.O. Return Check To
DIRECTOR APPROVAL: Tom Kogan	DATE	Charge: ☐ Visa ☑ Mastercard ☐
PRESIDENT AND CEO	DATE 8-5-13	☐ Mail Copy P.O. ☐ Fax Copy P.O. Date 8/6/13
		Fax No.
		Attn:

WHITE COPY (ACCOUNTING) – YELLOW COPY (DEPARTMENT) – PINK COPY (INITIATOR)

Advertising Receipt

The Vindicator
107 Vindicator Square
Youngstown, OH 44501
Phone: (330) 747-1471
Fax: (330) 747-0399

WESTERN RESERVE PUBLIC MEDIA
1750 CAMPUS CENTER DR.
KENT, OH 44240

Cust#: [redacted]
Ad#: 62664661
Phone: (330)474-5020
Date: 08/02/13

Ad taker: 740 **Salesperson:** **Classification:** 1220

Description	Start	Stop	Ins.	Cost/Day	Surcharges	Total
01 The Vindicator	08/04/13	08/04/13	1	616.48		616.48
06 TMC - TRUMBULL COUNTY	08/09/13	08/09/13	1	0.00		0.00
07 Neighbors	08/09/13	08/09/13	1	90.00		90.00
VJ 30 DAY RUN						23.00

Payment Reference:

Total:	729.48
Tax:	0.00
Net:	729.48
Prepaid:	729.48
Total Due	0.00

MEMBERSHIP DIRECTOR

Located in northeast Ohio, broadcasting to Cleveland, Akron, Canton and Youngstown and reaching a population of 5.13 million, Western Reserve PBS is seeking a Membership Director to manage individual giving activities and special fund-raising events. The successful candidate for this position will have a track record that demonstrates exceptional customer service and professionalism.

Experience in pledge, direct mail, telemarketing and data management is a must. As important is a person who has a passion for public television and a great attitude about soliciting funds, and who likes to have fun along the way.

Requirements: Graduate of four-year accredited college or university. Must have a minimum of five years of broad fund-raising experience. Preference will be given to those with public media and Allegiance software experience. Must possess excellent written and oral communications skills and deal with internal and external constituents in a professional and

>On 8/22/12 2:45 PM, "Trisha Paige" <tpaige@vindy.com> wrote:
>
>>
>>Please see attached.
>>
>>All those prices include 7 days online at vindyjobs.com and 1 run in
>>each of our weekend papers. The Dish goes to non-subscribers in our
>>circulation area and Neighbors goes to Austintown, Boardman, Canfield
>>and Poland. If you'd like the ad to stay online for 30 days, it's only
>>an additional $23.00.
>>Thank you.
>>
>>Trisha Paige
>>Classified Telephone Sales
>>The Vindicator
>>www.vindy.com
>>E-Mail: tpaige@vindy.com
>>Phone: 330-747-1471, ext. 1352
>>Toll Free: 800-686-5003
>>Fax: 330-747-0399
>>
>>Reach over 148,000 readers in print ,
>>over 303,000 unique visitors per month on vindy.com and over 50,000
>>unique visitors per month on vindyjobs.com The Vindicator Classifieds
>>- ³We Give You More²
>>

Western Reserve Public Media
Northeastern Educational Television of Ohio, Inc.
1750 Campus Center Drive, P. O. Box 5191
Kent, Ohio 44240-5191
Phone: (330) 677-4549 Fax: (330) 678-0688

PURCHASE ORDER

NO. 48152

VENDOR	FID # OR SS # FOR 1099 INFO	SEND ALL INVOICES TO
Canton Repository		ACCOUNTS PAYABLE Western Reserve Public Media, P. O. Box 5191, Kent, Ohio 44240-5191
STREET ADDRESS		SHIP TO
CITY / STATE / ZIP		ATTN.
DELIVERY Normal ☐ Emergency ☐ / VIA	FOB	TERMS

QUANTITY	COMPLETE DESCRIPTION (Include Size, Color, Catalog Number, etc.)	UNIT PRICE	TOTAL
1	classified ad	$670.00	$670.00

CAPITAL SPENDING AND SPECIAL PROJECTS / EVENTS

PROJECT NUMBER OR NAME	PROJECTED COST AND COMPLETION DATE	

PROJECT DESCRIPTION: membership director job posting

SUBTOTAL	$670.00
SHIPPING	
TOTAL	$670.00

ACCOUNT NUMBER(S)	ACCOUNT NAME(S)	CHECK APPROPRIATE SQUARE(S):
7542-35		
FISCAL YEAR	TO BE REIMBURSED BY	☐ Please Order ☐ Order Placed ☐ Invoice/Receipt Attached
REQUISITION INITIATED BY: Diane M. Steinert	DATE 8/2/13	☑ Will Invoice ☐ Pay From P.O. Return Check To
DIRECTOR APPROVAL	DATE	Charge: ☐ Visa ☐ Mastercard ☐
		☐ Mail Copy P.O. ☐ Fax Copy P.O. Date 8/6/13
PRESIDENT AND CEO	DATE 8-5-13	Fax No.
		Attn:

WHITE COPY (ACCOUNTING) – YELLOW COPY (DEPARTMENT) – PINK COPY (INITIATOR)

Located in northeast Ohio, broadcasting to Cleveland, Akron, Canton and Youngstown and reaching a population of 5.13 million, ***Western Reserve PBS*** is seeking a ***Membership Director*** to manage individual giving activities and special fund-raising events. The successful candidate for this position will have a track record that demonstrates exceptional customer service and professionalism. Experience in pledge, direct mail, telemarketing and data management is a must. As important is a person who has a passion for public television and a great attitude about soliciting funds, and who likes to have fun along the way.

Requirements: Graduate of four-year accredited college or university. Must have a minimum of five years of broad fund-raising experience. Preference will be given to those with public media and Allegiance software experience. Must possess excellent written and oral communications skills and deal with internal and external constituents in a professional and courteous manner.

Mail cover letter ***WITH SALARY REQUIREMENTS and résumé to: Human Resources, Western Reserve PBS, 1750 Campus Center Drive, PO BOX 5191, Kent, Ohio 44240*** *or email* **hr@westernreservepbs.org**.
No beginners, no phone calls or walk-ins please. Incomplete applications (i.e. those with no indication of salary requirements) will not be considered. Western Reserve PBS is an EEO/AA employer.

Fundraising

Membership Director

Located in northeast Ohio, broadcasting to Cleveland, Akron, Canton and Youngstown and reaching a population of 5.13 million, Western Reserve PBS is seeking a Membership Director to manage individual giving activities and special fundraising events. The successful candidate for this position will have a track record that demonstrates exceptional customer service and professionalism. Experience in pledge, direct mail, telemarketing and data management is a must. As important is a person who has a passion for public television and a great attitude about soliciting funds, and who likes to have fun along the way.

Requirements: Graduate of four-year accredited college or university. Must have a minimum of five years of broad fund-raising experience. Preference will be given to those with public media and Allegiance software experience. Must possess excellent written and oral communications skills and deal with internal and external constituents in a professional and courteous manner.

Mail cover letter WITH SALARY REQUIREMENTS and résumé to: Human Resources, Western Reserve PBS, 1750 Campus Center Drive, PO BOX 5191, Kent, Ohio 44240 or email **hr@westernreservepbs.org**. No beginners, no phone calls or walk-ins please. Incomplete applications (i.e. those with no indication of salary requirements) will not be considered. Western Reserve PBS is an EEO/AA employer.

Located in northeast Ohio, broadcasting to Cleveland, Akron, Canton and Youngstown and reaching a population of 5.13 million, Western Reserve PBS is seeking a Membership Director to manage individual giving activities & special fund-raising events. The successful candidate for this position will have a track record that demonstrates exceptional customer service and professionalism. Experience in pledge, direct mail, telemarketing and data management is a must. As important is a person who has a passion for public television & a great attitude about soliciting funds, and who likes to have fun along the way.

Requirements:
Graduate of four-year accredited college or university. Must have a minimum of 5 years of broad fund-raising experience. Preference will be given to those with public media and Allegiance software experience. Must possess excellent written and oral communications skills & deal with internal & external constituents in a professional and courteous manner.

Mail cover letter WITH SALARY REQUIREMENTS and résumé to: Human Resources, Western Reserve PBS, 1750 Campus Center Drive, PO BOX 5191, Kent, Ohio 44240 or email:
hr@westernreservepbs.org
No beginners, no phone calls or walk-ins please. Incomplete applications (i.e. those with no indication of salary requirements) will not be considered. Western Reserve PBS is an EEO/AA employer.

MEMBERSHIP DIRECTOR

Located in northeast Ohio, broadcasting to Cleveland, Akron, Canton and Youngstown and reaching a population of 5.13 million, Western Reserve PBS is seeking a Membership Director to manage individual giving activities and special fund-raising events. The successful candidate for this position will have a track record that demonstrates exceptional customer service and professionalism.

Experience in pledge, direct mail, telemarketing and data management is a must. As important is a person who has a passion for public television and a great attitude about soliciting funds, and who likes to have fun along the way.

