

Exhibit 1

2019 Annual EEO Public File Report

2019 ANNUAL EEO PUBLIC FILE REPORT

Pittsburgh Community Broadcasting Corporation

Station(s):
91.3 WYEP (FM), 90.5 WESA (FM)
Pittsburgh Community Broadcasting
Corporation does business as 91.3 WYEP,
90.5 WESA, and The Allegheny Front
(TAF). PCBC has always managed the
recruiting for both stations and TAF.

Community of License: Pittsburgh

Reporting Period:
March 31, 2018 – March 28, 2019

No. of Full-time Employees: 56
Small Market Exemption: No

The information required by FCC Rule 73.2080(c)(6) is provided in the charts that follow.

INITIATIVES

The employment unit engaged in the following broad outreach initiatives in accordance with various elements of FCC Rule 73.2080(c)(2):

*Established an **internship** program designed to assist members of the community to acquire skills needed for broadcast employment.*

Both WYEP and WESA have active internship programs. The Director of HR oversees the program. The program is open to students currently enrolled in secondary education. WESA offers two types of internships; one as a newsroom intern which teaches students to produce broadcast and digital journalism, and another as a production intern which teaches students broadcast production of a live daily show. WYEP offers students a music internship which teaches them programming and preparing music for broadcast. The lengths of the internships follow the school semesters. During the period of March 31, 2018 – March 28, 2019, there were 9 interns from the following universities: American University, Carnegie Mellon University, Northwestern

University, Point Park University, and University of Pittsburgh. The openings are posted via Handshake, which allows for employers to post positions at participating universities. The internships are also posted on pittsburghcommunitybroadcasting.org.

*Established **training** programs designed to enable station personnel to acquire skills that could qualify them for higher level positions.*

WYEP and WESA have an established staff development program designed to enable station personnel to acquire and maintain skills that can qualify them for higher level positions. Funding and encouragement are provided for station employees to attend conferences and training events hosted by entities such as National Public Radio, Greater Public, Public Radio Program Directors Association, the Pennsylvania Association of Broadcasters, and many others. In the period covered by this report WYEP and WESA staff attended the following conferences and training events:

1. Education Writers Association Training Feb. 2019 – Attendees: Sarah Schneider
2. Poynter Institute Reporters & Editors in Multi-Platform Newsrooms May 2018 – Attendees: Katie Blackley
3. PRNDI Editor Training June 2018 – Attendees: Larkin Page-Jacobs, Elizabeth Reid
4. PRNDI Conference June 2018 – Patrick Doyle
5. Public Media Women in Leadership Advance Program March 2019 – Attendees: Elizabeth Reid

*Participated in at least 4 **events or programs** sponsored by **educational** institutions relating to career opportunities in broadcasting.*

1. September 6, 2018 - Carnegie Mellon University's Pittsburgh Summer Internship Program Breakfast. Attendees: Newsroom Director
2. February 21, 2019 – Chatham Internship and Job Mixer. Attendees: Director of HR and Katie Blackley (oversees interns for the newsroom).
3. The Newsroom Director participated on a panel at Carnegie Mellon University on November 12, 2018. The panel was titled *Pathways Career Exploration*. It is a class that exposes students to

different job possibilities.

4. February 4, 2019 – Jumpstart 2019 Career Fair at Carnegie Mellon University. Attendees: Director of HR.
5. February 7, 2019 – Spring Internship and Job Fair 2019 at Point Park University. Attendees: Director of HR

Provided training to management level personnel on methods of ensuring equal employment opportunity and prevent discrimination.

Harassment Prevention Training Program September 2018. CPB requirement. Training was provided individually to the staff through Navex online portal.

LIST OF POSITIONS FILLED

DATE OF HIRE	JOB TITLE	RECRUITMENT SOURCE REFERRING HIREE
3/11/2019	Underwriting Account Executive	Referral/word of mouth
12/10/2018	Development Services Coordinator	Nonprofit Talent
10/31/2018	Digital Producer – Government	Think Public Media
9/5/2018	Operations & Engineering Technician	Referral/internal
8/27/2018	Underwriting Account Executive	PCBC website
8/20/2018	IT Manager	Referral/word of mouth
4/23/2018	Government Producer/Reporter	Referral/word of mouth

INTERVIEWEE REFERRAL SOURCE SUMMARY

Total Number of Persons Interviewed during the Reporting Period: 26

Recruitment Sources Referring Interviewees during Reporting Period	Number of Persons Interviewed that the Source Referred
PCBC Website	4
CPB Website	1
Nonprofit Talent	4
Indeed	1
Current	2
LinkedIn	2
Think Public Media	1
Referral/word of mouth	11

RECRUITING SOURCES USED

Job Title of Position: Underwriting Account Executive Date of Hire: 3/11/2019

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS OF SOURCE
PCBC website	N	http://pittsburghcommunitybroadcasting.org/	Courtnae Turko	412-315-6771 Cturko@pittsburghcommunitybroadcasting.org
Corporation for Public Broadcasting	N	https://www.cpb.org/jobline		
Nonprofit Talent	N	https://nonproftalent.com/		
Greater Public	N	https://www.greaterpublic.org/		
Social Media	N	https://www.linkedin.com/		
African American Chamber of	N	436 Seventh Avenue, Suite 2220	Shawn Hicks	412-392-0610 shawn@aaccwp.com

Commerce of Western PA		Pittsburgh, PA. 15219		
------------------------	--	-----------------------	--	--

* Indicate "Y" (yes) or "N" (no) if the organization requested that the station provide it with notice of all job vacancies.

Job Title of Position: Development Services Coordinator Date of Hire: 12/10/2018

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS OF SOURCE
PCBC website	N	http://pittsburghcommunitybroadcasting.org/	Courtnae Turko	412-315-6771 Cturko@pittsburghcommunitybroadcasting.org
Corporation for Public Broadcasting	N	https://www.cpb.org/jobline		
Nonprofit Talent	N	https://nonproftalent.com/		
New Pittsburgh Courier	N	315 East Carson Street Pittsburgh, PA 15219	Camille Robinson	ads@newpittsburghcourier.com 412-481-8302, ext. 128.
LinkedIn	N	https://www.linkedin.com/		

* Indicate "Y" (yes) or "N" (no) if the organization requested that the station provide it with notice of all job vacancies.

Job Title of Position: Digital Producer - Government Date of Hire: 10/31/2018

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS OF SOURCE
PCBC website	N	http://pittsburghcommunitybroadcasting.org/	Courtnae Turko	412-315-6771 Cturko@pittsburghcommunitybroadcasting.org
Corporation for Public Broadcasting	N	https://www.cpb.org/jobline		
NABJ	N	https://www.nabj.org/		
NAHJ	N	http://nahj.org/		
Duquesne University	N	https://app.joinhandshake.com/jobs/1865545		
LinkedIn	N	https://www.linkedin.com/		
AAJA	N	https://www.aaja.org/		
Point Park	N	https://app.joinhandshake		

University		.com/jobs/1865545		
Robert Morris University	N	https://app.joinhandshake.com/jobs/1865545		
Carnegie Mellon University	N	https://app.joinhandshake.com/jobs/1865545		
University of Pittsburgh	N	https://app.joinhandshake.com/jobs/1865545		

* Indicate "Y" (yes) or "N" (no) if the organization requested that the station provide it with notice of all job vacancies.

Job Title of Position: Operations and Engineering Technician Date of Hire: 9/5/2018

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS OF SOURCE
PCBC website	N	http://pittsburghcommunitybroadcasting.org/	Courtnae Turko	412-315-6771 Cturko@pittsburghcommunitybroadcasting.org

* Indicate "Y" (yes) or "N" (no) if the organization requested that the station provide it with notice of all job vacancies.

The position was added to assist with a massive studio upgrade that was in progress and accelerating. The scale of the studio project consisted of complete rebuilds of two master control rooms, three news booths and three studios, equipment upgrades, installing of new wiring and migrating to new traffic and automation systems. The scope of the project wasn't fully realized until after the work had begun. The entire investment in the studio rebuilds and software changes was significant to the organization and required immediate, fulltime help. The position needed to be filled quickly so as to not delay the schedule of work and to limit our exposure to additional, unforeseen costs. The position was opened and resumes were submitted. A contractor that was familiar with the project applied and was hired.

Job Title of Position: Underwriting Account Executive Date of Hire: 8/27/2018

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS OF SOURCE
PCBC website	N	http://pittsburghcommunitybroadcasting.org/	Courtnae Turko	412-315-6771 Cturko@pittsburghcommunitybroadcasting.org
Corporation for Public Broadcasting	N	https://www.cpb.org/jobline		
Nonprofit Talent	N	https://nonproftalent.com/		
New Pittsburgh Courier	N	315 East Carson Street Pittsburgh, PA 15219	Camille Robinson	ads@newpittsburghcourier.com 412-481-8302, ext. 128.
LinkedIn	N	https://www.linkedin.co		

		m/		
Indeed	N	https://www.indeed.com/		

* Indicate "Y" (yes) or "N" (no) if the organization requested that the station provide it with notice of all job vacancies.

Job Title of Position: IT Manager Date of Hire: 8/20/2018

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS OF SOURCE
PCBC website	N	http://pittsburghcommunitybroadcasting.org/	Courtnae Turko	412-315-6771 Cturko@pittsburghcommunitybroadcasting.org
Nonprofit Talent	N	https://nonproftalent.com/		
New Pittsburgh Courier	N	315 East Carson Street Pittsburgh, PA 15219	Camille Robinson	ads@newpittsburghcourier.com 412-481-8302, ext. 128.
LinkedIn	N	https://www.linkedin.com/		
Indeed	N	https://www.indeed.com/		

* Indicate "Y" (yes) or "N" (no) if the organization requested that the station provide it with notice of all job vacancies.

Job Title of Position: Government Producer/Reporter Date of Hire: 4/23/2018

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS OF SOURCE
PCBC website	N	http://pittsburghcommunitybroadcasting.org/	Courtnae Turko	412-315-6771 Cturko@pittsburghcommunitybroadcasting.org
Corporation for Public Broadcasting	N	https://www.cpb.org/jobline		
Current	N	https://current.org/		
NABJ	N	https://www.nabj.org/		
NAHJ	N	http://nahj.org/		

* Indicate "Y" (yes) or "N" (no) if the organization requested that the station provide it with notice of all job vacancies.

Exhibit 2

2018 Annual EEO Public File Report

EEO PUBLIC FILE REPORT

**This Report covers full-time vacancy recruitment data
for the period of April 1, 2017 to March 30, 2018.**

Pittsburgh Community Broadcasting Corporation does business as 91.3 WYEP, 90.5 WESA, and The Allegheny Front (TAF). PCBC has always managed the recruiting for both stations and TAF.

Employment Location & Names: Pittsburgh, Pennsylvania: Pittsburgh Community Broadcasting Corporation.

Call signs and community of license: WYEP-FM, Pittsburgh, PA; WESA-FM, Pittsburgh, PA

EEO Contact Information:

Mailing address: 67 Bedford Square, Pittsburgh, PA 15203

Telephone number: 412-381-9131

Contact Persons: Courtnae Turko, Director - Human Resources
email address: cturko@pcbc.org

Abby Goldstein, General Manager, WYEP
email address: abby@wyep.org

John Sutton, General Manager, WESA
email address: jsutton@wesa.fm

The information required by FCC Rule 73.2080(c)(6) is provided in the charts that follow.

INITIATIVES

The employment unit engaged in the following broad outreach initiatives in accordance with various elements of FCC Rule 73.2080(c)(2):

*Established an **internship** program designed to assist members of the community to acquire skills needed for broadcast employment.*

WYEP Internship Program

WYEP offers an ongoing internship training program to all area colleges, universities and select high school students in SW Pennsylvania. All interns are given a professional mentor at the station to work with over the course of a semester. Interns are expected to train for at least 4 hours a week though the average trainee spends between 10 and 20 hours a week during the standard school year and 20 to 40 hours a week during

summer session. Interns are trained in studio production: recording audio, editing, writing, storage and play back. They are trained in audio editing programs like Adobe Audition. They also learn the basics of ENCO audio storage and playback systems. Interns learn to operate audio consoles and to produce short feature segments as well as on-air announcing skills and hosting full-length music programs. WYEP also trains interns in administrative and marketing responsibilities. Typical training includes learning to write press releases, managing information booths at events, gathering information for WYEP's web site and public service announcements for broadcast.

WESA Internship Program

90.5 WESA recognizes the need to continually expand our talent to meet the demand for quality news programming. That is why 90.5 WESA nurtures an ongoing comprehensive broadcast journalism and media management internship program with colleges and universities. To date, the program has helped to develop the skills of many up-and-coming journalists, reporters, managers and media managers who are now working around the country.

Individuals with a strong interest in public media and a desire to help meet the information needs of our community are invited to apply for an internship with 90.5 WESA. Opportunities are available in our award-winning news department; in operations and production; in marketing; in developing web content; and in fundraising and communications.

*Established **training** programs designed to enable station personnel to acquire skills that could qualify them for higher level positions.*

WYEP and WESA have an established staff development program designed to enable station personnel to acquire and maintain skills that can qualify them for higher level positions. Funding and encouragement are provided for station employees to attend conferences and training events hosted by entities such as National Public Radio, Greater Public, Public Radio Program Directors Association, the Pennsylvania Association of Broadcasters, and many others. In

the period covered by this report WYEP and WESA staff attended the following conferences and training events:

PRNDI (Public Radio News Directors Inc)

June 2017

WESA News Director

PMDMC (Public Media Development & Marketing Conference)

July 2017

CEO, WESA General Manager, Director of Development, Director of Major Giving, Director of Corporate Support

Participated in at least 4 events or programs sponsored by educational institutions relating to career opportunities in broadcasting.

