



Allison Zolot
Senior Vice President & General Counsel

May 6, 2024

VIA Upload to Online Public Inspection Files

EEO Staff
Investigations & Hearings Division
Enforcement Bureau
Federal Communications Commission
45 L Street, NE
Washington, D.C. 20554

RE: EEO Audit – KEYJ-FM, Abilene, TX (Facility ID 17804)

Dear Sir or Madam:

Townsquare License, LLC, the licensee of broadcast station KEYJ-FM, Abilene, Texas, hereby responds to the Commission’s notice of audit issued to KEYJ-FM. This response includes information about the following stations, which, with KEYJ-FM, comprise the Townsquare License LLC’s Abilene employment unit (referenced to herein as “Townsquare Abilene,” the “Unit,” or “Stations”):

KEAN-FM, Abilene, TX (Facility ID 54904)
KMWX(FM), Abilene, TX (Facility ID 22158)
KSLI(AM), Abilene, TX (Facility ID 54843)
KULL(FM), Abilene, TX (Facility ID 73681)
KYYW(AM), Abilene, TX (Facility ID 40997)

The following subparagraphs correspond to the numbered paragraphs in the FCC’s audit notice.

i. *Public File Reports.* Copies of the Unit’s two most recent EEO public file reports for the periods covering April 1, 2022 to March 31, 2023 (“2022-2023 Reporting Period”) and April 1, 2023 to March 31, 2024 (“2023-2024 Reporting Period”) (the 2022-2023 Reporting Period and the 2023-2024 Reporting Period, together, the “Audit Period”) are attached as Exhibit 1 and Exhibit 2, respectively. As noted on the face of the reports, both were amended on May 6, 2024.

ii. *Websites.* The Stations’ website addresses are <https://keyj.com>, <https://keanradio.com>, <https://925theranch.com>, <https://925theranch.com>, <https://koolfmabilene.com>, and <https://1470kyyw.com>. The Unit’s most recent public file report is posted on each of these websites.

iii. *Supporting Documentation for Vacancies.* Among other sources, Townsquare Abilene uses a recruiting company called Greenhouse to export vacancy listings to a variety of sources that can include Indeed.com, LinkedIn.com, ZipRecruiter.com, and the Townsquare Media Careers webpage. The text of the notices that were posted to Greenhouse sources is included in Exhibit 3, along with screenshots from Greenhouse showing the Greenhouse sources that were notified about each vacancy. Exhibit 3 also includes information excerpted from reports that Greenhouse provides to Townsquare Abilene. These reports indicate the Greenhouse source that referred each applicant for the various full-time positions filled during the Audit Period. Not all of these applicants were interviewed. No recruitment sources have requested to be notified of vacancies. The dates of all full-time hires during the Audit Period are provided in the EEO public file reports (see Exhibit 1 and Exhibit 2).

iv. *Total Number of Interviewees and Referral Sources.* The total number of interviewees for each full-time vacancy filled during the Audit Period and the referral sources for each interviewee are provided in the EEO public file reports for the Audit Period (see Exhibit 1 and Exhibit 2).

v. *Documentation of Recruitment Initiatives.* The Unit currently has a total of seven full-time employees. The population of the market in which the Stations operate is less than 250,000.¹ Therefore, the Unit is required to perform two points worth of recruitment initiatives within a two-year period pursuant to 47 C.F.R. §§ 73.2080(c)(2) and (e)(3).

The Unit engaged in a number of recruitment initiatives during the Audit Period, as shown in the EEO public file reports attached as Exhibit 1 and Exhibit 2. (Note that the 2022-2023 EEO public file report is part of the 2021-2023 two-year term, and the 2023-2024 EEO public file report is part of the 2023-2025 two-year term.) The Unit personnel involved in each recruitment initiative are listed in these reports, and documentation of the initiatives is provided in Exhibit 4.

vi. *Discrimination Complaints.* There are no pending or resolved complaints alleging unlawful discrimination in the employment practices of the Unit during the current license term.

vii. *Management's EEO Responsibilities.* EEO compliance is an integral function of management at all levels within the Unit. The Market President requires department managers to attend weekly meetings, during which they discuss general employment issues and training, as well as methods for handling problems that might arise in these areas. The department managers also are taught to conduct interviews and performance reviews in a manner that is in line with the Unit's EEO policy. The Market President works with the department heads to ensure that decisions regarding hiring and promotion are carried out in a non-discriminatory fashion. All job

¹ The Stations operate in the Abilene, TX Metropolitan Statistical Area, which had a population of 176,579 according to the 2020 U.S. Census.

openings must be filtered through the Market President, who is responsible for EEO compliance. No job can be filled by a department head without prior approval of the Market President, who signs off on EEO compliance. The management team is informed of EEO requirements by written guidelines forwarded by the Texas Association of Broadcasters, the National Association of Broadcasters, and the Unit's legal services. Though the department managers actively participate in the process, the Market President bears the ultimate responsibility for enforcement of the Unit's EEO policy.

Townsquare Abilene makes a concerted effort to ensure that both employees and applicants are well-informed of the Unit's EEO policy. Upon commencement of employment, every employee receives a copy of Townsquare Media's Employee Policy Manual, which contains a description of the Unit's EEO policy. The EEO policy and other employment-related regulations are also posted in common areas of the Stations, and all of the Stations' websites post that Townsquare Media is an Equal Opportunity Employer. In addition, management periodically holds department head meetings to discuss EEO and other employment-related issues. Applicants are informed of the Unit's EEO policies through the application process. Job notices inform potential applicants that Townsquare Media is an equal opportunity employer and state the company's EEO policy.

viii. *Analysis of EEO Program's Effectiveness.* The success of Townsquare Abilene's EEO recruiting program is vital to the success of the Unit, and management therefore devotes a significant amount of time and resources to evaluating the success of its outreach initiatives, and the program as a whole. The Market President and the heads of the various departments assess the success of each outreach initiative on a case-by-case basis. After each job fair, community event, or other outreach initiative, the participants in that event, together with management, analyze the relative success of the event, including number of attendees, interest levels, number and quality of applications received (if applicable), and the like. Likewise, management actively evaluates the sources and methods by which it advertises specific job vacancies in order to ensure that the Stations receive a wide variety of qualified applicants for all employment positions.