Requirements: Graduate of four-year accredited college or university. Must have a minimum of five years of broad fund-raising experience. Preference will be given to those with public media and Allegiance software experience. Must possess excellent written and oral communications skills and deal with internal and external constituents in a professional and courteous manner.

Mail cover letter WITH SALARY REQUIREMENTS and resume to: Human Resources
Western Reserve PBS
1750 Campus Center Drive
P.O. Box 5191, Kent, Ohio 44240
Or email hr@westernreservepbs.org

No beginners, no phone calls or walk-ins please. Incomplete applications (i.e. those with no indication of salary requirements) will not be considered. Western Reserve PBS is an EEO/AA employer.

ADVERTISING INVOICE and STATEMENT

NORTHEAST OHIO MEDIA GROUP

THE PLAIN DEALER | cleveland.com | SUN NEWS
1801 Superior Avenue • Cleveland, Ohio 44114
FED ID 26-1553329

CREDIT QUESTIONS (216)999-4040
BILLINGQUESTIONS@PLAIND.COM

4 PAGE #	7 INVOICE NUMBER
1	4042701680

24 ADVERTISER INFORMATION

1 PERIOD ENDING	6 ACCOUNT NO.	CONTRACT NO.	2 ADVERTISER / CLIENT NAME
08/31/2013	[redacted]		WESTERN RESERVE PUBLIC MEDIA WNEO/WE

STATEMENT OF ACCOUNT

AGING OF PAST DUE AMOUNTS

sai™

21 0 - 29 DAYS	30 DAYS	60 DAYS	OVER 90 DAYS	23 TOTAL AMOUNT DUE
1,354.50	.00	.00	.00	1,354.50

9 DATE	22 AD #	12 13 14 DESCRIPTION OTHER COMMENTS / CHARGES	15 16 SAU SIZE BILLED UNITS	17 TIMES RUN	19 GROSS AMOUNT	20 NET AMOUNT
		PREVIOUS BALANCE				.00
		CLASSIFIED CHARGES				
8/04/13	02983003	FUNDRAISINGMEMBERSHIPDIRECTORLOCATED	74 LN	1 S		1,354.50
		TOTAL CLASSIFIED CHGS				1,354.50
		CURRENT CHARGES				1,354.50

VC 16210
Ref# 48149
a/c 7542 3-5
Ref# 20538

Tai Kay

PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR PAYMENT TO THE ADDRESS BELOW

NORTHEAST OHIO MEDIA GROUP

THE PLAIN DEALER | cleveland.com | SUN NEWS
POST OFFICE BOX 630504
CINCINNATI, OHIO 45263-0504

1 PERIOD ENDING	2 ADVERTISER / CLIENT NAME	3 TERMS OF PAYMENT
08/31/2013	WESTERN RESERVE PUBLIC MEDIA WNEO/WE	DUE UPON PRESENTATION

6 ACCOUNT NO.	CONTRACT NO.	7 INVOICE NUMBER
[redacted]		4042701680

23 TOTAL AMOUNT DUE	AMOUNT ENCLOSED
1,354.50	

☐ To change name/address, check here and complete other side.

☐ If you dispute any charges, check here and complete other side.

☐ If you are paying more than one account, check here.

MAKE CHECK PAYABLE TO NORTHEAST OHIO MEDIA GROUP LLC AND INCLUDE YOUR ACCOUNT NUMBER ON YOUR CHECK

8 BILLED TO

1481

1481 1 MB 0.402
WESTERN RESERVE PUBLIC MEDIA WNEO/WEAO
1750 W CAMPUS CENTER DR
KENT, OH 44240-3820

9 REMIT TO

NORTHEAST OHIO MEDIA GROUP
P.O. BOX 630504
CINCINNATI, OHIO 45263-0504

8888 40427 01680 2 40427 01600 4 000 000 0000 000135450 083113

Western Reserve Public Media
Northeastern Educational Television of Ohio, Inc.
1750 Campus Center Drive, P. O. Box 5191
Kent, Ohio 44240-5191
Phone: (330) 677-4549 Fax: (330) 678-0688
[redacted]

PURCHASE ORDER

NO. 48149

VENDOR Northeast Ohio Media Group (The Plain Dealer)	FID # OR SS # FOR 1099 INFO	SEND ALL INVOICES TO ACCOUNTS PAYABLE Western Reserve Public Media, P.O. Box 5191, Kent, Ohio 44240-5191
STREET ADDRESS		SHIP TO
CITY STATE ZIP		ATTN.
DELIVERY Normal ☐ Emergency ☐	VIA / FOB	TERMS