September 1, 2017 : Duquesne University – Job/Volunteer Fair

September 1, 2017 : Carnegie Mellon University – Job/Volunteer Fair

September 28, 2017: Point Park University – Job/Volunteer Fair

January 25, 2018: University of Pittsburgh – Internship Fair

February 8, 2018: Point Park University – Internship/Volunteer Fair

Provided training to management level personnel on methods of ensuring equal employment opportunity and prevent discrimination.

"Respect in the Workplace" HR Training

January 2018

All Staff

LIST OF POSITIONS FILLED

DATE OF HIRE	JOB TITLE	RECRUITMENT SOURCE REFERRING HIREE
3/26/2018	Government Editor	Word-of-mouth
3/26/2018	Bookkeeper & Administrative Coordinator	PCBC website
3/20/2018	Director, Human Resources	Indeed
3/5/2018	Member Services Manager	Nonprofit Talent
3/5/2018	Individual Giving Manager	Word-of-mouth
3/1/2018	Special Events Manager	Word-of-mouth
2/5/2018	Arts & Culture Reporter	PCBC website
1/16/2018	Director, Finance & Administration	Nonprofit Talent
1/2/2018	Morning Edition Producer	Word-of-mouth
11/27/2017	Energy Reporter	Word-of-mouth
11/2/2017	Science, Health and Tech Reporter	Word-of-mouth
8/28/2017	Government & Law Reporter	PCBC website
8/1/2017	General Assignment Reporter	PCBC website
7/19/2017	Individual Giving Manager	Nonprofit Talent

INTERVIEWEE REFERRAL SOURCE SUMMARY

Total Number of Persons Interviewed during the Reporting Period: 77

Recruitment Sources Referring Interviewees during Reporting Period	Number of Persons Interviewed that the Source Referred
Word-of-mouth	15
Nonprofit Talent	17
PCBC website	10
Indeed	11
Internal candidates	7
CPB	3
Facebook	3
Pittsburgh Human Resources Association (PHRA)	1
Association of Fundraising Professionals	1
Greater Public	1
Public Radio Association of Development Officers (PRADO)	1
NYC Public Radio Google Group	1
Unknown	6

RECRUITING SOURCES USED

Job Title of Position: Government Editor Date of Hire: (3/26/2018)

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS OF SOURCE
PCBC website	N	http://pittsburghcommunitybroadcasting.org/	Courtnae Turko	412-315-6771 Cturko@pittsburghcommunitybroadcasting.org
NAHJ	N	http://nahj.org/		
NABJ	N	https://www.nabj.org/		
PRNDI	N	https://www.prndi.org		
Current	N	https://current.org/		

* Indicate “Y” (yes) or “N” (no) if the organization requested that the station provide it with notice of all job vacancies.

RECRUITING SOURCES USED

Job Title of Position: Bookkeeper & Administrative Coordinator Date of Hire: (3/26/2018)

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS OF SOURCE
PCBC website	N	http://pittsburghcommunitybroadcasting.org/	Courtnae Turko	412-315-6771 Cturko@pittsburghcommunitybroadcasting.org
New Pittsburgh Courier	N	315 East Carson Street Pittsburgh, PA 15219	Camille Robinson	ads@newpittsburghcourier.com 412-481-8302, ext. 128.
Indeed	N	https://www.indeed.com/		
Nonprofit Talent	N	https://nonproftalent.com/		

* Indicate “Y” (yes) or “N” (no) if the organization requested that the station provide it with notice of all job vacancies.

RECRUITING SOURCES USED

Job Title of Position: Director, Human Resources Date of Hire: (3/20/2018)

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS OF SOURCE
PCBC website	N	http://pittsburghcommunitybroadcasting.org/	Courtnae Turko	412-315-6771 Cturko@pittsburghcommunitybroadcasting.org
Next Pittsburgh	N	https://www.nextpittsburgh.com/		
New Pittsburgh Courier	N	315 East Carson Street Pittsburgh, PA 15219	Camille Robinson	ads@newpittsburghcourier.com 412-481-8302, ext. 128.
Current	N	https://current.org/		
Indeed	N	https://www.indeed.com/		
Nonprofit Talent	N	https://nonproftalent.com/		

* Indicate "Y" (yes) or "N" (no) if the organization requested that the station provide it with notice of all job vacancies.

RECRUITING SOURCES USED

Job Title of Position: Member Services Manager Date of Hire: (3/5/2018)

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS OF SOURCE
PCBC website	N	http://pittsburghcommunitybroadcasting.org/	Courtnae Turko	412-315-6771 Cturko@pittsburghcommunitybroadcasting.org
PRADO	N	PRADO@listserv.syr.edu		
Greater Public	N	https://www.greaterpublic.org/		
Nonprofit Talent	N	https://nonproftalent.com/		
Association of Fundraising Professionals	N	https://www.afpwwpa.org/		

* Indicate "Y" (yes) or "N" (no) if the organization requested that the station provide it with notice of all job vacancies.

RECRUITING SOURCES USED

Job Title of Position: Individual Giving Manager Date of Hire: (3/5/2018)

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS OF SOURCE
PCBC website	N	http://pittsburghcommunitybroadcasting.org/	Courtnae Turko	412-315-6771 Cturko@pittsburghcommunitybroadcasting.org
PRADO	N	PRADO@listserv.syr.edu		
Greater Public	N	https://www.greaterpublic.org/		
Association of Fundraising Professionals	N	https://www.afpwwpa.org/		
Nonprofit Talent	N	https://nonproftalent.com/		
CPB	N	https://www.cpb.org/jobline		

* Indicate "Y" (yes) or "N" (no) if the organization requested that the station provide it with notice of all job vacancies.

RECRUITING SOURCES USED

Job Title of Position: Special Events Manager Date of Hire: (3/1/2018)

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS OF SOURCE
PCBC website	N	http://pittsburghcommunitybroadcasting.org/	Courtnae Turko	412-315-6771 Cturko@pittsburghcommunitybroadcasting.org
Nonprofit Talent	N	https://nonproftalent.com/		
CPB	N	https://www.cpb.org/jobline		

* Indicate "Y" (yes) or "N" (no) if the organization requested that the station provide it with notice of all job vacancies.

RECRUITING SOURCES USED

Job Title of Position: Arts & Culture Reporter

Date of Hire: (2/5/2018)

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS OF SOURCE
PCBC website	N	http://pittsburghcommunitybroadcasting.org/	Courtnae Turko	412-315-6771 Cturko@pittsburghcommunitybroadcasting.org
PRNDI	N	https://www.prndi.org		
NAHJ	N	http://nahj.org/		
NABJ	N	https://www.nabj.org/		

* Indicate "Y" (yes) or "N" (no) if the organization requested that the station provide it with notice of all job vacancies.

RECRUITING SOURCES USED

Job Title of Position: Director, Finance & Administration Date of Hire: (1/16/2018)

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS OF SOURCE
Current	N	https://current.org/		
PCBC website	N	http://pittsburghcommunitybroadcasting.org/	Courtnae Turko	412-315-6771 Cturko@pittsburghcommunitybroadcasting.org
Indeed	N	https://www.indeed.com/		
New Pittsburgh Courier	N	315 East Carson Street Pittsburgh, PA 15219	Camille Robinson	ads@newpittsburghcourier.com 412-481-8302, ext. 128.
Nonprofit Talent	N	https://nonproftalent.com/		
Next Pittsburgh	N	https://www.nextpittsburgh.com/		

* Indicate "Y" (yes) or "N" (no) if the organization requested that the station provide it with notice of all job vacancies.

RECRUITING SOURCES USED

Job Title of Position: Morning Edition Producer Date of Hire: (1/2/2018)

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS OF SOURCE
NABJ	N	https://www.nabj.org/		
NAHJ	N	http://nahj.org/		
PCBC website	N	http://pittsburghcommunitybroadcasting.org/	Courtnae Turko	412-315-6771 Cturko@pittsburghcommunitybroadcasting.org
PRNDI	N	https://www.prndi.org/		
CPB	N	https://www.cpb.org/jobline		

* Indicate "Y" (yes) or "N" (no) if the organization requested that the station provide it with notice of all job vacancies.

RECRUITING SOURCES USED

Job Title of Position: Energy Reporter Date of Hire: (11/27/2017)

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS OF SOURCE
PCBC website	N	http://pittsburghcommunitybroadcasting.org/	Courtnae Turko	412-315-6771 Cturko@pittsburghcommunitybroadcasting.org
CPB	N	https://www.cpb.org/jobline		
NABJ	N	https://www.nabj.org/		
NAHJ	N	http://nahj.org/		

* Indicate "Y" (yes) or "N" (no) if the organization requested that the station provide it with notice of all job vacancies.

RECRUITING SOURCES USED

Job Title of Position: Science, Health and Tech Reporter Date of Hire: (11/2/2017)

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS OF SOURCE
PCBC website	N	http://pittsburghcommunitybroadcasting.org/	Courtnae Turko	412-315-6771 Cturko@pittsburghcommunitybroadcasting.org
NAHJ	N	http://nahj.org/		
NABJ	N	https://www.nabj.org/		
Current	N	https://current.org/		
CPB	N	https://www.cpb.org/jobline		

* Indicate "Y" (yes) or "N" (no) if the organization requested that the station provide it with notice of all job vacancies.

RECRUITING SOURCES USED

Job Title of Position: Government & Law Reporter Date of Hire: (8/28/2017)

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS OF SOURCE
PCBC website	N	http://pittsburghcommunitybroadcasting.org/	Courtnae Turko	412-315-6771 Cturko@pittsburghcommunitybroadcasting.org
NAHJ	N	http://nahj.org/		
NABJ	N	https://www.nabj.org/		
CPB	N	https://www.cpb.org/jobline		

* Indicate "Y" (yes) or "N" (no) if the organization requested that the station provide it with notice of all job vacancies.

RECRUITING SOURCES USED

Job Title of Position: General Assignment Reporter Date of Hire: (8/1/2017)

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS OF SOURCE
PCBC website	N	http://pittsburghcommunitybroadcasting.org/	Courtnae Turko	412-315-6771 Cturko@pittsburghcommunitybroadcasting.org
Pennsylvania Career Link	N	https://www.pacareerlink.pa.gov/jponline/		
PRNDI	N	https://www.prndi.org		
CPB	N	https://www.cpb.org/jobline		

* Indicate "Y" (yes) or "N" (no) if the organization requested that the station provide it with notice of all job vacancies.

RECRUITING SOURCES USED

Job Title of Position: Individual Giving Manager Date of Hire: (7/19/2017)

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS OF SOURCE
PRADO	N	PRADO@listserv.syr.edu		
Greater Public	N	https://www.greaterpublic.org/		
Next Pittsburgh	N	https://www.nextpittsburgh.com/		
PCBC website	N	http://pittsburghcommunitybroadcasting.org/	Courtnae Turko	412-315-6771 Cturko@pittsburghcommunitybroadcasting.org
Current	N	https://current.org/		
CPB	N	https://www.cpb.org/jobline		

* Indicate “Y” (yes) or “N” (no) if the organization requested that the station provide it with notice of all job vacancies.

Report revised after review with counsel on 5/8/2019. The staffer who prepared this report is no longer with PCBC. In preparing for this audit, we only included details we could support with documentation.

GSB:10209242.3

Exhibit 3

Underwriting Account Executive (3/11/2019)

Recruitment Source Documentation

- PCBC website
- Corporation for Public Broadcasting
- Nonprofit Talent
- Greater Public
- LinkedIn
- African American Chamber of Commerce of Western PA

Employment

Underwriting Account Executive

Position Overview:

POSITION: Underwriting Account Executive

STATUS: Full-time, exempt

REPORTS TO: Director of Corporate Support

AVAILABLE: Immediately

Pittsburgh Community Broadcasting Corporation ("PCBC") is seeking an experienced and successful underwriting sales executive to join its team, to represent 90.5 WESA and 91.3 WYEP with businesses and organizations in the Pittsburgh region. Our underwriting partners support PCBC because of a shared belief in the value of the programming we produce, and a belief that WESA and WYEP can help them reach educated members, listeners and potential customers.

Major Responsibilities:

- Work within in a team-based, collaborative department to achieve department and organizational goals;
- Prospecting, cold calling, appointment setting, presenting and selling corporate underwriting for both 91.3 WYEP and 90.5 WESA, including digital assets and events;
- Effectively develop new business while managing an assigned list of accounts;
- Responsible for weekly/monthly activity tracking, projecting and forecasting future results, and reports of sales activity;
- Maintain accurate client and prospect files and records that are current, organized and accessible on Salesforce platform;
- Schedule on premise sales calls with prospective and current clients;
- Responsible for exceeding monthly, quarterly and annual sales goals;
- Understands and uses broadcast research such as Arbitron and qualitative statistics such as Scarborough;
- Planning comprehensive marketing campaigns for underwriting partners utilizing all sales tools available including Tapscan, Scarborough, Salesforce;
- Adhere to accounting department payment and collection procedures;
- Complete understanding and observance of the FCC rules and regulations as it relates to underwriting messaging in a noncommercial setting;
- Represent organization at community networking events;
- Understand the unique nature of public radio to be able to effectively advocate for the products and services.