Management recognizes that a large part of the Unit's recruitment program involves its efforts to post all available positions on widely used job-related websites. The Unit periodically adds organizations to its recruitment source list as they come to its attention and checks on organizations to confirm their contact information. Thus, the process of constant self-evaluation allows the Unit to continue to utilize the most effective methods, while strategizing how to strengthen its other outreach efforts.

Management has determined that participation in job fairs, coupled with its vacancy-specific announcements, allows station personnel to come into contact with, and select its employees from, a wide cross-section of members in the community. And it continually evaluates and modifies its program to ensure and optimize recruiting success. In addition,

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Townsquare Abilene draws upon the human resources and recruiting departments of its parent, Townsquare Media, to monitor and ensure its own EEO compliance.

ix. Analysis of Pay, Benefits and Selection Techniques. Townsquare Abilene strives to comply with all federal, state, and/or local laws regarding pay, benefits, seniority practices, promotions, and selection techniques and tests to ensure that the Unit provides equal opportunities to all employees and applicants.

Townsquare Abilene does not have any union agreements, is not a religious broadcaster, and is not subject to a time brokerage agreement.

I certify that the information and statements herein are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I acknowledge that the attached exhibits are considered material representations.

Please address any questions concerning this letter to Townsquare Abilene's counsel, Emilie de Lozier of Wilkinson Barker Knauer LLP, at (202) 383-3378.

Very Truly Yours,



Allison Zolot
Senior Vice President
General Counsel

Exhibit 1

EEO Public File Report for 2022-2023 Reporting Period
(part of the 2021-2023 two-year term)

TOWNSQUARE LICENSE, LLC
Abilene Employment Unit
KEAN-FM, KEYJ-FM, KMWX-FM, KSLI-AM, KULL-FM, KYYW-AM
EEO PUBLIC FILE REPORT
April 1, 2022 – March 31, 2023
Amended May 6, 2023

I. VACANCY LIST

See **Master Recruitment Source List (MRSL)** for recruitment source data

Job Title	Date Filled	Recruitment Sources (RS) Used to Fill Vacancy	Number of Interviewees Referred by Each Source	RS Referring Hiree
Brand Manager (or Digital & Radio Content Leader)	4/1/2022	4, 10	<u>RS 10 – 1</u> Total: 1	10
Account Executive	6/6/2022	2, 4, 6, 11	<u>RS 5 – 1</u> Total: 1	5

TOWNSQUARE LICENSE, LLC
Abilene Employment Unit
KEAN-FM, KEYJ-FM, KMWX-FM, KSLI-AM, KULL-FM, KYYW-AM
EEO PUBLIC FILE REPORT
April 1, 2022 – March 31, 2023
Amended May 6, 2023

II. MASTER RECRUITMENT SOURCE LIST (MRS�)

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
1	Townsquare Media, Abilene, LLC internal posting	No	0
2	www.townsquaremedia.com - career page (via Greenhouse)	No	0
3	Townsquare Media, Abilene, LLC Radio Ads KEAN, KEYJ, KMWX, KSLI, KULL, KYYW	No	0
4	Indeed.com (via Greenhouse) (Indeed also independently posts vacancy to Glassdoor.com)	No	0
5	Indeed.com sourcing	No	1
6	Linkedin.com (via Greenhouse)	No	0
7	Linkedin.com sourcing	No	0
8	Facebook.com	No	0
9	Diversity Jobs	No	0
10	Market President Referral	No	1
11	ZipRecruiter.com	No	0
TOTAL INTERVIEWEES OVER 12-MONTH PERIOD			2

TOWNSQUARE LICENSE, LLC
Abilene Employment Unit
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EEO PUBLIC FILE REPORT
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Amended May 6, 2023

III. RECRUITMENT INITIATIVES

TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
Training to management-level personnel as to methods of ensuring equal employment opportunity and preventing discrimination	The new Market President participated in a webinar for training on FCC EEO obligations on March 22, 2023.
Hosting of job fair.	On March 29, 2023, stations hosted a job fair. Market President held on site interviews for candidates interested in jobs in broadcasting and provided employment information to candidates. The stations ran on-air promotions leading up to the job fair from March 23 rd through March 29 th .

Exhibit 2

EEO Public File Report for 2023-2024 Reporting Period
(part of the 2023-2025 two-year term)

EEO PUBLIC FILE REPORT
Townsquare License, LLC
Abilene Employment Unit
KEAN-FM, KEYJ-FM, KMWX-FM, KSLI-AM, KULL-FM, KYW-AM
April 1, 2023 to March 31, 2024
Amended May 6, 2024

Section 1. Vacancy List

Job Title4/3/2023	Date Filled	Public Recruitment Sources (RS) Used to Fill Vacancy	Number of Interviewees Referred by Each Source	RS Referring Hiree
Account Executive Nos. 1 & 2	4/3/2023 4/4/2023	1, 2, 3, 4	RS 2 - 1 <u>RS 3 - 1</u> Total: 2	2, 3
Account Executive No. 3	11/3/2023	1, 2, 3, 4	RS 3 - 1 RS 5 - 1 <u>RS 6 - 1</u> Total: 3	6

Section 2. Recruitment Source List

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
1	www.townsquaremedia.com - career page (via Greenhouse)	N	0
2	Indeed.com (via Greenhouse) (Indeed also independently posts vacancy to Glassdoor.com)	N	1
3	LinkedIn (via Greenhouse)	N	2
4	Zip Recruiter (via Greenhouse)	N	0
5	Indeed.com (candidate sourced)	N	1
6	LinkedIn (candidate sourced)	N	1
7	Employee Referral	N	0
TOTAL INTERVIEWS			5

EEO PUBLIC FILE REPORT
Townsquare License, LLC
Abilene Employment Unit
KEAN-FM, KEYJ-FM, KMWX-FM, KSLI-AM, KULL-FM, KYYW-AM
April 1, 2023 to March 31, 2024
Amended May 6, 2024

Section 3. Recruitment Initiatives

	Type of Recruitment Initiative	Brief Description of Activity
1	Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.	On July 6, 2023, Market President participated in an online training for Valuing Diversity provided by Trust Mineral. The purpose of the course is to help employers understand the concept of diversity and know how to recognize diversity issues that can lead to legal liability under anti-discrimination and harassment laws.
2	Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.	On February 6, 2024 and February 7, 2024, respectively, Market President and Regional Vice President participated in an internal compliance training provided by the legal and human resources departments of Townsquare. The training was approximately 1 hour in length and covered topics such as broad recruitment and FCC obligations and compliance. The training also covered areas of internal process to ensure compliance with the Company's EEO practices.