QUANTITY	COMPLETE DESCRIPTION (Include Size, Color, Catalog Number, etc.)	UNIT PRICE	TOTAL
1	Classified ad	1,345.50	1,345.50
		SUBTOTAL	1,345.50
		SHIPPING	
		TOTAL	1,345.50

CAPITAL SPENDING AND SPECIAL PROJECTS / EVENTS

PROJECT NUMBER OR NAME	PROJECTED COST AND COMPLETION DATE	

PROJECT DESCRIPTION: membership director job posting

ACCOUNT NUMBER(S) 7542-35	ACCOUNT NAME(S)	CHECK APPROPRIATE SQUARE(S):
FISCAL YEAR	TO BE REIMBURSED BY	☐ Please Order ☐ Order Placed ☐ Invoice/Receipt Attached
REQUISITION INITIATED BY Diane M. Steinert	DATE 8/2/13	☑ Will Invoice ☐ Pay From P.O. Return Check To
DIRECTOR APPROVAL Jon Kang	DATE	Charge: ☐ Visa ☑ Mastercard ☐
PRESIDENT AND CEO	DATE 8-5-13	☐ Mail Copy P.O. ☐ Fax Copy P.O. Date 8/6/13
		Fax No.
		Attn:

WHITE COPY (ACCOUNTING) – YELLOW COPY (DEPARTMENT) – PINK COPY (INITIATOR)

Western Reserve Public Media
Northeastern Educational Television of Ohio, Inc.
1750 Campus Center Drive, P. O. Box 5191
Kent, Ohio 44240-5191
Phone: (330) 677-4549 Fax: (330) 678-0688
[redacted]

PURCHASE ORDER

NO. 48153

VENDOR	FID # OR SS # FOR 1099 INFO	SEND ALL INVOICES TO
Current / Public Media Business Assoc.		ACCOUNTS PAYABLE Western Reserve Public Media, P. O. Box 5191, Kent, Ohio 44240-5191
STREET ADDRESS		SHIP TO
CITY / STATE / ZIP		ATTN.

DELIVERY	VIA	FOB	TERMS
Normal ☐ Emergency ☐			

QUANTITY	COMPLETE DESCRIPTION (Include Size, Color, Catalog Number, etc.)	UNIT PRICE	TOTAL
1	Classified ad	212.35	212.35
		SUBTOTAL	212.35
		SHIPPING	
		TOTAL	212.35

CAPITAL SPENDING AND SPECIAL PROJECTS / EVENTS

PROJECT NUMBER OR NAME	PROJECTED COST AND COMPLETION DATE	

PROJECT DESCRIPTION:

ACCOUNT NUMBER(S)	ACCOUNT NAME(S)
7542-35	
FISCAL YEAR	TO BE REIMBURSED BY
REQUISITION INITIATED BY: Dave M. Steinert	DATE
DIRECTOR APPROVAL: Tom Kayan	DATE
PRESIDENT AND CEO	DATE 05-13

CHECK APPROPRIATE SQUARE(S):

☐ Please Order ☐ Order Placed ☐ Invoice/Receipt Attached
☐ Will Invoice ☐ Pay From P.O. Return Check To
Charge: ☐ Visa ☑ Mastercard ☐
☐ Mail Copy P.O. ☐ Fax Copy P.O. Date 8/6/13
Fax No. - -
Attn:

WHITE COPY (ACCOUNTING) – YELLOW COPY (DEPARTMENT) – PINK COPY (INITIATOR)

JOBTARGET

RECEIPT

ORDER #	R7801968
DATE	08/02/13
IO / PO #	--
AMOUNT PAID	$212.35

PURCHASER INFO

Western Reserve Public Media
P.O. Box 5191
1750 Campus Center Dr.
Kent, Ohio 44240
United States
Attn: Diane Steinert

PURCHASED BY

Diane Steinert
330-677-4549
dsteinert@westernreservepublicmedia.org

PRODUCT	DESCRIPTION	AMOUNT
Standard Line Listing-One Print Issue of Current + 30 Days Online Job Posting - Web	**Current.org** (paid - creditcard) Job ID: 14346039 Job Name: Membership Director Job Title: Membership Director	$212.35

SUBTOTAL	$212.35
TAXES	$0.00
TOTAL	$212.35

Search for people, places and things

Western Reserve PBS
August 2, 2013

We are in search of a membership director now that Lisa Martinez, our VP of marketing and development, is retiring after 27 years here! Find out more at the link below.

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Jobs | Western Reserve Public Media

Western Reserve PBS is seeking a Membership Director to manage individual giving activities and special fund-raising events.

WESTERNRESERVEPUBLICMEDIA.ORG

99 people reached

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