Qualifications and Skills Required:

- An undergraduate degree or its equivalent is required;
- Minimum of three years of proven success in underwriting or media sales experience (ideally in public media or the non-profit sector);
- Successful record of cultivating, managing, and retaining new business;
- Proficient at client management from prospecting to closing;
- Experience in a non-profit, mission-based organization is highly desirable.
- Highly motivated and creative with knowledge of required marketing skills and a willingness to develop through training;
- Capable of independent work, without the requirement for constant supervision;

- Capable of working effectively in a highly collaborative culture;
 - An excellent communicator, with the ability to write and present in a professional and motivating manner;
 - A thorough understanding of media sales and media planning;
 - Effective time management skills, with the ability to handle multiple tasks and clients simultaneously;
 - Honesty and integrity in all dealings;
 - Enthusiasm for the missions of WYEP, WESA and PCBC.
- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee for this job. These may change at any time, with or without notice.

Application Instructions:

- Applicants are invited to send a cover letter and a detailed resume to hr@pittsburghcommunitybroadcasting.org. In your email, please include your salary requirements and let us know how you heard about the position.

Company, Benefits, EOE statement

The Company

PCBC is an independent, locally owned community-supported public media organization. PCBC is home to Pittsburgh's NPR News station, 90.5 WESA, and 91.3 WYEP, serving Pittsburgh and the surrounding communities of Western Pennsylvania. PCBC serves the more than 2 million residents of Pittsburgh and its surrounding communities by leveraging the power of media to inform, inspire and entertain. We engage audiences and cultivate conversations that strengthen, enrich and improve the communities we serve.

* 90.5 WESA was launched in 2011 (in partnership with Pittsburgh's philanthropic community) with an NPR news format. Its stated mission is "to work for the public to inform people in ways that engage and inspire them to create dialogue about community issues and stories."

* 91.3 WYEP was founded in 1974 as an all-volunteer community licensed radio station. It broadcasts a diverse offering of adult alternative music, provides community education programs, and presents a large number of highly visible events and concerts in the region. Its mission is to "enrich the community through musical discovery, expression and education."

In addition to radio programming, both stations play an active role in engaging the community through online and mobile services and in-person events, and have a prominent voice in Pittsburgh's civic and cultural affairs. Each week more than 200,000 Southwestern Pennsylvanians listen to PCBC broadcasts and tens of thousands more engage with our content through our websites and mobile digital services.

Benefits and More

Pittsburgh Community Broadcasting Corporation offers a competitive salary and an excellent benefits package that includes medical insurance, paid medical leave, 403(b) plan with matching contributions, paid vacation and holidays and a workplace culture that is fun, diverse and innovative.

This position is available immediately, and the search for candidates may be terminated without notice. No phone calls, please.

Pittsburgh Community Broadcasting Corporation is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. PCBC adheres to all ADA requirements and will make reasonable accommodations for qualified individuals.

Board of Directors (<http://pittsburghcommunitybroadcasting.org/node/39>)

Public File for Pittsburgh Community Broadcasting Corporation (<https://publicfiles.fcc.gov/>)

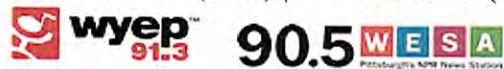
Copyright 2018. All rights reserved

Courtnae Turko

From: Elizabeth Baisley
Sent: Friday, December 21, 2018 11:21 AM
To: Courtnae Turko
Subject: Re: job postings

Posted!

Elizabeth Baisley
Director of Marketing
Pittsburgh Community Broadcasting
90.5 WESA | 91.3 WYEP
67 Bedford Square
Pittsburgh PA 15203
412-697-2939 (desk) | 724-732-2576 (cell)



From: Courtnae Turko <cturko@PittsburghCommunityBroadcasting.org>
Date: Thursday, December 20, 2018 at 3:16 PM
To: Elizabeth Baisley <ebaisley@wesa.fm>
Subject: job postings

Hi Elizabeth,

Can you please post the two attached positions?

Thanks,

Courtnae Turko, SHRM-CP
Director, Human Resources & Organizational Development
Pittsburgh Community Broadcasting Corporation
67 Bedford Square
Pittsburgh, PA 15203
412-315-6771



Courtnae Turko

From: Courtnae Turko
Sent: Tuesday, March 5, 2019 8:49 AM
To: Elizabeth Baisley
Subject: job posting

Hi Elizabeth,

Will you remove the underwriting position from the website when you have a minute?

Thanks!

Courtnae Turko, SHRM-SCP
Director, Human Resources & Organizational Development
Pittsburgh Community Broadcasting Corporation
67 Bedford Square
Pittsburgh, PA 15203
412-315-6771





Underwriting Account Executive

Job Description:

Pittsburgh Community Broadcasting Corporation

Job Posting

POSITION: Underwriting Account Executive

STATUS: Full-time, exempt

REPORTS TO: Director of Corporate Support

AVAILABLE: Immediately

Organization:

Pittsburgh Community Broadcasting Corporation

Job Location:

Pittsburgh, PA
United States

Job Category:

Business/Sales

Job Type:

Full time

Send Application Materials

To: Applicants are invited to send a cover letter, a detailed resume to

hr@pittsburghcommunitybroadcasting.org. In your email, please include your salary

The Opportunity

Pittsburgh Community Broadcasting Corporation ("PCBC") is seeking an experienced and successful underwriting sales executive to join its team, to represent 90.5 WESA and 91.3 WYEP with businesses and organizations in the Pittsburgh region. Our underwriting partners support PCBC because of a shared belief in the value of the programming we produce, and a belief that WESA and WYEP can help them reach educated members, listeners and potential customers.

Essential Functions:

- Work within in a team-based collaborative department to achieve department and organizational goals;
- Prospecting, cold calling, appointment setting, presenting and selling corporate underwriting for both 91.3 WYEP and 90.5 WESA, including digital assets and events;
- Effectively develop new business while managing an assigned list of accounts;
- Responsible for weekly/monthly activity tracking, projecting and forecasting future results, and reports of sales activity;
- Maintain accurate client and prospect files and records that are current, organized and accessible on Salesforce platform;
- Schedule on premise sales calls with prospective and current clients;
- Responsible for exceeding monthly, quarterly and annual sales goals;
- Understands and uses broadcast research such as Arbitron and qualitative statistics such as Scarborough;
- Planning comprehensive marketing campaigns for underwriting partners utilizing all sales tools available including Tapscan, Scarborough, Salesforce;
- Adhere to accounting department payment and collection procedures;
- Complete understanding and observance of the FCC rules and regulations as it relates to underwriting messaging in a noncommercial setting;
- Represent organization at community networking events;
- Understand the unique nature of public radio to be able to effectively advocate for the products and services;

Requirements/Qualifications

Education and Experience

- An undergraduate degree or its equivalent is required;
- Minimum of three years of proven success in underwriting or media sales experience (ideally in public media or the non-profit sector);
- Successful record of cultivating, managing, and retaining new business;
- Proficient at client management from prospecting to closing;

requirements and let us know how you heard about the position.

Website:
PCBC

Email:
cturko@pittsburghcommunitybroadcasting.org

Phone:
(412) 315-6771

Job Field:
Radio

- Experience in a non-profit, mission-based organization is highly desirable.

Personal Characteristics

- Highly motivated and creative with knowledge of required marketing skills and a willingness to develop through training;
- Capable of independent work, without the requirement for constant supervision;
- Capable of working effectively in a highly collaborative culture;
- An excellent communicator, with the ability to write and present in a professional and motivating manner;
- A thorough understanding of media sales and media planning;
- Effective time management skills, with the ability to handle multiple tasks and clients simultaneously;
- Honesty and integrity in all dealings;
- Enthusiasm for the missions of WYEP, WESA and PCBC.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. This position will require offsite work at various locations in the city and surrounding areas. Typical office hours are Monday – Friday, 9:00-5:00, however, evenings and weekend work are occasionally necessary.

Other Duties

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

PCBC adheres to all ADA requirements and will make reasonable accommodations in accordance with the law.

The Company.

PCBC is an independent, locally owned community-supported public media organization. PCBC is home to Pittsburgh's NPR News station, 90.5 WESA, and 91.3 WYEP, serving Pittsburgh and the surrounding communities of Western Pennsylvania. PCBC serves the more than 2 million residents of Pittsburgh and its surrounding communities by leveraging the power of media to inform, inspire and entertain. We engage audiences and cultivate conversations that strengthen, enrich and improve the communities we serve.

- 90.5 WESA was launched in 2011 (in partnership with Pittsburgh's philanthropic community) with an NPR news format. Its stated mission is "to work for the public to inform people in ways that engage and inspire them to create dialogue about community issues and stories."
- 91.3 WYEP was founded in 1974 as an all-volunteer community licensed radio station. It broadcasts a diverse offering of adult alternative music, provides community education programs, and presents a large number of highly visible events and concerts in the region. Its mission is to "enrich the community through musical discovery, expression and education."

In addition to radio programming, both stations play an active role in engaging the community through online and mobile services and in-person events, and have a prominent voice in Pittsburgh's civic and cultural affairs.

Each week more than 200,000 Southwestern Pennsylvanians listen to PCBC broadcasts and tens of thousands more engage with our content through our websites and mobile digital services.

Benefits and More

Pittsburgh Community Broadcasting Corporation offers a competitive base salary with commission and an excellent benefits package that includes health insurance, 403(b) plan with matching contributions, paid vacation and holidays and a workplace culture that is fun, diverse and innovative.

This position is available immediately, and the search for candidates may be terminated without notice. No phone calls, please.

Applicants are invited to send a cover letter, a detailed resume to hr@pittsburghcommunitybroadcasting.org. In your email, please include your salary requirements and let us know how you heard about the position.

Pittsburgh Community Broadcasting Corporation is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

[Add content](#)

[Home](#) » [Underwriting Account Executive](#)

[View draft](#) [Edit draft](#) [Moderate](#)

The live revision of this content has been unpublished.

Currently there is no published revision of this node.

Revision	Title	Date	Revision actions	Moderation actions
142371	Underwriting Account Executive Created by Courtnae Turko. Revised by Courtnae Turko	2019-03-06 10:18	Edit draft	<p>This is the current revision. The current state is <i>Draft</i>.</p> <p>Set moderation state: Needs Review ▾</p> <p>Apply</p> <ul style="list-style-type: none"> • From <i>Published</i> --> <i>Draft</i> on 2019-03-06 10:18 by Courtnae Turko • From <i>Needs Review</i> --> <i>Published</i> on 2019-03-06 10:04 by elainemah • From <i>Draft</i> --> <i>Needs Review</i> on 2019-03-06 09:18 by Courtnae Turko • From <i>Published</i> --> <i>Draft</i> on 2019-03-06 09:18 by Courtnae Turko • From <i>Needs Review</i> --> <i>Published</i> on 2018-12-20 15:26 by elainemah • From <i>Draft</i> --> <i>Needs Review</i> on 2018-12-20 15:22 by Courtnae Turko

Courtnae Turko

From: CPB <do-not-reply@cpb.org>
Sent: Thursday, December 20, 2018 3:27 PM
To: Courtnae Turko
Subject: Your CPB Jobline Listing was successfully approved and published.

Your CPB Jobline Listing "Underwriting Account Executive" was successfully approved and published.
<https://www.cpb.org/jobline/pittsburgh-community-broadcasting-corporation/underwriting-account-executive>

Courtnae Turko

From: Nonprofit Talent | Job Board <info@nonproffittalent.com>
Sent: Friday, December 28, 2018 3:13 PM
To: Courtnae Turko
Subject: Your Nonprofit Talent order is now complete



Thanks for shopping with us

Hi Courtnae,

Thank you for choosing Nonprofit Talent for publicizing your organization's opening. We recognize that you have choices when it comes to websites you can use to support your hiring, and we appreciate your business. Your recent order on Nonprofit Talent order has been marked complete on our side. has been completed and this email serves as your confirmation of payment. Your recent order details are shown below for your reference:

[Order #13075] (December 28, 2018)

Product	Quantity	Price
NEW for 2018 – Premium Employment Package - \$150	1	\$150.00
Job Listing: Underwriting Account Executive		
Subtotal:		\$150.00
Payment method:		Credit Card

Total:

\$150.00

Billing address

*Courtnae Turko
Pittsburgh Community Broadcasting Corporation
67 Bedford Sq.
Pittsburgh, PA 15203
4123156771
cturko@pittsburghcommunitybroadcasting.org*

Thanks for shopping with us.

[Nonprofit Talent | Job Board](#)

Courtnae Turko

From: Leah Manners <lmanners@greaterpublic.org>
Sent: Friday, March 15, 2019 11:12 AM
To: Courtnae Turko

Posted 12/17/18, Expired 1/31/19

Pittsburgh Community Broadcasting Corporation

Job Posting

POSITION: Underwriting Account Executive

STATUS: Full-time, exempt

REPORTS TO: Director of Corporate Support

AVAILABLE: Immediately

The Opportunity

Pittsburgh Community Broadcasting Corporation (“PCBC”) is seeking an experienced and successful underwriting sales executive to join its team, to represent 90.5 WESA and 91.3 WYEP with businesses and organizations in the Pittsburgh region. Our underwriting partners support PCBC because of a shared belief in the value of the programming we produce, and a belief that WESA and WYEP can help them reach educated members, listeners and potential customers.

Essential Functions:

- Work within in a team-based collaborative department to achieve department and organizational goals;
- Prospecting, cold calling, appointment setting, presenting and selling corporate underwriting for both 91.3 WYEP and 90.5 WESA, including digital assets and events;
- Effectively develop new business while managing an assigned list of accounts;
- Responsible for weekly/monthly activity tracking, projecting and forecasting future results, and reports of sales activity;
- Maintain accurate client and prospect files and records that are current, organized and accessible on Salesforce platform;
- Schedule on premise sales calls with prospective and current clients;
- Responsible for exceeding monthly, quarterly and annual sales goals;
- Understands and uses broadcast research such as Arbitron and qualitative statistics such as Scarborough;
- Planning comprehensive marketing campaigns for underwriting partners utilizing all sales tools available including Tapscan, Scarborough, Salesforce;
- Adhere to accounting department payment and collection procedures;
- Complete understanding and observance of the FCC rules and regulations as it relates to underwriting messaging in a noncommercial setting;
- Represent organization at community networking events;
- Understand the unique nature of public radio to be able to effectively advocate for the products and services;

Requirements/Qualifications

Education and Experience

- An undergraduate degree or its equivalent is required;
- Minimum of three years of proven success in underwriting or media sales experience (ideally in public media or the non-profit sector);
- Successful record of cultivating, managing, and retaining new business;
- Proficient at client management from prospecting to closing;
- Experience in a non-profit, mission-based organization is highly desirable.