Exhibit 3

Documentation of Recruitment for Vacancies

Digital & Radio Content Leader- KMWX

****This is a Full-time in-office position working closely and collaboratively with a Team****

Are you a visionary leader with a history of building high performing teams and brands? Do you have a strong skillset and affinity for digital content distribution? If so, we'd like to talk to you.

We're searching for someone with strong character, ambition, experience, success, and heart to help maximize the performance of our team's talent, grow our audience size (on-air and online), and help generate revenue via programs, features, promotions, endorsements, our digital platforms, and events.

This leader will report to our Director of Content, have brand ownership of 1 station, perform an interactive and entertaining daily radio show, and write and publish at least two original articles for each weekday air shift onto the station website.

This is not a remote position. If you're interested, please share an achievement-oriented resume filled with accomplishments and quantifiable ratings and digital success, a link to your show audio (SoundCloud/drop box/etc.), and examples of your digital skills (including writing and video).

Responsibilities:

- Assist Director of Content on various projects aimed at improving the quality of our brands and events
- Assist Director of Content and Market President in building a high performing team that is positive and professional
- Vision, Leadership, and Management for 1 brand
- Conduct Regular Strategy Sessions with air talent and brainstorming sessions with station leadership and sales team
- Communicate clearly and effectively amongst departments and with key stakeholders
- Recruit top talent
- Entertain and inform audiences both on the air, via our digital platforms, our social media outlets, and at station and partner events
- Work with sales leadership to generate revenue via programming, features, promotions, endorsements, our digital platforms, and events
- Write and publish at least two original articles for each weekday air shift onto the station website
- Engage daily with your audience via the station mobile app and the station's accounts on social media, including Facebook, Twitter and Instagram
- Incorporate content from the station's digital platforms into your on-air show

Qualifications

- Leadership
- 5 Years full-time radio experience
- Track record of quantifiable success
- Knowledge of all FCC rules and regulations
- Computer literacy in applicable programs and excellent verbal communication skills
- Public speaking skill and ability to interact with listeners and clients in a public setting
- Problem-solving ability and skill in prioritizing
- Ability to interact with management and staff at all levels and to multi-task and handle pressures and deadlines
- Skill in operation of control board, remote broadcasting, and other related production equipment
- High School Diploma
- Must possess valid state driver's license
- Physical Requirements
- May require lifting or moving up to 25 lbs.
- Able to sit for extended periods of time

Benefits

- 3 weeks of PTO (+ 9 paid holidays)
- Medical, Dental, and Vision Insurance
- 401(k) Retirement Plan
- Casual, high-energy work environment
- Opportunity for upward mobility
- Company provided laptop
- Competitive salary + bonus program
- Company discounts
- Pet Insurance
- Time off for volunteering
- And much more...

About Us

Townsquare is a community-focused digital media, digital marketing solutions and radio company focused outside the Top 50 markets in the U.S. Our assets include Townsquare Interactive, a digital marketing services subscription business providing web sites, search engine optimization, social platforms and online reputation management for approximately 21,900 SMBs; Townsquare IGNITE, a proprietary digital programmatic advertising technology with an in-house demand and data management platform; and Townsquare Media, our portfolio of 322 local terrestrial radio stations in 67 cities with corresponding local news and entertainment websites and apps including legendary brands such as WYRK.com, WJON.com, and NJ101.5.com, along with a network of national music brands including XXLmag.com, TasteofCountry.com, UltimateClassicRock.com and Loudwire.com.

TOWNSQUARE MEDIA BROADCASTING, LLC MAINTAINS A DRUG-FREE WORKPLACE AND IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. APPLICANTS MUST BE ELIGIBLE TO WORK IN THE U.S.

Townsquare Media provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Townsquare Media complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Townsquare Media expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Townsquare Media's employees to perform their job duties may result in discipline up to and including discharge.

Greenhouse report for 2022-2023 Brand Manager/Digital & Radio Content Lead vacancy

Last Name	First Name Applied For Brand Manager	Source Employee Referral	Application Date 03/24/2022
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Digital & Radio Content Leader - KMWX

Abilene, TX
Job Status: Closed

< Back

Edit your job post

Job setup

Overview

Job Info

Job Kickoff

Job Posts

Forms

Scorecard

Interview Plan

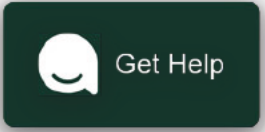
Stage Transitions

Hiring Team

Notifications

Approvals

Activity Feed



Post details

Job name *

Post to *

Confidential

Location *

This location will be visible to candidates on the job post.

Pay transparency rules * ?

Select one or more rules to pull in the appropriate pay range fields. [Learn more](#)

This selection will not be visible to candidates on the job post.

Application language

English

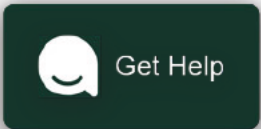
Recently Viewed

Custom description ?