Personal Characteristics

- Highly motivated and creative with knowledge of required marketing skills and a willingness to develop through training;
- Capable of independent work, without the requirement for constant supervision;
- Capable of working effectively in a highly collaborative culture;
- An excellent communicator, with the ability to write and present in a professional and motivating manner;
- A thorough understanding of media sales and media planning;
- Effective time management skills, with the ability to handle multiple tasks and clients simultaneously;
- Honesty and integrity in all dealings;
- Enthusiasm for the missions of WYEP, WESA and PCBC.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. This position will require offsite work at various locations in the city and surrounding areas. Typical office hours are Monday – Friday, 9:00-5:00, however, evenings and weekend work are occasionally necessary.

Other Duties

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

PCBC adheres to all ADA requirements and will make reasonable accommodations in accordance with the law.

The Company

PCBC is an independent, locally owned community-supported public media organization. PCBC is home to Pittsburgh's NPR News station, 90.5 WESA, and 91.3 WYEP, serving Pittsburgh and the surrounding communities of Western Pennsylvania. PCBC serves the more than 2 million residents of Pittsburgh and its surrounding communities by leveraging the power of media to inform, inspire and entertain. We engage audiences and cultivate conversations that strengthen, enrich and improve the communities we serve.

- WESA was launched in 2011 (in partnership with Pittsburgh's philanthropic community) with an NPR news format. Its stated mission is "to work for the public to inform people in ways that engage and inspire them to create dialogue about community issues and stories."
- WYEP was founded in 1974 as an all-volunteer community licensed radio station. It broadcasts a diverse offering of adult alternative music, provides community education programs, and presents a

large number of highly visible events and concerts in the region. Its mission is to “enrich the community through musical discovery, expression and education.”

In addition to radio programming, both stations play an active role in engaging the community through online and mobile services and in-person events, and have a prominent voice in Pittsburgh’s civic and cultural affairs.

Each week more than 200,000 Southwestern Pennsylvanians listen to PCBC broadcasts and tens of thousands more engage with our content through our websites and mobile digital services.

-

Benefits and More

Pittsburgh Community Broadcasting Corporation offers a competitive base salary with commission and an excellent benefits package that includes health insurance, 403(b) plan with matching contributions, paid vacation and holidays and a workplace culture that is fun, diverse and innovative.

This position is available immediately, and the search for candidates may be terminated without notice. No phone calls, please.

Applicants are invited to send a cover letter, a detailed resume to hr@pittsburghcommunitybroadcasting.org. In your email, please include your salary requirements and let us know how you heard about the position.

Pittsburgh Community Broadcasting Corporation is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

--
Leah Manners, Member Outreach Manager, Greater Public
(612)548-3374



Underwriting Account Executive

Pittsburgh Community Broadcasting Corporation
Pittsburgh , PA

Application Deadline: Thursday, Jan 31, 2019

DESCRIPTION

Pittsburgh Community Broadcasting Corporation

Job Posting

POSITION: Underwriting Account Executive

STATUS: Full-time, exempt

REPORTS TO: Director of Corporate Support

AVAILABLE: Immediately

The Opportunity

Pittsburgh Community Broadcasting Corporation ("PCBC") is seeking an experienced and successful underwriting sales executive to join its team, to represent 90.5 WESA and 91.3 WYEP with businesses and organizations in the Pittsburgh region. Our underwriting partners support PCBC because of a shared belief in the value of the programming we produce, and a belief that WESA and WYEP can help them reach educated members, listeners and potential customers.

Essential Functions:

- Work within in a team-based collaborative department to achieve department and organizational goals;

- Prospecting, cold calling, appointment setting, presenting and selling corporate underwriting for both 91.3 WYEP and 90.5 WESA, including digital assets and events;
- Effectively develop new business while managing an assigned list of accounts;
- Responsible for weekly/monthly activity tracking, projecting and forecasting future results, and reports of sales activity;
- Maintain accurate client and prospect files and records that are current, organized and accessible on Salesforce platform;
- Schedule on premise sales calls with prospective and current clients;
- Responsible for exceeding monthly, quarterly and annual sales goals;
- Understands and uses broadcast research such as Arbitron and qualitative statistics such as Scarborough;
- Planning comprehensive marketing campaigns for underwriting partners utilizing all sales tools available including Tapscan, Scarborough, Salesforce;
- Adhere to accounting department payment and collection procedures;
- Complete understanding and observance of the FCC rules and regulations as it relates to underwriting messaging in a noncommercial setting;
- Represent organization at community networking events;
- Understand the unique nature of public radio to be able to effectively advocate for the products and services;

Requirements/Qualifications

Education and Experience

- An undergraduate degree or its equivalent is required;
- Minimum of three years of proven success in underwriting or media sales experience (ideally in public media or the non-profit sector);
- Successful record of cultivating, managing, and retaining new business;
- Proficient at client management from prospecting to closing;
- Experience in a non-profit, mission-based organization is highly desirable.

Personal Characteristics

- Highly motivated and creative with knowledge of required marketing skills and a willingness to develop through training;
- Capable of independent work, without the requirement for constant supervision;
- Capable of working effectively in a highly collaborative culture;
- An excellent communicator, with the ability to write and present in a professional and motivating manner;
- A thorough understanding of media sales and media planning;

- Effective time management skills, with the ability to handle multiple tasks and clients simultaneously;
- Honesty and integrity in all dealings;
- Enthusiasm for the missions of WYEP, WESA and PCBC.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. This position will require offsite work at various locations in the city and surrounding areas. Typical office hours are Monday – Friday, 9:00-5:00, however, evenings and weekend work are occasionally necessary.

Other Duties

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

PCBC adheres to all ADA requirements and will make reasonable accommodations in accordance with the law.

The Company.

PCBC is an independent, locally owned community-supported public media organization. PCBC is home to Pittsburgh's NPR News station, 90.5 WESA, and 91.3 WYEP, serving Pittsburgh and the surrounding communities of Western Pennsylvania. PCBC serves the more than 2 million residents of Pittsburgh and its surrounding communities by leveraging the power of media to inform, inspire and entertain. We engage audiences and cultivate conversations that strengthen, enrich and improve the communities we serve.

- WESA was launched in 2011 (in partnership with Pittsburgh's philanthropic community) with an NPR news format. Its stated mission is "to work for the public to inform people in ways that engage and inspire them to create dialogue about community issues and stories."
- WYEP was founded in 1974 as an all-volunteer community licensed radio station. It broadcasts a diverse offering of adult alternative music, provides community education programs, and presents a large number of highly visible events and concerts in the region. Its mission is to "enrich the community through musical discovery, expression and education."

In addition to radio programming, both stations play an active role in engaging the community through online and mobile services and in-person events, and have a prominent voice in Pittsburgh's civic and cultural affairs.

Each week more than 200,000 Southwestern Pennsylvanians listen to PCBC broadcasts and tens of thousands more engage with our content through our websites and mobile digital services.

Benefits and More

Pittsburgh Community Broadcasting Corporation offers a competitive base salary with commission and an excellent benefits package that includes health insurance, 403(b) plan with matching contributions, paid vacation and holidays and a workplace culture that is fun, diverse and innovative.

This position is available immediately, and the search for candidates may be terminated without notice. No phone calls, please.

Applicants are invited to send a cover letter, a detailed resume to hr@pittsburghcommunitybroadcasting.org. In your email, please include your salary requirements and let us know how you heard about the position.

Pittsburgh Community Broadcasting Corporation is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

FOR ADDITIONAL INFORMATION ABOUT THIS POSITION, PLEASE CONTACT:

☎ 4123156771

✉ cturko@pittsburghcommunitybroadcasting.org

<mailto:cturko@pittsburghcommunitybroadcasting.org>

GREATER PUBLIC

401 North 3rd Street, Suite 601

Minneapolis, MN 55401

(800) 454-2314

[Staff & Advisor Directory \(/contact/\)](#)

Copyright © Greater Public 2019. **[Privacy Policy \(/about-dei/privacy-policy/\)](#)**



Search



Courtnae Turko, SHRM-SCP

Director, Human Resources & Organizational Development at Pittsburgh Community Broadcasting; 90.5 WESA & 91.3 WYEP

[View full profile](#)

148 Followers

Manage

[My profile](#)

[Your followers](#)

[Your posts](#)

Courtnae's Activity

Articles **Posts** All activity



Courtnae Turko, SHRM-SCP

Director, Human Resources & Organizational Development at Pittsburgh Com...
1mo

Pittsburgh Community Broadcasting is hiring an Underwriting Account Executive. Please visit pittsburghcommunitybroadcasting.org for details on the position and how to apply. #broadcasting #underwriting #accountexecutives #publicmedia #nonprofit #npr #communityradio #sales #broadcastsales #pittsburgh #WESA #WYEP

6 Likes

Like Comment Share

176 views of your post in the feed

Interests

Companies

- Carnegie Mellon University** ✓ Following
162,879 followers
- University of Pittsburgh** ✓ Following
203,467 followers
- AMERICAN EAGLE AEO OUTFITTERS INC.** ✓ Following
106,929 followers

[See all companies](#)

Schools

- Carnegie Mellon University** ✓ Following
162,879 followers
- Duquesne University** ✓ Following
58,067 followers
- University of Pittsburgh** ✓ Following
203,467 followers

[See all schools](#)

Groups

- Pittsburgh Professional Women**
6,064 members
- SHRM (Society for Human Resource Management) Official Group**
199,997 members

[About](#) [Help Center](#) [Privacy & Terms](#)

[Advertising](#) [Business Services](#)

[Get the LinkedIn app](#) [More](#)

LinkedIn LinkedIn Corporation © 2019

Messaging



Courtnae Turko

From: Courtnae Turko
Sent: Friday, January 11, 2019 3:31 PM
To: 'Shawn Hicks'
Subject: RE: New Members
Attachments: On-air Host Job Posting.docx; Underwriting posting 12.20.18.docx

Hi Shawn,

Thank you so much! The two openings are attached.

Have a great weekend!

Courtnae Turko, SHRM-CP
Director, Human Resources & Organizational Development
Pittsburgh Community Broadcasting Corporation
67 Bedford Square
Pittsburgh, PA 15203
412-315-6771



From: Shawn Hicks [mailto:shawn@aaccwp.com]
Sent: Friday, January 11, 2019 3:25 PM
To: Courtnae Turko <cturko@PittsburghCommunityBroadcasting.org>
Subject: RE: New Members

Good afternoon Courtnae,

Anytime you have a position opening please send it to me, and I will forward it to my list of people looking for employment.

Have a good weekend!

Shawn Hicks
Director of Membership and Program Development
African American Chamber of Commerce of Western Pennsylvania
Koppers Building, Suite 2220
436 Seventh Avenue
Pittsburgh, PA 15219
412-392-0610
412-392-0612

From: Courtnae Turko <cturko@PittsburghCommunityBroadcasting.org>
Sent: Friday, January 11, 2019 3:20 PM
To: Shawn Hicks <shawn@aaccwp.com>
Subject: New Members

Good Afternoon Mr. Hicks,

We at PCBC, are thrilled to be new members of your organization!

Dorothy Frank forwarded me your email address because she said you may be able to assist me with sharing some open positions we have at Pittsburgh Community Broadcasting, with members of the African American Chamber of Commerce of Western Pennsylvania. I truly appreciate any help you can provide.

If you have any questions, I can be reached at 412-315-6771.

Thanks again,

Courtnae Turko, SHRM-CP
Director, Human Resources & Organizational Development
Pittsburgh Community Broadcasting Corporation
67 Bedford Square
Pittsburgh, PA 15203
412-315-6771



Courtnae Turko

From: Shawn Hicks <shawn@aaccwp.com>
Sent: Friday, January 11, 2019 3:25 PM
To: Courtnae Turko
Subject: RE: New Members

Good afternoon Courtnae,

Anytime you have a position opening please send it to me, and I will forward it to my list of people looking for employment.

Have a good weekend!

Shawn Hicks
Director of Membership and Program Development
African American Chamber of Commerce of Western Pennsylvania
Koppers Building, Suite 2220
436 Seventh Avenue
Pittsburgh, PA 15219
412-392-0610
412-392-0612

From: Courtnae Turko <cturko@PittsburghCommunityBroadcasting.org>
Sent: Friday, January 11, 2019 3:20 PM
To: Shawn Hicks <shawn@aaccwp.com>
Subject: New Members

Good Afternoon Mr. Hicks,

We at PCBC, are thrilled to be new members of your organization!

Dorothy Frank forwarded me your email address because she said you may be able to assist me with sharing some open positions we have at Pittsburgh Community Broadcasting, with members of the African American Chamber of Commerce of Western Pennsylvania. I truly appreciate any help you can provide.

If you have any questions, I can be reached at 412-315-6771.

Thanks again,

Courtnae Turko, SHRM-CP
Director, Human Resources & Organizational Development
Pittsburgh Community Broadcasting Corporation
67 Bedford Square
Pittsburgh, PA 15203
412-315-6771



Exhibit 4

Development Services Coordinator (12/10/2018)

Recruitment Source Documentation

- PCBC website
- Corporation for Public Broadcasting
- Nonprofit Talent
- New Pittsburgh Courier
- LinkedIn

Pittsburgh Community Broadcasting Corporation

Job Posting

POSITION: Development Services Coordinator

STATUS: Full-time, exempt

REPORTS TO: Director of Development

AVAILABLE: Immediately

The Opportunity:

Pittsburgh Community Broadcasting Corporation (PCBC) is seeking an experienced Development Services Coordinator for 90.5 WESA and 91.3 WYEP. Reporting to the Director of Development, the development services coordinator provides administrative and donor service support for the development department, including database management, gift processing, clerical support and general customer service to ensure the fundraising success of Pittsburgh Community Broadcasting. In addition to database maintenance and donation processing, the Development Services Coordinator will provide support during fundraising drives, work with volunteer coordination and provide member support.

Primary Responsibilities:

Daily gift processing

- Verify and upload all online donations, process all mail payments, create daily deposits, manage direct deposit donations and reconcile all batches
- Coordinate corporate matching gifts program and complete any required paperwork for matching gift companies
- Run monthly credit card and EFT functions and reconcile reports

Database management

- Run all daily, weekly, and monthly processing, including pledge billing, renewal and acknowledgment files. Run and distribute reports as needed.
- Update donor records as needed, including payment information, addresses, etc.
- Coordinate credit card recapture and “precapture” process, reaching out to members whose payments were declined and whose credit cards are about to expire.
- Run recommended processes and reports to maintain clean records, update addresses, giving history, address any abnormalities.
- Assist with segmentation, on-demand functions and importing and exporting data as needed.

General Duties

- Provide clerical support for development team.
- Provide customer service support for constituents as needed.
- Attend and participate in weekly team meetings and other meetings as directed
- Coordinate volunteers for station events
- Other duties as assigned

Knowledge, Skills and Abilities:

- Database management experience with strong analytical skills
- Highly organized self-starter with strong time management skills and excellent attention to detail
- Excellent customer service skills
- Impeccable discretion and ability to maintain confidentiality in all donor matters
- Ability to manage multiple projects at once and meet deadlines as required

- Ability to take direction as well as be an enthusiastic team player
- Excellent communication skills, both written and verbal.
- Ability and willingness to work occasional evenings and weekends, with some long days required during peak fundraising times.
- Strong judgement, sense of ethics, integrity and accountability.
- Understanding of and passion for the mission of Pittsburgh Community Broadcasting

Requirements:

- College degree or equivalent experience
- 2-3 years previous experience in database management
- Strong working knowledge of Microsoft Office
- Previous experience in non-profit fundraising and membership management
- Frequent evening and weekend hours are required

Physical Requirements

- Able to work in an office environment and use standard office equipment such as computers and printers
- PCBC adheres to all ADA requirements and will make reasonable accommodations for qualified individuals

The Company

PCBC is an independent, locally owned community-supported public media organization. PCBC is home to Pittsburgh's NPR News station, 90.5 WESA, and 91.3 WYEP, serving Pittsburgh and the surrounding communities of Western Pennsylvania. PCBC serves the more than 2 million residents of Pittsburgh and its surrounding communities by leveraging the power of media to inform, inspire and entertain. We engage audiences and cultivate conversations that strengthen, enrich and improve the communities we serve.

* 90.5 WESA was launched in 2011 (in partnership with Pittsburgh's philanthropic community) with an NPR news format. Its stated mission is "to work for the public to inform people in ways that engage and inspire them to create dialogue about community issues and stories."

* 91.3 WYEP was founded in 1974 as an all-volunteer community licensed radio station. It broadcasts a diverse offering of adult alternative music, provides community education programs, and presents a large number of highly visible events and concerts in the region. Its mission is to "enrich the community through musical discovery, expression and education."

In addition to radio programming, both stations play an active role in engaging the community through online and mobile services and in-person events, and have a prominent voice in Pittsburgh's civic and cultural affairs. Each week more than 200,000 Southwestern Pennsylvanians listen to PCBC broadcasts and tens of thousands more engage with our content through our websites and mobile digital services.

Benefits and More

Pittsburgh Community Broadcasting Corporation offers a competitive salary and an excellent benefits package that includes medical insurance, paid medical leave, 403(b) plan with matching contributions, paid vacation and holidays and a workplace culture that is fun, diverse and innovative.

This position is available immediately, and the search for candidates may be terminated without notice. No phone calls, please.

Applicants are invited to send a cover letter, a detailed resume highlighting your specific qualifications to hr@pittsburghcommunitybroadcasting.org. In your email, please include your salary requirements and let us know how you heard about the position.

Pittsburgh Community Broadcasting Corporation is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Courtnae Turko

From: Courtnae Turko
Sent: Tuesday, October 9, 2018 3:28 PM
To: Elizabeth Baisley
Subject: Development Coordinator Job Posting
Attachments: Development Coordinator Job Ad.docx

Hi Elizabeth,

When you have a moment, will you please post the attached job description?

Thank you,

Courtnae Turko, SHRM-CP
Director, Human Resources & Organizational Development
Pittsburgh Community Broadcasting Corporation
67 Bedford Square
Pittsburgh, PA 15203
412-315-6771

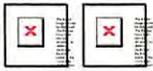


Courtnae Turko

From: Courtnae Turko
Sent: Wednesday, October 10, 2018 3:07 PM
To: Elizabeth Baisley
Subject: Re: Development Coordinator Job Posting

Thank you!

Courtnae Turko, SHRM-CP
Director, Human Resources & Organizational Development
Pittsburgh Community Broadcasting Corporation
67 Bedford Square
Pittsburgh, PA 15203
412-315-6771



From: Elizabeth Baisley
Sent: Wednesday, October 10, 2018 1:44 PM
To: Courtnae Turko
Subject: Re: Development Coordinator Job Posting

For now, this is posted on each station's site:
<http://www.wesa.fm/topic/905-wesa-employment-opportunities>

90.5 WESA Employment Opportunities | 90.5 WESA

www.wesa.fm

90.5 WESA is proud to be an Equal Opportunity Employer and is committed to creating a diverse workplace environment. All qualified applicants will receive consideration for employment without ...

<http://wyep.org/about/employment>

Once we get the kinks worked out on pcb website (we're nearly there), all employment opportunities will be posted there and the station sites' employment pages and links will be redirected to that location. One-stop shopping!

Elizabeth Baisley
Director of Marketing
Pittsburgh Community Broadcasting
90.5 WESA | 91.3 WYEP

67 Bedford Square
Pittsburgh PA 15203
412-697-2939 (desk) | 724-732-2576 (cell)



From: Courtnae Turko <cturko@PittsburghCommunityBroadcasting.org>
Date: Tuesday, October 9, 2018 at 3:27 PM
To: Elizabeth Baisley <ebaisley@wesa.fm>
Subject: Development Coordinator Job Posting

Hi Elizabeth,

When you have a moment, will you please post the attached job description?

Thank you,

Courtnae Turko, SHRM-CP
Director, Human Resources & Organizational Development
Pittsburgh Community Broadcasting Corporation
67 Bedford Square
Pittsburgh, PA 15203
412-315-6771





View draft Edit draft Moderate

Revision state: *Draft*
 Most recent revision: Yes
 Set moderation state:

Needs Review

Apply

Radio



Edit

Development Services Coordinator

Job Description:

Pittsburgh Community Broadcasting Corporation

Job Posting

POSITION: Development Services Coordinator

STATUS: Full-time, exempt

REPORTS TO: Director of Development

AVAILABLE: Immediately

The Opportunity:

Pittsburgh Community Broadcasting Corporation (PCBC) is seeking an experienced Development Services Coordinator for 90.5 WESA and 91.3 WYEP. Reporting to the Director of Development, the development services coordinator provides administrative and donor service support for the development department, including database management, gift processing, clerical support and general customer service to ensure the fundraising success of Pittsburgh Community Broadcasting. In addition to database maintenance and donation processing, the Development Services Coordinator will provide support during fundraising drives, work with volunteer coordination and provide member support.

Primary Responsibilities:

Daily gift processing:

- Verify and upload all online donations, process all mail payments, create daily deposits, manage direct deposit donations and reconcile all batches
- Coordinate corporate matching gifts program and complete any required paperwork for matching gift companies
- Run monthly credit card and EFT functions and reconcile reports

Database management:

- Run all daily, weekly, and monthly processing, including pledge billing, renewal and acknowledgment files. Run and distribute reports as needed.
- Update donor records as needed, including payment information, addresses, etc.
- Coordinate credit card recapture and "precapture" process, reaching out to members who payments were declined and whose credit cards are about to expire.
- Run recommended processes and reports to maintain clean records, update addresses, giving history, address any abnormalities.
- Assist with segmentation, on-demand functions and importing and exporting data as needed.

General Duties

- Provide clerical support for development team.
- Provide customer service support for constituents as needed.
- Attend and participate in weekly team meetings and other meetings as directed
- Coordinate volunteers for station events
- Other duties as assigned

Knowledge, Skills and Abilities:

- Database management experience with strong analytical skills
- Highly organized self-starter with strong time management skills and excellent attention to detail
- Excellent customer service skills
- Impeccable discretion and ability to maintain confidentiality in all donor matters
- Ability to manage multiple projects at once and meet deadlines as required
- Ability to take direction as well as be an enthusiastic team player
- Excellent communication skills, both written and verbal.
- Ability and willingness to work occasional evenings and weekends, with some long days required during peak fundraising times.
- Strong judgement, sense of ethics, integrity and accountability.
- Understanding of and passion for the mission of Pittsburgh Community Broadcasting

Requirements:

- College degree or equivalent experience
- 2-3 years previous experience in database management
- Strong working knowledge of Microsoft Office
- Previous experience in non-profit fundraising and membership management
- Occasional evening and weekend hours are required

Physical Requirements

- Able to work in an office environment and use standard office equipment such as computers and printers
- PCBC adheres to all ADA requirements and will make reasonable accommodations for qualified individuals

The Company

PCBC is an independent, locally owned community-supported public media organization. PCBC is home to Pittsburgh's NPR News station, 90.5 WESA, and 91.3 WYEP, serving Pittsburgh and the surrounding communities of Western Pennsylvania. PCBC serves the more than 2 million residents of Pittsburgh and its surrounding communities by leveraging the power of media to inform, inspire and entertain. We engage audiences and cultivate conversations that strengthen, enrich and improve the communities we serve.

* 90.5 WESA was launched in 2011 (in partnership with Pittsburgh's philanthropic community) with an NPR news format. Its stated mission is "to work for the public to inform people in ways that engage and inspire them to create dialogue about community issues and stories."

* 91.3 WYEP was founded in 1974 as an all-volunteer community licensed radio station. It broadcasts a diverse offering of adult alternative music, provides community education programs, and presents a large number of highly visible events and concerts in the region. Its mission is to "enrich the community through musical discovery, expression and education."

In addition to radio programming, both stations play an active role in engaging the community through online and mobile services and in-person events, and have a prominent voice in Pittsburgh's civic and cultural affairs. Each week more than 200,000 Southwestern Pennsylvanians listen to PCBC broadcasts and tens of thousands more engage with our content through our websites and mobile digital services.

Benefits and More

Pittsburgh Community Broadcasting Corporation offers a competitive salary and an excellent benefits package that includes medical insurance, paid medical leave, 403(b) plan with matching contributions, paid vacation and holidays and a workplace culture that is fun, diverse and innovative.

This position is available immediately, and the search for candidates may be terminated without notice. No phone calls, please.

Applicants are invited to send a cover letter, a detailed resume highlighting your specific qualifications, and three professional references to hr@pittsburghcommunitybroadcasting.org. In your email, please include your salary requirements and let us know how you heard about the position.

Pittsburgh Community Broadcasting Corporation is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Organization:

PCBC

Job Location:

Pittsburgh, PA
United States

Job Category:

Fundraising/Promotion/Membership

Job Type:

Full time

Send Application Materials To:

hr@pittsburghcommunitybroadcasting.org

Website:

<http://pittsburghcommunitybroadcasting.org/>

Email:

cturko@pittsburghcommunitybroadcasting.org

Job Field:

Radio

[Add content](#)[Home](#) » [Development Services Coordinator](#)[View draft](#) [Edit draft](#) [Moderate](#)[Revisions](#) [Compare revisions](#)

Currently there is no published revision of this node.