Inclusive job descriptions motivate candidates from all backgrounds to apply, broadening your talent pool and making it more diverse. Consider:

- Listing only the qualifications that are necessary for the role
- Avoiding stereotypically masculine language
- Communicating a growth mindset by using language that emphasizes learning and growth over innate abilities
- Including benefits that appeal to a wide range of demographic groups



Basic application information

Personal information

Hide

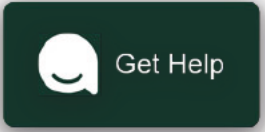
Optional

Required



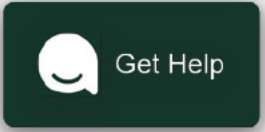


Last name	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Email	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Phone number	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Resume	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Cover letter	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Location	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Education	Hide	Optional	Required
School name	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Degree	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Discipline	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Start year	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Start month	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
End year	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
End month	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>



Custom application questions

- Please submit a video introducing yourself, and tell a funny or moving story. (Required)
- Please submit a radio aircheck if you have one.
- Do you inform or entertain audiences anywhere else? (Youtube, Social Media, TikTok, Podcast, etc). Please show us: (Required)
- Please include a writing sample. (Required)
- Do you have any written content published anywhere? Please show us:
- LinkedIn Profile
- Website
- How did you hear about this job? (Required)
- Is there any reason why you could not perform any of the job duties listed in the job description for which you are applying with or without a reasonable accommodation? (Required)
- If yes, please, explain:
- Have you ever been disciplined or fired from a job? (Required)
- If yes, please, explain:





⋮ If so, please, provide dates and position:



⋮ Are you subject to any type of agreement with a current or former employer or entity that would restrict your ability to work for our Company (e.g., non-compete, confidentiality, non-disclosure)? (Required)



⋮ If yes, please, explain:



⋮ Provide a copy of such agreement:



⋮ Do you have a valid driver's license and state minimum required auto insurance? (Required)



⋮ Are you related to any current employee of Townsquare Media? (Required)



⋮ If so, please, explain relationship:



⋮ Are you legally authorized to work in the U.S.? (Required)



⋮ Do you now need or will you need sponsorship in the future? (Required)



⋮ Are you able to work in the Abilene office? (Required)



Add custom question

Copy from another job

Settings



Get Help

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Application confirmation page

- Default
- Customize

- Include EEOC questions

Collect demographic data about gender, race, veteran, and disability status to meet EEOC compliance and reporting requirements for U.S federal contractors. The language and format of these questions can't be changed.

- Include 'Apply with SEEK' button

This will only appear for external job boards with a saved SEEK Client ID.

Publish to free job boards

It can take up to 48 hours for new posts or updates to appear on these boards. [Learn more.](#)

- Indeed

Location

Abilene, Texas, United States

- Remote



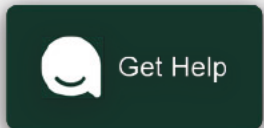
Get Help

[← Back](#)

[Preview](#)

[Save](#)

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Account Executive

At Townsquare we are a team of driven individuals who push ourselves and those around us to grow personally and professionally. You can expect a dynamic and competitive work environment that fosters success, training, development and unlimited earning potential.

Are you driven by customer success and finding the perfect solution for your clients? Do you want to grow your career with the industry leader in digital space, make money and have fun while doing it? Then we want to talk to you!

We're looking to build out a team of driven individuals to bring our best-in-class marketing solutions to local business in the Abilene Market. This team is at the forefront of establishing and maintaining client relationships by leveraging our cross-platform advertising solutions to develop successful marketing campaigns for our clients.

What the role will look like?

- Determine strategy for identifying, connecting and closing new opportunities in your local market
- Prospect and identify potential clients using our proprietary data and analytics
- Build and maintain close working relationships with internal teams to identify upsell and cross sell opportunities
- Using your influencing and relationship-building skills, you provide world class client service, research and market analysis to create a successful campaign for our clients.
- Responsible for bringing our premier marketing and advertising solutions to local and regional businesses in the Abilene market
- Diversifying our clients' solutions through cross-selling a variety of marketing solutions including broadcast, digital (website design, SEO, SEM, Programmatic, Paid Search/Social, etc.), live event sponsorship and much more

Qualifications:

- Proven track record of meeting and exceeding aggressive sales goal
- Strong marketing acumen
- Effective verbal and written communications essential.
- Experience selling or working with digital and or multimedia advertising solutions
- 1+ year of sales or marketing experience is preferred, but not required
- Goal-oriented, strong work ethic and a desire to learn and grow a career in Sales
- Valid Driver's license, auto insurance, and vehicle
- Bachelor's Degree preferred but not required

Benefits:

- Competitive compensation package with uncapped earning potential
- Tech package for laptop and cell phone
- Monthly car allowance

- 4-week long sales training program
- 3 weeks of PTO + 9 paid holidays
- Medical, Dental, Vision and Pet Insurance
- 401(K) Retirement Plan
- Casual, high-energy work environment
- Unlimited growth opportunities!

About Us

Townsquare is a community-focused digital media, digital marketing solutions, and radio company focused outside the Top 50 markets in the U.S. Our assets include [Townsquare Interactive](#), a digital marketing services subscription business providing websites, search engine optimization, social platforms, and online reputation management for approximately 21,900 SMBs; [Townsquare IGNITE](#), a proprietary digital programmatic advertising technology with an in-house demand and data management platform; and Townsquare Media, our portfolio of 357 local terrestrial radio stations in 74 cities with corresponding local news and entertainment websites and apps including legendary brands such as [WYRK.com](#), [WJON.com](#), and [NJ101.5.com](#), along with a network of national music brands including [XXLmag.com](#), [TasteofCountry.com](#), [UltimateClassicRock.com](#), and [Loudwire.com](#).

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#LI-EB1

Greenhouse report for 2022-2023 Account Executive vacancy

Last Name	First Name	Applied For	Source	Application Date
		Account Executive - Abilene	Applied through your website's jobs	12/04/2022
		Account Executive - Abilene	Applied through your website's jobs	05/13/2022
		Account Executive - Abilene	Linkedin (Ad Posting)	08/19/2022
		Account Executive - Abilene	Linkedin (Ad Posting)	06/13/2022
		Account Executive - Abilene	Linkedin (Ad Posting)	09/24/2022
		Account Executive - Abilene	Linkedin (Ad Posting)	07/11/2022
		Account Executive - Abilene	Linkedin (Ad Posting)	12/24/2022
		Account Executive - Abilene	Linkedin (Ad Posting)	12/08/2022
		Account Executive - Abilene	Linkedin (Ad Posting)	11/23/2022
		Account Executive - Abilene	Linkedin (Ad Posting)	12/06/2022
		Account Executive - Abilene	Linkedin (Ad Posting)	12/05/2022
		Account Executive - Abilene	Linkedin (Ad Posting)	11/23/2022
		Account Executive - Abilene	Linkedin (Ad Posting)	11/10/2022
		Account Executive - Abilene	Linkedin (Ad Posting)	10/29/2022
		Account Executive - Abilene	Linkedin (Ad Posting)	10/13/2022
		Account Executive - Abilene	Linkedin (Ad Posting)	08/30/2022
		Account Executive - Abilene	Linkedin (Ad Posting)	05/16/2022
		Account Executive - Abilene	Linkedin (Ad Posting)	08/30/2022
		Account Executive - Abilene	Linkedin (Ad Posting)	06/27/2022
		Account Executive - Abilene	Linkedin (Ad Posting)	06/24/2022
		Account Executive - Abilene	Linkedin (Ad Posting)	06/07/2022
		Account Executive - Abilene	Linkedin (Ad Posting)	04/15/2022
		Account Executive - Abilene	Linkedin (Ad Posting)	04/10/2022
		Account Executive - Abilene	Responded to an ad on Indeed	05/05/2022
		Account Executive - Abilene	Responded to an ad on Indeed	08/17/2022
		Account Executive - Abilene	Responded to an ad on Indeed	12/29/2022
		Account Executive - Abilene	Responded to an ad on Indeed	10/11/2022
		Account Executive - Abilene	Responded to an ad on Indeed	07/19/2022
		Account Executive - Abilene	Responded to an ad on Indeed	04/06/2022
		Account Executive - Abilene	Responded to an ad on Indeed	11/10/2022
		Account Executive - Abilene	Responded to an ad on Indeed	09/17/2022
		Account Executive - Abilene	Responded to an ad on Indeed	07/07/2022
		Account Executive - Abilene	Responded to an ad on Indeed	07/18/2022
		Account Executive - Abilene	Responded to an ad on Indeed	06/28/2022
		Account Executive - Abilene	Responded to an ad on Indeed	03/15/2022
		Account Executive - Abilene	Responded to an ad on Indeed	03/15/2022
		Account Executive - Abilene	Responded to an ad on Indeed	03/16/2022
		Account Executive - Abilene	Responded to an ad on Indeed	04/25/2022
		Account Executive - Abilene	Responded to an ad on Indeed	06/06/2022
		Account Executive - Abilene	Responded to an ad on Indeed	03/15/2022
		Account Executive - Abilene	Indeed Sourced	05/04/2022

Account Executive - Abilene1

Abilene, TX

Job Status: Closed

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Get Help

Edit your job post

Post details

Job name *

Account Executive

Post to *

Townsquare Media

Location *

Abilene, TX

This location will be visible to candidates on the job post.

Pay transparency rules * ?

Select one or more rules to pull in the appropriate pay range fields. [Learn more](#)

N/A x

This selection will not be visible to candidates on the job post.

Application language

English

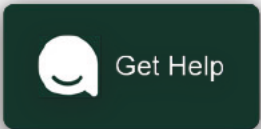
Recently Viewed

Custom description ?



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- Listing only the qualifications that are necessary for the role
- Avoiding stereotypically masculine language
- Communicating a growth mindset by using language that emphasizes learning and growth over innate abilities
- Including benefits that appeal to a wide range of demographic groups



Basic application information

Personal information

Hide

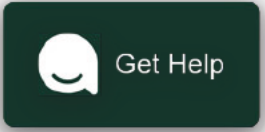
Optional

Required

























Recently Viewed

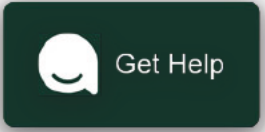


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Email	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Phone number	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Resume	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cover letter	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Location	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Education	Hide	Optional	Required
School name	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Degree	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Discipline	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Start year	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Start month	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
End year	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
End month	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>



Custom application questions

LinkedIn Profile	 
Website	 
Is there any reason why you could not perform any of the job duties listed in the job description for which you are applying with or without a reasonable accommodation? (Required)	 
If yes, please, explain:	 
Have you ever been disciplined or fired from a job? (Required)	 
If yes, please, explain:	 
Have you ever been employed by our company or predecessor? (Required)	 
If so, please, provide dates and position:	 
Are you subject to any type of agreement with a current or former employer or entity that would restrict your ability to work for our Company (e.g., non-compete, confidentiality, non-disclosure)? (Required)	 
If yes, please, explain:	 
Provide a copy of such agreement:	 
Do you have a valid driver's license and state minimum required auto insurance? (Required)	 





If so, please, explain relationship:



Are you legally authorized to work in the U.S.? (Required)



Do you now need or will you need sponsorship in the future? (Required)



How did you hear about this job? (Required)



Add custom question

Copy from another job

Settings

Send confirmation email to candidates

Default Candidate Auto Reply

[Customize](#) your auto-reply templates.

Application confirmation page

Default

Customize

Include EEOC questions

Collect demographic data about gender, race, veteran, and disability status to meet EEOC compliance and reporting requirements for U.S federal contractors. The language and format of these questions can't be changed.



Get Help



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Publish to free job boards

It can take up to 48 hours for new posts or updates to appear on these boards. [Learn more.](#)

- Indeed
- LinkedIn Limited 
- ZipRecruiter 

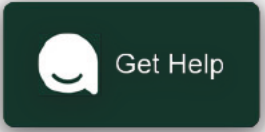
Location

- Remote 

[← Back](#)

[Preview](#)

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Recently Viewed 

Account Executive

At Townsquare we are a team of driven individuals who push ourselves and those around us to grow personally and professionally. You can expect a dynamic and competitive work environment that fosters success, training, development and unlimited earning potential.

Are you driven by customer success and finding the perfect solution for your clients? Do you want to grow your career with the industry leader in digital space, make money and have fun while doing it? Then we want to talk to you!

We're looking to build out a team of driven individuals to bring our best-in-class marketing solutions to local business in the Abilene Market. This team is at the forefront of establishing and maintaining client relationships by leveraging our cross-platform advertising solutions to develop successful marketing campaigns for our clients.

What the role will look like?