Revision	Title	Date	Revision actions	Moderation actions
409560	Development Services Coordinator This node unpublished by Scheduler on 2019-01-09 04:30. Previous change date was 2018-10-09 16:26. Revised by Anonymous (not verified)	2019-01-09 04:30	View Edit draft	<p>This is the current revision. The current state is <i>Draft</i>.</p> <p>Set moderation state:</p> <p>Needs Review ▼</p> <p>Apply</p> <ul style="list-style-type: none"> From <i>Needs Review</i> --> <i>Draft</i> on 2019-01-09 04:30 by Anonymous (not verified)
409559	Development Services Coordinator This node unpublished by Scheduler on 2019-01-09 04:30. Previous change date was 2018-10-09 16:26. Revised by Anonymous (not verified)	2019-01-09 04:30	View	<ul style="list-style-type: none"> From <i>Published</i> --> <i>Needs Review</i> on 2019-01-09 04:30 by Anonymous (not verified)
133029	Development Services Coordinator Edited by Courtnae Turko. Revised by elainemah	2018-10-09 16:26	View	<ul style="list-style-type: none"> From <i>Needs Review</i> --> <i>Published</i> on 2018-10-09 16:26 by elainemah From <i>Needs Review</i> --> <i>Needs Review</i> on 2018-10-09 16:22 by Courtnae Turko
133028	Development Services Coordinator Created by Courtnae Turko. Revised by Courtnae Turko	2018-10-09 16:21	View	<ul style="list-style-type: none"> From <i>Draft</i> --> <i>Needs Review</i> on 2018-10-09 16:21 by Courtnae Turko

Courtnae Turko

From: Nonprofit Talent | Job Board <info@nonproftalent.com>
Sent: Tuesday, October 9, 2018 5:13 PM
To: Courtnae Turko
Subject: Your Nonprofit Talent order from October 9, 2018 is complete



Your order is complete

Thank you for choosing Nonprofit Talent for publicizing your organization's opening. We recognize that you have choices when it comes to websites you can use to support your hiring, and we appreciate your business. Your recent order on Nonprofit Talent has been completed and this email serves as your confirmation of payment. Your recent order details are shown below for your reference:

Order #12206 (October 9, 2018)

Product	Quantity	Price
NEW for 2018 – Premium Employment Package - \$150	1	\$150.00
Job Listing: Development Coordinator		
Subtotal:		\$150.00
Payment method:		Credit Card
Total:		\$150.00

Billing address

*Courtnae Turko
Pittsburgh Community Broadcasting Corporation
67 Bedford Sq.
Pittsburgh, PA 15203
412-315-6771
cturko@pittsburghcommunitybroadcasting.org*

[Nonprofit Talent | Job Board](#)

Development Coordinator

Status: Full-time, exempt

Reports To: Director of Development

Available: Immediately

The Opportunity:

Pittsburgh Community Broadcasting Corporation (PCBC) is seeking an experienced Development Services Coordinator for 90.5 WESA and 91.3 WYEP. Reporting to the Director of Development, the development services coordinator provides administrative and donor service support for the development department, including database management, gift processing, clerical support and general customer service to ensure the fundraising success of Pittsburgh Community Broadcasting. In addition to database maintenance and donation processing, the Development Services Coordinator will provide support during fundraising drives, work with volunteer coordination and provide member support.

Primary Responsibilities:

Daily gift processing:

- Verify and upload all online donations, process all mail payments, create daily deposits, manage direct deposit donations and reconcile all batches.
- Coordinate corporate matching gifts program and complete any required paperwork for matching gift companies.
- Run monthly credit card and EFT functions and reconcile reports.

Database management:

- Run all daily, weekly, and monthly processing, including pledge billing, renewal and acknowledgment files. Run and distribute reports as needed.
- Update donor records as needed, including payment information, addresses, etc.
- Coordinate credit card recapture and “precapture” process, reaching out to members who payments were declined and whose credit cards are about to expire.
- Run recommended processes and reports to maintain clean records, update addresses, giving history, address any abnormalities.
- Assist with segmentation, on-demand functions and importing and exporting data as needed.

General Duties:

- Provide clerical support for development team.
- Provide customer service support for constituents as needed.
- Attend and participate in weekly team meetings and other meetings as directed.
- Coordinate volunteers for station events.
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Database management experience with strong analytical skills
- Highly organized self-starter with strong time management skills and excellent attention to detail
- Excellent customer service skills

- Impeccable discretion and ability to maintain confidentiality in all donor matters
- Ability to manage multiple projects at once and meet deadlines as required
- Ability to take direction as well as be an enthusiastic team player
- Excellent communication skills, both written and verbal
- Ability and willingness to work occasional evenings and weekends, with some long days required during peak fundraising times
- Strong judgement, sense of ethics, integrity and accountability
- Understanding of and passion for the mission of Pittsburgh Community Broadcasting

Requirements:

- College degree or equivalent experience
- 2-3 years previous experience in database management
- Strong working knowledge of Microsoft Office
- Previous experience in non-profit fundraising and membership management
- Occasional evening and weekend hours are required

Physical Requirements:

- Able to work in an office environment and use standard office equipment such as computers and printers.
- PCBC adheres to all ADA requirements and will make reasonable accommodations for qualified individuals.

The Company:

PCBC is an independent, locally owned community-supported public media organization. PCBC is home to Pittsburgh's NPR News station, 90.5 WESA, and 91.3 WYEP, serving Pittsburgh and the surrounding communities of Western Pennsylvania. PCBC serves the more than 2 million residents of Pittsburgh and its surrounding communities by leveraging the power of media to inform, inspire and entertain. We engage audiences and cultivate conversations that strengthen, enrich and improve the communities we serve.

* 90.5 WESA was launched in 2011 (in partnership with Pittsburgh's philanthropic community) with an NPR news format. Its stated mission is "to work for the public to inform people in ways that engage and inspire them to create dialogue about community issues and stories."

* 91.3 WYEP was founded in 1974 as an all-volunteer community licensed radio station. It broadcasts a diverse offering of adult alternative music, provides community education programs, and presents a large number of highly visible events and concerts in the region. Its mission is to "enrich the community through musical discovery, expression and education."

In addition to radio programming, both stations play an active role in engaging the community through online and mobile services and in-person events, and have a prominent voice in Pittsburgh's civic and cultural affairs. Each week more than 200,000 Southwestern Pennsylvanians listen to PCBC broadcasts and tens of thousands more engage with our content through our websites and mobile digital services.

Benefits and More:

Pittsburgh Community Broadcasting Corporation offers a competitive salary and an excellent benefits package that includes medical insurance, paid medical leave, 403(b) plan with matching contributions, paid vacation and holidays and a workplace culture that is fun, diverse and innovative.

This position is available immediately, and the search for candidates may be terminated without notice. No phone calls, please.

Applicants are invited to send a cover letter, a detailed resume highlighting your specific qualifications, and three professional references to hr@pittsburghcommunitybroadcasting.org. In your email, please include your salary requirements and let us know how you heard about the position.

Pittsburgh Community Broadcasting Corporation is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

[Older posts](#)

[Newer posts](#)

Newsletter Signup

First Name	First Name *	Last Name	Last Name *
Email Address	Email Address *		
State	State *		
<input type="submit" value="Submit >"/>			

CLASSIFIED

OCTOBER 17-23, 2018

www.newpittsburghcourier.com

JOB OPPORTUNITIES

Help Wanted

**CALIFORNIA UNIVERSITY OF PENNSYLVANIA
MULTIPLE FACULTY
POSITIONS**

California University of Pennsylvania invites applications for the faculty positions below, to begin August 2019. A comprehensive regional institution and a member of Pennsylvania's State System of Higher Education, California University is a diverse, caring and scholarly learning community dedicated to excellence in teacher preparation, liberal arts, science and technology, and professional studies. The University enrolls approximately 7,300 students in graduate and undergraduate programs taught by 278 full-time faculty members. Visit www.calu.edu for more information about California University of Pennsylvania.

- Tenure-Track Positions**
- Clinical Counseling Psychologist
 - Computer Science/Computer Information Systems
 - Cybersecurity/Computer Science
 - Invertebrate Zoologist
 - Nursing
 - Social Work
 - Sociology
 - Speech-Language Pathologist
 - Strategic Management
 - Full Time Temporary Position

JOB OPPORTUNITIES

Help Wanted

**DEVELOPMENT SERVICES
COORDINATOR**

Pittsburgh Community Broadcasting is an independent, locally owned, community-supported public media organization and is Pittsburgh's NPR News station, 90.5 WESA and 91.3 WYEP. Pittsburgh's Adult Alternative Music, PCBC is seeking an experienced Development Services Coordinator to join its team. This position is responsible for database management, gift processing, clerical support and general customer service. For complete job description and to apply, go to: pittsburghcommunitybroadcasting.org/ and follow the employment link. Please no phone calls. PCBC is an Equal Opportunity Employer and actively seeks diversity in its workforce.

ANNOUNCEMENTS

Meetings

**MEETING ANNOUNCEMENT
COMMUNITY COLLEGE OF
ALLEGHENY COUNTY**

A regular meeting of the Board of Trustees of the College will be held on:
**November 1, 2018
4:00 PM**

SONNY BOY

9	1	3
4	7	2
6	3	0



LEGAL ADVERTISING

Legal Notices

NOTICE FOR PUBLICATION
In the Court of Common Pleas of Allegheny County, Orphans' Court Division, Estate of Kevin Warner, deceased, Case No. 6024 of 2018: Notice is hereby given that on October 1, 2018, a Petition was filed by Frederick Warner, to terminate the interests of the heirs and devisees of Kevin Warner, deceased, in the real estate located at 118 Grandview Avenue, East Pittsburgh, PA 15112, and determine that fee simple title is in the Petitioner. If no exceptions to the Petition are filed within 30

LEGAL ADVERTISING

Bids / Proposals

**ADVERTISEMENT FOR BIDS
ALLEGHENY COUNTY,
PENNSYLVANIA**
October 11, 2018
The Office of the County Controller of Allegheny County, in conjunction with Pennsylvania Department of Transportation, Contract Awards Room, 7th Floor, Commonwealth Keystone Building, 400 North

LEGAL ADVERTISING

Bids / Proposals

**LEGAL ADVERTISEMENT
Port Authority of
Allegheny County
REQUEST FOR PROPOSAL
NO. 18-07**
Port Authority of Allegheny County is requesting proposals for the performance of the following service:
MOBILE TICKETING

Courtnae Turko

From: Camille Robinson <crobinson@newpittsburghcourier.com>
Sent: Thursday, October 11, 2018 11:01 AM
To: Courtnae Turko
Subject: Re: Job Posting

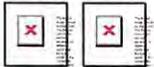
Thank you, we will schedule the ad for our 10/17/18 edition. Have a great day.

From: Courtnae Turko <cturko@PittsburghCommunityBroadcasting.org>
Date: Thursday, October 11, 2018 at 10:58 AM
To: Camille Robinson <crobinson@newpittsburghcourier.com>
Subject: Re: Job Posting

Hi Camille,

That would be great. Thank you so much!

Courtnae Turko, SHRM-CP
Director, Human Resources & Organizational Development
Pittsburgh Community Broadcasting Corporation
67 Bedford Square
Pittsburgh, PA 15203
412-315-6771



From: Camille Robinson <crobinson@newpittsburghcourier.com>
Sent: Thursday, October 11, 2018 10:55 AM
To: Courtnae Turko
Subject: Re: Job Posting

Hello Courtnae,

The size and cost to run this ad will be a 2x2.75 @ the net rate of 24.70 = \$135.85 per insertion. With your approval this ad can run in our Wednesday 10/17/18 edition.

Thank you,
Camille Robinson

From: Courtnae Turko <cturko@PittsburghCommunityBroadcasting.org>

Date: Tuesday, October 9, 2018 at 4:31 PM

To: Camille Robinson <crobinson@newpittsburghcourier.com>

Subject: Job Posting

Good Afternoon Camille,

We would like to run the attached ad in your job posting section. Can you please let me know how much this would be?

Thank you,

Courtnae Turko, SHRM-CP
Director, Human Resources & Organizational Development
Pittsburgh Community Broadcasting Corporation
67 Bedford Square
Pittsburgh, PA 15203
412-315-6771





Development Coordinator

Pittsburgh Community Broadcasting Corporation Pittsburgh, Pennsylvania

⊗ This job is no longer accepting applications

Pittsburgh Community Broadcasting Corporation
 Job Posting
 POSITION: Development Services Coordinator
 STATUS: Full-time, exempt
 REPORTS TO: Director of Development
 AVAILABLE: Immediately

The Opportunity:

Pittsburgh Community Broadcasting Corporation (PCBC) is seeking an experienced Development Services Coordinator for 90.5 WESA and 91.3 WYEP. Reporting to the Director of Development, the development services coordinator provides administrative and donor service support for the development department, including database management, gift processing, clerical support and general customer service to ensure the fundraising success of Pittsburgh Community Broadcasting. In addition to database maintenance and donation processing, the Development Services Coordinator will provide support during fundraising drives, work with volunteer coordination and provide member support.

Primary Responsibilities:

Daily gift processing

- Verify and upload all online donations, process all mail payments, create daily deposits, manage direct deposit donations and reconcile all batches

How you match ?

Criteria provided by job poster

Skills

- Management
- Nonprofit Organizations
- Organization Skills
- Fundraising
- Customer Service
- Communication
- Credit Cards
- Databases
- Volunteer Management

Level of education

- Bachelor's Degree

Job Details

Seniority Level

Mid-Senior level

Industry

Broadcast Media
 Non-profit Organization
 Management

- Coordinate corporate matching gifts program and complete any required paperwork for matching gift companies
- Run monthly credit card and EFT functions and reconcile reports

Employment Type

Full-time

Job Functions

Other

Database management

- Run all daily, weekly, and monthly processing, including pledge billing, renewal and acknowledgment files. Run and distribute reports as needed.
- Update donor records as needed, including payment information, addresses, etc.
- Coordinate credit card recapture and "precapture" process, reaching out to members whose payments were declined and whose credit cards are about to expire.
- Run recommended processes and reports to maintain clean records, update addresses, giving history, address any abnormalities.
- Assist with segmentation, on-demand functions and importing and exporting data as needed.