- Determine strategy for identifying, connecting and closing new opportunities in your local market
- Prospect and identify potential clients using our proprietary data and analytics
- Build and maintain close working relationships with internal teams to identify upsell and cross sell opportunities
- Using your influencing and relationship-building skills, you provide world class client service, research and market analysis to create a successful campaign for our clients.
- Responsible for bringing our premier marketing and advertising solutions to local and regional businesses in the Abilene market
- Diversifying our clients' solutions through cross-selling a variety of marketing solutions including broadcast, digital (website design, SEO, SEM, Programmatic, Paid Search/Social, etc.), live event sponsorship and much more

Qualifications:

- Proven track record of meeting and exceeding aggressive sales goal
- Strong marketing acumen
- Effective verbal and written communications essential.
- Experience selling or working with digital and or multimedia advertising solutions
- 1+ year of sales or marketing experience is preferred, but not required
- Goal-oriented, strong work ethic and a desire to learn and grow a career in Sales
- Valid Driver's license, auto insurance, and vehicle
- Bachelor's Degree preferred but not required

Benefits:

- Competitive compensation package with uncapped earning potential
- Tech package for laptop and cell phone
- Monthly car allowance

- 4-week long sales training program
- 3 weeks of PTO + 9 paid holidays
- Medical, Dental, Vision and Pet Insurance
- 401(K) Retirement Plan
- Casual, high-energy work environment
- Unlimited growth opportunities!

About Us

Townsquare is a community-focused digital media, digital marketing solutions, and radio company focused outside the Top 50 markets in the U.S. Our assets include [Townsquare Interactive](#), a digital marketing services subscription business providing websites, search engine optimization, social platforms, and online reputation management for approximately 21,900 SMBs; [Townsquare IGNITE](#), a proprietary digital programmatic advertising technology with an in-house demand and data management platform; and Townsquare Media, our portfolio of 357 local terrestrial radio stations in 74 cities with corresponding local news and entertainment websites and apps including legendary brands such as [WYRK.com](#), [WJON.com](#), and [NJ101.5.com](#), along with a network of national music brands including [XXLmag.com](#), [TasteofCountry.com](#), [UltimateClassicRock.com](#), and [Loudwire.com](#).

TOWNSQUARE MEDIA BROADCASTING, LLC MAINTAINS A DRUG-FREE WORKPLACE AND IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. APPLICANTS MUST BE ELIGIBLE TO WORK IN THE U.S.

Townsquare Media provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Townsquare Media complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Townsquare Media expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Townsquare Media's employees to perform their job duties may result in discipline up to and including discharge.

#LI-EB1

Greenhouse report for 2023-2024 Account Executive vacancies filled 4/3/2023 and 4/4/2023.

Last Name	First Name	Applied For	Source	Application Date
		Account Executive - Abilene1	Applied through your website's jobs page	02/19/2023
		Account Executive - Abilene1	Applied through your website's jobs page	12/04/2022
		Account Executive - Abilene1	Indeed Sourced	02/15/2023
		Account Executive - Abilene1	Indeed Sourced	02/15/2023
		Account Executive - Abilene1	Linkedin (Ad Posting)	02/08/2023
		Account Executive - Abilene1	Linkedin (Ad Posting)	03/08/2023
		Account Executive - Abilene1	Linkedin (Ad Posting)	12/08/2022
		Account Executive - Abilene1	Linkedin (Ad Posting)	03/07/2023
		Account Executive - Abilene1	Linkedin (Ad Posting)	01/24/2023
		Account Executive - Abilene1	Linkedin (Ad Posting)	03/07/2023
		Account Executive - Abilene1	Linkedin (Ad Posting)	03/28/2023
		Account Executive - Abilene1	Linkedin (Ad Posting)	04/02/2023
		Account Executive - Abilene1	Linkedin (Ad Posting)	03/24/2023
		Account Executive - Abilene1	Linkedin (Ad Posting)	02/26/2023
		Account Executive - Abilene1	Linkedin (Ad Posting)	02/20/2023
		Account Executive - Abilene1	Linkedin (Ad Posting)	02/01/2023
		Account Executive - Abilene1	Linkedin (Ad Posting)	12/24/2022
		Account Executive - Abilene1	Linkedin (Ad Posting)	12/06/2022
		Account Executive - Abilene1	Linkedin (Ad Posting)	12/05/2022
		Account Executive - Abilene1	Linkedin (Ad Posting)	02/11/2023
		Account Executive - Abilene1	LinkedIn Sourced	02/20/2023
		Account Executive - Abilene1	LinkedIn Sourced	02/27/2023
		Account Executive - Abilene1	LinkedIn Sourced	02/14/2023
		Account Executive - Abilene1	LinkedIn Sourced	02/13/2023
		Account Executive - Abilene1	LinkedIn Sourced	01/30/2023
		Account Executive - Abilene1	Responded to an ad on Indeed	02/06/2023
		Account Executive - Abilene1	Responded to an ad on Indeed	03/04/2023
		Account Executive - Abilene1	Responded to an ad on Indeed	03/16/2023
		Account Executive - Abilene1	Responded to an ad on Indeed	03/26/2023
		Account Executive - Abilene1	Responded to an ad on Indeed	03/09/2023
		Account Executive - Abilene1	Responded to an ad on Indeed	02/08/2023
		Account Executive - Abilene1	Responded to an ad on Indeed	12/29/2022

Account Executive - Abilene1

Abilene, TX

Job Status: Closed

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Get Help

Edit your job post

Post details

Job name *

Account Executive

Post to *

Townsquare Media

Location *

Abilene, TX

This location will be visible to candidates on the job post.

Pay transparency rules * ?

Select one or more rules to pull in the appropriate pay range fields. [Learn more](#)

N/A x

This selection will not be visible to candidates on the job post.

Application language

English

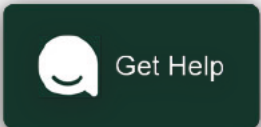
Recently Viewed

Custom description ?