General Duties

- Provide clerical support for development team.
- Provide customer service support for constituents as needed.
- Attend and participate in weekly team meetings and other meetings as directed
- Coordinate volunteers for station events
- Other duties as assigned

Knowledge, Skills and Abilities:

- Database management experience with strong analytical skills
- Highly organized self-starter with strong time management skills and excellent attention to detail
- Excellent customer service skills
- Impeccable discretion and ability to maintain confidentiality in all donor matters
- Ability to manage multiple projects at once and meet deadlines as required
- Ability to take direction as well as be an enthusiastic team player
- Excellent communication skills, both written and verbal.
- Ability and willingness to work occasional evenings and weekends, with some long days required during peak fundraising times.
- Strong judgement, sense of ethics, integrity and accountability.
- Understanding of and passion for the mission of Pittsburgh Community Broadcasting

Requirements:

- College degree or equivalent experience
- 2-3 years previous experience in database management
- Strong working knowledge of Microsoft Office
- Previous experience in non-profit fundraising and membership management
- Occasional evening and weekend hours are required

Physical Requirements

- Able to work in an office environment and use standard office equipment such as computers and printers
- PCBC adheres to all ADA requirements and will make reasonable accommodations for qualified individuals

The Company

PCBC is an independent, locally owned community-supported public media organization. PCBC is home to Pittsburgh's NPR News station, 90.5 WESA, and 91.3 WYEP, serving Pittsburgh and the surrounding communities of Western Pennsylvania. PCBC serves the more than 2 million residents of Pittsburgh and its surrounding communities by leveraging the power of media to inform, inspire and entertain. We engage audiences and cultivate conversations that strengthen, enrich and improve the communities we serve.

* 90.5 WESA was launched in 2011 (in partnership with Pittsburgh's philanthropic community) with an NPR news format. Its stated mission is "to work for the public to inform people in ways that engage and inspire them to create dialogue about community issues and stories."

* 91.3 WYEP was founded in 1974 as an all-volunteer community licensed radio station. It broadcasts a diverse offering of adult alternative music, provides community education programs, and presents a large number of highly visible events and concerts in the region. Its mission is to "enrich the community through musical discovery, expression and education."

In addition to radio programming, both stations play an active role in engaging the community through online and mobile services and in-person events, and have a prominent voice in Pittsburgh's civic and cultural affairs. Each week more than 200,000 Southwestern Pennsylvanians listen to PCBC broadcasts and tens of thousands more engage with our content through our websites and mobile digital services.

Benefits and More

Pittsburgh Community Broadcasting Corporation offers a competitive salary and an excellent benefits package that includes medical insurance, paid medical leave, 403(b) plan with matching contributions, paid vacation and holidays and a workplace culture that is fun, diverse and innovative.

This position is available immediately, and the search for candidates may be terminated without notice. No phone calls, please.

Applicants are invited to send a cover letter, a detailed resume highlighting your specific qualifications, and three professional references to hr@pittsburghcommunitybroadcasting.org. In your email, please include your salary requirements and let us know how you heard about the position.

Pittsburgh Community Broadcasting Corporation is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

-
-



Jobs (4)

+ Post a job

Save up to 35% by purchasing job posting budget in advance

No job posting budget ⓘ

Get discount

Search for a job

4 JOBS

Sort by: Last viewed by me

1 - 4

Job post status

- Closed (4)
- Draft (1)
- Open (0)

Development Coordinator Closed

Pittsburgh, Pennsylvania Created 5mo ago

Daily budget: \$11.00 Total spend: \$362.60

Recommended matches

Job post: 30 applicants

1 candidate in pipeline

Viewed 12s ago

Digital Producer / Government (90.5 WESA) Closed

Pittsburgh, Pennsylvania Created 8mo ago

Daily budget: \$10.00 Total spend: \$663.65

Recommended matches

Job post: 62 applicants

1 candidate in pipeline

Viewed 5mo ago

IT Manager Closed

Pittsburgh, Pennsylvania Created 8mo ago

Daily budget: \$7.00 Total spend: \$460.96

Recommended matches

Job post: 65 applicants

1 candidate in pipeline

Viewed 7mo ago

Underwriting Account Executive Closed

Pittsburgh, Pennsylvania Created 10mo ago

Daily budget: \$12.00 Total spend: \$421.70

Recommended matches

Job post: 22 applicants

0 candidates in pipeline

Viewed 8mo ago

Courtnae Turko

From: billing-noreply@linkedin.com
Sent: Tuesday, October 9, 2018 3:53 PM
To: Courtnae Turko
Subject: Your LinkedIn Order 3373806376



Order ID:
3373806376

LinkedIn Corporation
1000 W. Maude Avenue, Sunnyvale, CA 94085 USA
Federal Tax ID: 47-0912023

Billed To: Courtnae Turko
15203
United States

Date: 10/9/2018
Order Total: \$0.00
Payment Method: MASTERCARD....9635
Receipt #: 745078616

Item	Description	Qty	Rate	Price
1	Job Posting Job Title: Development Coordinator Pittsburgh Community Broadcasting Corporation - Pittsburgh, Pennsylvania Daily Budget: \$11.00			\$0.00
2	InMail 5			\$0.00
Total Purchases:				\$0.00
Sales Tax (0%):				\$0.00
Order Total:				\$0.00
Payment:				\$0.00
Balance:				\$0.00

Notes: ¹ You may spend up to 30% more than your daily budget on any given day.

[Customer Service](#) | [Purchase History](#) | [Terms of Sale](#)

This email was intended for Courtnae Turko, SHRM-CP (Director, Human Resources & Organizational Development at Pittsburgh Community Broadcasting Corp.; 90.5 WESA & 91.3 WYEP). [Learn why we included this.](#)

If you need assistance or have questions, please contact [LinkedIn Customer Service](#).

© 2018 LinkedIn Corporation, 1000 West Maude Avenue, Sunnyvale, CA 94085. LinkedIn and the LinkedIn logo are registered trademarks of LinkedIn.



Exhibit 5

Digital Producer – Government (10/31/2018)

Recruitment Source Documentation

- PCBC website
- Corporation for Public Broadcasting
- National Association of Black Journalists (NABJ)
- National Association of Hispanic Journalists (NAHJ)
- Duquesne University
- LinkedIn
- Asian American Journalists Association (AAJA)
- Point Park University
- Robert Morris University
- Carnegie Mellon University
- University of Pittsburgh

90.5 WESA 1A

Donate (<https://goo.gl/3O4YS3>)

View (/post/905-wesa-job-posting-digital-producer) Edit (/node/113936/edit)

UNPUBLISHED

90.5 WESA Job Posting: Digital Producer

By PATRICK DOYLE (@PEOPLE/PATRICK-DOYLE) • JUL 20, 2018

Tweet ([https://twitter.com/intent/tweet?](https://twitter.com/intent/tweet?u=http%3A%2F%2Fwww.tinyurl.com%2Fyxvha9s&text=90.5%20WESA%20Job%20Posting%3A%20Digital%20Producer)

[u=http%3A%2F%2Fwww.tinyurl.com%2Fyxvha9s&text=90.5%20WESA%20Job%20Posting%3A%20Digital%20Producer](http://www.tinyurl.com%2Fyxvha9s&text=90.5%20WESA%20Job%20Posting%3A%20Digital%20Producer)

Share ([http://facebook.com/sharer.php?](http://facebook.com/sharer.php?u=http%3A%2F%2Fwww.tinyurl.com%2Fyxvha9s)

[u=http%3A%2F%2Fwww.tinyurl.com%2Fyxvha9s](http://facebook.com/sharer.php?u=http%3A%2F%2Fwww.tinyurl.com%2Fyxvha9s)

Position: Digital Producer / Government (90.5 WESA)

Status: Full-time, exempt

Reports to: News Director

Available: Immediately

Position Overview

This digital producer will use photography/videography, social media, newsletters, data visualization, and original reporting to elevate and amplify the work of WESA's government/accountability team and the entire newsroom. The team will cover policy, campaigns, and issues surrounding the accountability of city, state, and federal officials, and strive to tell the human stories of people impacted by government decisions. This full-time exempt position will work closely with the Government Editor and Digital Engagement Editor, and report to the News Director.

Major Responsibilities

- Promote and grow WESA's digital platforms, including website, newsletter, and social media
- Assist the digital work of WESA reporters and editors
- Be skilled at taking still photos and video in the field
- Be skilled at using data visualization tools in storytelling

- Use social media to break news and engage audiences
- Research, report, write, and produce crisp, clear news reports on deadline
- Consistently generate and pitch creative, thoughtful and original story ideas in multiple media, while accepting and willingly execute assignments from newsroom managers
- Be willing to work during off hours and weekends as needed
- Participate in on-air and online fundraising as needed
- Other duties as assigned

Qualifications and Skills Required

- Bachelor's degree in journalism-related field or equivalent experience / training
- Two or more years of digital producing/reporting in a professional newsroom
- Sound and ethical judgment, with a commitment to objectivity, balance and fairness
- Experience covering Pittsburgh and western Pennsylvania government a plus
- Strong reporting, writing and technical skills
- Strong digital and social media skills
- Ability to handle multiple projects in a fast-paced, deadline-oriented environment
- Creativity and sound judgment in social media usage
- Ability to travel throughout the region and work flexible hours when necessary

Physical Requirements

- Able to work in an office environment and use standard office equipment such as computers and printers
- Field work occasionally required
- PCBC adheres to all ADA requirements and will make reasonable accommodations for qualified individuals

To Apply

Applicants are invited to send a cover letter, a detailed resume, at least three samples of work relevant to the position and three references to digitalproducer@wesa.fm. In your email, please let us know how you heard about the position.

This position is available immediately, and the search for candidates may be terminated without notice. No phone calls, please.

Benefits and More

Pittsburgh Community Broadcasting Corporation offers a competitive salary and an excellent benefits package that includes medical insurance, paid medical leave, 403(b) plan with matching contributions, paid vacation and holidays and a workplace culture that is fun, diverse and innovative.

The Company

PCBC is an independent, locally owned community-supported public media organization. PCBC is home to Pittsburgh's NPR News station, 90.5 WESA, and 91.3 WYEP, serving Pittsburgh and the surrounding communities of Western Pennsylvania. PCBC serves the more than 2

million residents of Pittsburgh and its surrounding communities by leveraging the power of media to inform, inspire and entertain. We engage audiences and cultivate conversations that strengthen, enrich and improve the communities we serve.

90.5 WESA was launched in 2011 (in partnership with Pittsburgh's philanthropic community) with an NPR news format. Its stated mission is "to work for the public to inform people in ways that engage and inspire them to create dialogue about community issues and stories."

91.3 WYEP was founded in 1974 as an all-volunteer community licensed radio station. It broadcasts a diverse offering of adult alternative music, provides community education programs, and presents a large number of highly visible events and concerts in the region. Its mission is to "enrich the community through musical discovery, expression and education."

In addition to radio programming, both stations play an active role in engaging the community through online and mobile services and in-person events, and have a prominent voice in Pittsburgh's civic and cultural affairs. Each week more than 200,000 Southwestern Pennsylvanians listen to PCBC broadcasts and tens of thousands more engage with our content through our websites and mobile digital services.

Pittsburgh Community Broadcasting Corporation is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

 [Tweet \(http://twitter.com/intent/tweet?\)](http://twitter.com/intent/tweet?)

[url=http%3A%2F%2Fwww.tinyurl.com%2Fvvhza9s&text=90.5%20WESA%20Job%20Posting%3A%20Digital%20Producer](http://www.tinyurl.com/2Fvvhza9s&text=90.5%20WESA%20Job%20Posting%3A%20Digital%20Producer)

 [Share \(http://facebook.com/share.php?\)](http://facebook.com/share.php?)

[u=http%3A%2F%2Fwww.tinyurl.com%2Fvvhza9s&text=90.5%20WESA%20Job%20Posting%3A%20Digital%20Producer](http://www.tinyurl.com%2Fvvhza9s&text=90.5%20WESA%20Job%20Posting%3A%20Digital%20Producer)

(<https://www.facebook.com/905wesa/>)

(<https://twitter.com/905wesa>)

(<https://www.instagram.com/905wesa>)

[About 90.5 WESA \(/about-us\)](#)

[WESA Staff \(/people/capacity/staff\)](#)

[Contact Us \(/contact-us\)](#)

[eNewsletter Signup \(http://bit.ly/1OVfj8l\)](#)

[Community Calendar \(/community-calendar\)](#)

[Archives \(/archives\)](#)

[Help with Streaming \(/post/having-problems-our-stream\)](#)

[90.5 WESA Privacy & Terms of Use \(/privacy-terms-use\)](#)

[About Pittsburgh Community Broadcasting \(http://pittsburghcommunitybroadcasting.org/\)](#)

[Public File for Pittsburgh Community Broadcasting Corporation \(https://publicfiles.fcc.gov/\)](#)

© 2019 90.5 WESA

Courtnae Turko

From: Courtnae Turko
Sent: Monday, September 17, 2018 2:03 PM
To: Elizabeth Baisley
Subject: Digital producer

Hi Elizabeth,

When you have a minute, can you please remove the postings for the Digital Producer position?

Thanks!

Courtnae Turko, SHRM-CP
Director, Human Resources & Organizational Development
Pittsburgh Community Broadcasting Corporation
67 Bedford Square
Pittsburgh, PA 15203
412-315-6771



Add content

Home » Digital Producer / Government (90.5 WESA)

[View draft](#) [Edit draft](#) [Moderate](#)

[Revisions](#) [Compare revisions](#)

The live revision of this content has been unpublished.

Currently there is no published revision of this node.