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- Communicating a growth mindset by using language that emphasizes learning and growth over innate abilities
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Basic application information

Personal information

Hide

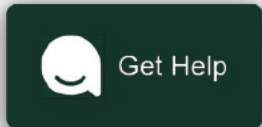
Optional

Required





























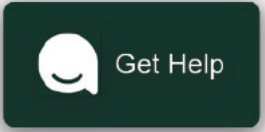
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Email	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Phone number	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Resume	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cover letter	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Location	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Education	Hide	Optional	Required
School name	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Degree	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Discipline	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Start year	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Start month	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
End year	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
End month	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>





Custom application questions

- LinkedIn Profile  
- Website  
- Is there any reason why you could not perform any of the job duties listed in the job description for which you are applying with or without a reasonable accommodation? (Required)  
- If yes, please, explain:  
- Have you ever been disciplined or fired from a job? (Required)  
- If yes, please, explain:  
- Have you ever been employed by our company or predecessor? (Required)  
- If so, please, provide dates and position:  
- Are you subject to any type of agreement with a current or former employer or entity that would restrict your ability to work for our Company (e.g., non-compete, confidentiality, non-disclosure)? (Required)  
- If yes, please, explain:  
- Provide a copy of such agreement:  
- Do you have a valid driver's license and state minimum required auto insurance? (Required)  





⋮ If so, please, explain relationship:



⋮ Are you legally authorized to work in the U.S.? (Required)



⋮ Do you now need or will you need sponsorship in the future? (Required)



⋮ How did you hear about this job? (Required)



Add custom question

Copy from another job

Settings

Send confirmation email to candidates

Default Candidate Auto Reply

[Customize](#) your auto-reply templates.

Application confirmation page

Default

Customize

Include EEOC questions

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Get Help



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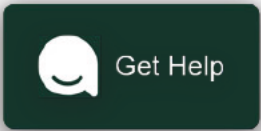
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- Indeed
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Location

- Remote 



Account Executive

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Account Executive - Abilene

(SALESACCTEX) Abilene, TX
Job Status: Open

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Job name *

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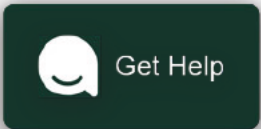
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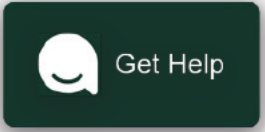
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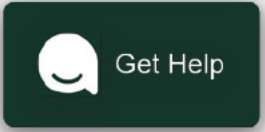


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Degree	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Discipline	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Start year	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Start month	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Custom application questions

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- Website  
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- If yes, please, explain:  
- Have you ever been disciplined or fired from a job? (Required)  
- If yes, please, explain:  
- Have you ever been employed by our company or predecessor? (Required)  
- If so, please, provide dates and position:  
- Are you subject to any type of agreement with a current or former employer or entity that would restrict your ability to work for our Company (e.g., non-compete, confidentiality, non-disclosure)? (Required)  
- If yes, please, explain:  
- Provide a copy of such agreement:  
- Do you have a valid driver's license and state minimum required auto insurance? (Required)  





If so, please, explain relationship:



Are you legally authorized to work in the U.S.? (Required)



Do you now need or will you need sponsorship in the future? (Required)



How did you hear about this job? (Required)



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Copy from another job

Settings

Send confirmation email to candidates

Default Candidate Auto Reply

[Customize](#) your auto-reply templates.

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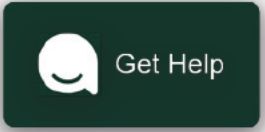
Location

- Remote 

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Exhibit 4

Documentation of Outreach Initiatives

The attached materials document the initiatives included in the 2022-2023 and 2023-2024 EEO public file reports and generally are presented in the order that the initiatives appear in those reports. Note that the 2022-2023 EEO public file report is part of the 2021-2023 two-year term, and the 2023-2024 EEO public file report is part of the 2023-2025 two-year term.

From:
Sent: Wednesday, March 22, 2023 10:32 AM
To:
Subject: RE: Abilene | Updated Report

Good morning
Training Video completed: 9:31am.

Thank you.

Definitely helped understand the process.

From:
Sent: Wednesday, March 22, 2023 8:58 AM
To: @townsquaremedia.com>
Subject: RE: Abilene | Updated Report

Good morning
Starting Training Video now: 8:58am

From: @townsquaremedia.com>
Sent: Monday, March 20, 2023 8:52 AM
To: @townsquaremedia.com>
Subject: RE: Abilene | Updated Report

Good morning! I hope you had a few relaxing days off.

Attached is an email with a link to the training. It's less than an hour long – I think close to 40 minutes. Please shoot me a confirmation email that you're about to start the training and then on the same thread, when the video is done, send a confirmation that the video is complete. This will be helpful for auditing purposes if we ever need it.

Thank you!

Executive Legal Assistant
Townsquare Media
1 Manhattanville Road, Suite 202 | Purchase, NY 10577
Direct Dial:
Corporate Office:
@townsquaremedia.com



From:
Sent: Wednesday, March 22, 2023 10:55 AM
To:
Subject: RE: Abilene | Updated Report

I will be hosting a Job Fair, next Wednesday 3/29, 9am-3pm.
Here at the station. (see snippet of email sent to our DOC)

I will be hosting walk-in interviews.

Promos will run on 4/5 of our stations.
Starting tomorrow 3/23 thru day of event.

 Reply  Reply All  Forward  IM
Wed 3/22/2023 5:58 AM

Re: Job Fair - Home Office

To

 You replied to this message on 3/22/2023 8:04 AM.

What other copy points should be mentioned in this promo and I'll get with the guys and knock this out and launch for tomorrow.

Thank ya sir.

From: @townsquaremedia.com>
Sent: Tuesday, March 21, 2023 8:25 AM
To: @townsquaremedia.com>
Subject: Job Fair - Home Office

Good Morning
As we approach 2nd Quarter I'd like to host a Job Fair and meet as many applicants as possible.

Date: Wednesday March 29th
Time: 9am – 3pm
Where: Here, at the Townsquare Media Studios
Applicants: bring resume, Interview on the spot

Let's get together today, work on script and get this launched Thursday March 23rd.

Thanks.

TOWNSQUARE MEDIA – ABILENE PRODUCTION

Start	Client	Date
End	Station(s) <input type="checkbox"/> KEYJ <input type="checkbox"/> KEAN <input type="checkbox"/> KULL <input type="checkbox"/> KMWX <input type="checkbox"/> KSLI <input type="checkbox"/> KYYW	AE Sanchez Title

PRODUCTION NOTES

TIME

COPY (Double Spaced – ALL CAPS – 11 point font size – SPELL OUT NUMBERS)

- LEVEL UP WITH A BRAND NEW CAREER, HERE, AT (INSERT
 - STATION) , WE'RE HOSTING A JOB FAIR THIS COMING
 - WEDNESDAY MARCH TWENTY-NINTH AT THE TOWNSQUARE
 10 MEDIA STUDIOS. BRING YOUR RESUME AND IMMEDIATELY
 - CONNECT WITH OUR HIRING TEAM. YOUR INTERVIEW WILL BE
 - SCHEDULED UPON ARRIVAL. THIS WEDNESDAY, MARCH
 - TWENTY-NINGTH AT THE TOWNSQUARE MEDIA STUDIOS,
 20 FROM NINE AM TO THREE PM. IF YOU LOVE MUSIC, MEDIA,
 - PEOPLE AND SMALL BUSINESS, WE'RE LOOKING FOR YOU.
 - THIS WEDNESDAY, MARCH TWENTY-NINTH, NINE AM TO THREE
 - PM. THIRTY-NINE-ELEVEN SOUTH FIRST STREET.
 30 (DISCLAIMER: TOWNSQUARE MEDIA IS AN EQUAL
 - OPPORTUNITY EMPLOYER)
 -
 -
 40
 -
 -
 -
 50
 -
 -
 -
 60

From:
To:
Subject: FW: Job Fair - Home Office
Date: Thursday, April 4, 2024 8:54:21 AM
Attachments: [JOB FAIR SCRIPT - MARCH 2023.docx](#)

Here's the script that ran in our rotators.

From:
Sent: Wednesday, March 22, 2023 1:19 PM
To: @townsquaremedia.com>
Subject: RE: Job Fair - Home Office

Good afternoon. Appreciate your full support on this.
Please send script to each DJ.

Let's get this into the station rotators tomorrow 3/23 thru 3/29 (day of event)

- KEAN
- KEYJ
- KULL
- KMWX

Thank you

From: @townsquaremedia.com>
Sent: Wednesday, March 22, 2023 5:58 AM
To: @townsquaremedia.com>
Subject: Re: Job Fair - Home Office

Good morning!

What other copy points should be mentioned in this promo and I'll get with the guys and knock this out and launch for tomorrow.

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Let's get together today, work on script and get this launched Thursday March 23rd.

Thanks.

Director of Sales

Townsquare Media Abilene

Mobile: Office:

KYYW / KEAN / KULL / KEYJ / KMWX



From:
To:
Subject: FW: Job Fair
Date: Thursday, April 4, 2024 8:53:24 AM
Attachments: [image001.png](#)

Here's an email from our Director of Content to all of the DJ's to begin announcing.

From:
Sent: Wednesday, March 22, 2023 1:56 PM
To: @townsquaremedia.com>; @townsquaremedia.com> @townsquaremedia.com>
Cc: @townsquaremedia.com>
Subject: RE: Job Fair

Appreciate your time guys.

•

From: [@townsquaremedia.com](#)>
Sent: Wednesday, March 22, 2023 1:40 PM
To: [@townsquaremedia.com](#)>; [@townsquaremedia.com](#)>
Cc: [@townsquaremedia.com](#)>
Subject: Job Fair

Afternoon y'all!

We are having a job fair here at TSM Abilene and I need your help to execute the promos. No, that doesn't mean shoot the promos lol

I need you both to produce the attached script and run it on your respective stations.

Let's get this into the station rotators tomorrow 3/23 thru 3/29 (day of event)

- KEAN -
- KEYJ -
- KULL -
- KMWX - (if you need me to voice this instead let me know and I can)

Nothing fancy, just rip and read this. But please use your personality as much as possible. Thank you so much for your help!

Director of Content/Production Director/KEYJ Brand Manager
townsquare Media Abilene

Emails and certificate confirming former Market President's completion of Trust Mineral Valuing Diversity training on July 6, 2023.

From: support@trustmineral.com
To: [REDACTED]
Subject: Learn course completion
Date: Thursday, July 6, 2023 10:51:05 AM
Attachments: [valuing_diversity_1688655028.pdf](#)

Hi [REDACTED]

This is to notify you that [REDACTED] has completed the course Valuing Diversity.

Please find attached a copy of the certificate for your records.

Thank you,
Mineral Team.



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4637 Chabot Drive, Suite 200. Pleasanton, CA 94588
844-413-2468

Internet Email Warning

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Mineral™

CERTIFICATE OF ACHIEVEMENT

This is to certify that

has completed the course:

Valuing Diversity

July 6, 2023

Email correspondence confirming Market President's completion of EEO training on February 6, 2024.

From:
To:
Cc:
Subject: EEO & GH Training Follow-Up & Record of Attendance (2/6 10:30AM EST)
Date: Tuesday, February 6, 2024 2:33:52 PM
Attachments: [EEO Compliance - Offer Letter Checklist.pdf](#)
[image002.png](#)

Good afternoon,

Thank you again for your attendance and participation in today's EEO Compliance & Greenhouse Training. I have included the training recording, PowerPoint, and Offer Letter Checklist.

We are here to help and happy to answer any questions – thank you!

[Greenhouse & EEO Training1.pptx](#)

[EEO & GH Training – Apr 1 Annual Report – 2/6 @10:30AM](#)

Tuesday 2/6 10:30AM Training Attendance:

*****Attendance will count toward your initiatives – Save this email for your records.***

| Recruiting Director

office |

cell |

web | townsquaremedia.com

[HR Support Forms](#)

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From:
To:
Cc:
Subject: EEO & GH Training Follow-Up & Record of Attendance (2/7 10:30AM EST)
Date: Wednesday, February 7, 2024 12:15:29 PM
Attachments: [EEO Compliance - Offer Letter Checklist.pdf](#)
[image003.png](#)

Good afternoon,

Thank you again for your attendance and participation in today's EEO Compliance & Greenhouse Training. I have included the training recording, PowerPoint, and Offer Letter Checklist.

We are here to help and happy to answer any questions – thank you!

[Greenhouse & EEO Training1.pptx](#)

[EEO & GH Training – Apr 1 Annual Report – 2/7 @10:30AM EST](#)

Tuesday 2/7 10:30AM Training Attendance:

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