Revision	Title	Date	Revision actions	Moderation actions
122571	Digital Producer / Government (90.5 WESA) Edited by Courtnae Turko. Revised by Courtnae Turko	2019-03-06 10:16	View Edit draft	<p>This is the current revision. The current state is <i>Draft</i>.</p> <p>Set moderation state: Needs Review ▼</p> <p>Apply</p> <ul style="list-style-type: none"> From <i>Published</i> --> <i>Draft</i> on 2019-03-06 10:16 by Courtnae Turko From <i>Needs Review</i> --> <i>Published</i> on 2019-03-06 10:05 by elainemah From <i>Draft</i> --> <i>Needs Review</i> on 2019-03-06 09:19 by Courtnae Turko From <i>Needs Review</i> --> <i>Draft</i> on 2018-10-24 07:30 by Anonymous (not verified) From <i>Published</i> --> <i>Needs Review</i> on 2018-10-24 07:30 by Anonymous (not verified) From <i>Needs Review</i> --> <i>Published</i> on 2018-07-24 10:31 by elainemah From <i>Needs Review</i> --> <i>Needs Review</i> on 2018-07-24 07:27 by Courtnae Turko
122570	Digital Producer / Government (90.5 WESA) Created by Courtnae Turko. Revised by Courtnae Turko	2018-07-24 07:26	View	<ul style="list-style-type: none"> From <i>Draft</i> --> <i>Needs Review</i> on 2018-07-24 07:26 by Courtnae Turko



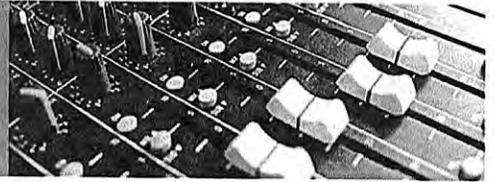
View draft Edit draft Moderate

Revision state: *Draft*
 Most recent revision: *Yes*
 Set moderation state:

Needs Review

Apply

Radio



Edit

Digital Producer / Government (90.5 WESA)

Job Description:

Pittsburgh Community Broadcasting Corporation

Job Posting

POSITION: Digital Producer / Government (90.5 WESA)

STATUS: Full-time, exempt

REPORTS TO: News Director

AVAILABLE: Immediately

Position Overview

This digital producer will use photography/videography, social media, newsletters, data visualization, and original reporting to elevate and amplify the work of WESA's government/accountability team and the entire newsroom. The team will cover policy, campaigns, and issues surrounding the accountability of city, state, and federal officials, and strive to tell the human stories of people impacted by government decisions. This full-time exempt position will work closely with the Government Editor and Digital Engagement Editor, and report to the News Director.

Major Responsibilities

- Promote and grow WESA's digital platforms, including website, newsletter, and social media
- Assist the digital work of WESA reporters and editors
- Be skilled at taking still photos and video in the field
- Be skilled at using data visualization tools in storytelling
- Use social media to break news and engage audiences
- Research, report, write, and produce crisp, clear news reports on deadline
- Consistently generate and pitch creative, thoughtful and original story ideas in multiple media, while accepting and willingly execute assignments from newsroom managers
- Be willing to work during off hours and weekends as needed
- Participate in on-air and online fundraising as needed
- Other duties as assigned

Qualifications and Skills Required

- Bachelor's degree in journalism-related field or equivalent experience / training
- Two or more years of digital reporting/producing in a professional newsroom
- Sound and ethical judgment, with a commitment to objectivity, balance and fairness
- Experience covering Pittsburgh and western Pennsylvania government a plus
- Strong reporting, writing and technical skills
- Strong digital and social media skills
- Ability to handle multiple projects in a fast-paced, deadline-oriented environment
- Creativity and sound judgment in social media usage
- Ability to travel throughout the region and work flexible hours when necessary

Physical Requirements

- Able to work in an office environment and use standard office equipment such as computers and printers
- Field work occasionally required
- PCBC adheres to all ADA requirements and will make reasonable accommodations for qualified individuals

Benefits and More

Pittsburgh Community Broadcasting Corporation offers a competitive salary and an excellent benefits package that includes medical insurance, paid medical leave, 403(b) plan with matching contributions, paid vacation and holidays and a workplace culture that is fun, diverse and innovative.

The Company

PCBC is an independent, locally owned community-supported public media organization. PCBC is home to Pittsburgh's NPR News station, 90.5 WESA, and 91.3 WYEP, serving Pittsburgh and the surrounding communities of Western Pennsylvania. PCBC serves the more than 2 million residents of Pittsburgh and its surrounding communities by leveraging the power of media to inform, inspire and entertain. We engage audiences and cultivate conversations that strengthen, enrich and improve the communities we serve.

90.5 WESA was launched in 2011 (in partnership with Pittsburgh's philanthropic community) with an NPR news format. Its stated mission is "to work for the public to inform people in ways that engage and inspire them to create dialogue about community issues and stories."

91.3 WYEP was founded in 1974 as an all-volunteer community licensed radio station. It broadcasts a diverse offering of adult alternative music, provides community education programs, and presents a large number of highly visible events and concerts in the region. Its mission is to "enrich the community through musical discovery, expression and education."

In addition to radio programming, both stations play an active role in engaging the community through online and mobile services and in-person events, and have a prominent voice in Pittsburgh's civic and cultural affairs. Each week more than 200,000 Southwestern Pennsylvanians listen to PCBC broadcasts and tens of thousands more engage with our content through our websites and mobile digital services.

Pittsburgh Community Broadcasting Corporation is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Organization:

PCBC

Job Location:

Pittsburgh, PA
United States

Job Category:

Reporting
Production/Programming
Producer
Legal/Government/Policy

Job Type:

Full time

Send Application Materials To:

To Apply

Applicants are invited to send a cover letter, a detailed resume, at least three samples of work relevant to the position and three references to digitalproducer@wesa.fm. In your email, please let us know how you heard about the position.

This position is available immediately, and the search for candidates may be terminated without notice. No phone calls, please.

🌐 Website:

<http://www.wesa.fm>

✉ Email:

digitalproducer@wesa.fm

📍 Job Field:

Radio

Courtnae Turko

From: Auto-Receipt <noreply@mail.authorize.net>
Sent: Tuesday, July 24, 2018 7:47 AM
To: Courtnae Turko
Subject: Transaction Receipt from NABJ Career Center for \$185.00 (USD)

Order Information

Description: Payment for job posting(s): Digital Producer / Government (90.5 WESA)
Invoice Number 5522

Billing Information

Pittsburgh Community Broadcasting Corporation
67 Bedford Sq.
Pittsburgh, Pennsylvania 15203
United States
cturko@pittsburghcommunitybroadcasting.org

Shipping Information

Total: \$185.00 (USD)

Payment Information

Date/Time: 24-Jul-2018 5:46:36 MDT
Transaction ID: 61199029279
Payment Method: MasterCard xxxx9635
Transaction Type: Purchase
Auth Code: T02530

Merchant Contact Information

NABJ Career Center
Windsor, CA 95492
US
eric@JOURNALISMNEXT.COM

Courtnae Turko

From: Careers - National Association of Black Journalists <info@nabjcareers.org>
Sent: Friday, August 24, 2018 12:58 AM
To: Courtnae Turko
Subject: https://www.nabjcareers.org: Listing 55330 Has Just Expired

Dear Courtnae Turko,

Your posting #55330, "Digital Producer / Government (90.5 WESA)" has just expired.

To activate it again, go to [My Postings](#) section and use the "Activate" link opposite the expired #55330 posting.

Thank you!

NABJ Career Center

To cancel receiving notifications of this kind you need to [log in to the site](#) under your account, go to My Notifications and disable the respective option there.

Professional Diversity Network

801 W. Adams Street
Suite 600
Chicago, IL 60607
www.prodivnet.com
USA

Order: 5b5713ae9ff7d1759f00017a
Account: 5b5713c89ff7d12ce900015d
Contract: 5b5713f59ff7d1af5f000067
Date: 07-24-2018

Courtnae Turko
67 Bedford Sq.
Pittsburgh, PA

Order Summary

Purchase Date: 07-24-2018

Item	Service/Product	Charges	Total
1	Single NAHJ 60 Day Job Posting	\$150.00	\$150.00
Total			\$150.00

Please Note: The Professional Diversity Network (PDN) powers the NAHJ Career Center website, which is the name that will appear on your credit card statement. If you have any questions concerning this transaction, please call (888) 281-9066.

We appreciate your business. Thank you!

The total amount has been charged to your credit card.

#1865545 Digital Producer/Government

[Job Details \(/jobs/1865545\)](/jobs/1865545)[Edit \(/jobs/1865545/edit\)](/jobs/1865545/edit)[Job Preview job posting \(/jobs/1865545/edit?initial_page=4\)](/jobs/1865545/edit?initial_page=4)[Edit Details \(/jobs/1865545/edit\)](/jobs/1865545/edit)[Duplicate job \(/jobs/1865545/duplicate?job_id=1865545\)](/jobs/1865545/duplicate?job_id=1865545)

Applicants

Review 0 Applicants (/jobs/1865545/applications)

View profiles and download application documents.

School	Applicant Count	Last Update	Status	Comment Count	
University of Pittsburgh		Expired 2 months ago	Expired	None	☰
Robert Morris University - Pennsylvania		Expired 2 months ago	Expired	None	☰
Carnegie Mellon University - CMU		Expired 2 months ago	Expired	None	☰
Duquesne University		Expired 2 months ago	Expired	None	☰
Point Park University		Expired 2 months ago	Expired	None	☰

 [\(/employers/323146\)](/employers/323146)

Digital Producer/Government

Pittsburgh Community Broadcasting Corporation (/employers/323146)

Favorite Job

About this Job

Pittsburgh Community Broadcasting Corporation

POSITION: Digital Producer / Government (90.5 WESA)**STATUS: Full-time, exempt****REPORTS TO: News Director****AVAILABLE: Immediately****Position Overview**

This digital producer will use photography/videography, social media, newsletters, data visualization, and original reporting to elevate and amplify the work of WESA's government/accountability team and the entire newsroom. The team will cover policy, campaigns, and issues surrounding the accountability of city, state, and federal officials, and strive to tell the human stories of people impacted by government decisions. This full-time exempt position will work closely with the Government Editor and Digital Engagement Editor, and report to the News Director.

Major Responsibilities

- Promote and grow WESA's digital platforms, including website, newsletter, and social media
- Assist the digital work of WESA reporters and editors
- Be skilled at taking still photos and video in the field
- Be skilled at using data visualization tools in storytelling
- Use social media to break news and engage audiences
- Research, report, write, and produce crisp, clear news reports on deadline
- Consistently generate and pitch creative, thoughtful and original story ideas in multiple media, while accepting and willingly execute assignments from newsroom managers
- Be willing to work during off hours and weekends as needed
- Participate in on-air and online fundraising as needed
- Other duties as assigned

Qualifications and Skills Required

- Bachelor's degree in journalism-related field or equivalent experience / training
- Two or more years of digital reporting/producing in a professional newsroom
- Sound and ethical judgment, with a commitment to objectivity, balance and fairness
- Experience covering Pittsburgh and western Pennsylvania government a plus
- Strong reporting, writing and technical skills
- Strong digital and social media skills
- Ability to handle multiple projects in a fast-paced, deadline-oriented environment
- Creativity and sound judgment in social media usage
- Ability to travel throughout the region and work flexible hours when necessary

Physical Requirements

- Able to work in an office environment and use standard office equipment such as computers and printers
- Field work occasionally required
- PCBC adheres to all ADA requirements and will make reasonable accommodations for qualified individuals

To Apply

Applicants are invited to send a cover letter, a detailed resume, at least three samples of work relevant to the position and three references to digitalproducer@wesa.fm. In your email, please let us know how you heard about the position.

This position is available immediately, and the search for candidates may be terminated without notice. No phone calls, please.

Benefits and More

Pittsburgh Community Broadcasting Corporation offers a competitive salary and an excellent benefits package that includes medical insurance, paid medical leave, 403(b) plan with matching contributions, paid vacation and holidays and a workplace culture that is fun, diverse and innovative.

The Company

PCBC is an independent, locally owned community-supported public media organization. PCBC is home to Pittsburgh's NPR News station, 90.5 WESA, and 91.3 WYEP, serving Pittsburgh and the surrounding communities of Western Pennsylvania. PCBC serves the more than 2 million residents of Pittsburgh and its surrounding communities by leveraging the power of media to inform, inspire and entertain. We engage audiences and cultivate conversations that strengthen, enrich and improve the communities we serve.

90.5 WESA was launched in 2011 (in partnership with Pittsburgh's philanthropic community) with an NPR news format. Its stated mission is "to work for the public to inform people in ways that engage and inspire them to create dialogue about community issues and stories."

91.3 WYEP was founded in 1974 as an all-volunteer community licensed radio station. It broadcasts a diverse offering of adult alternative music, provides community education programs, and presents a large number of highly visible events and concerts in the region. Its mission is to "enrich the community through musical discovery, expression and education."

In addition to radio programming, both stations play an active role in engaging the community through online and mobile services and in-person events, and have a prominent voice in Pittsburgh's civic and cultural affairs. Each week more than 200,000 Southwestern Pennsylvanians listen to PCBC broadcasts and tens of thousands more engage with our content through our websites and mobile digital services.

Pittsburgh Community Broadcasting Corporation is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or

About Pittsburgh Community Broadcasting Corporation

PCBC is an independent, locally owned community-supported public media organization. PCBC is home to Pittsburgh's NPR News station, 90.5 WESA, and 91.3 WYEP, serving Pittsburgh and the surrounding communities of Western Pennsylvania. PCBC serves the more than 2 million residents of Pittsburgh and its surrounding communities by leveraging the power of media to inform, inspire and entertain. We engage audiences and cultivate conversations that strengthen, enrich and improve the communities we serve.

Location

Pittsburgh, Pennsylvania, United States

Compensation

TYPE

Paid

PAY RATE

Not Specified

DURATION

Permanent

Company Details

COMPANY SIZE

50 - 100 employees

INDUSTRY

Non-Profit - Other industry

COMPANY TYPE

Unknown

HEADQUARTERS

67 Bedford Square, Pittsburgh, Pennsylvania 15203, United States

WEBSITE

<http://www.pittsburghcommunitybroadcasting.org>

SOCIAL MEDIA

Employer Preferences

ALLOWED SCHOOL YEARS

Senior, Masters, Doctorate, Postdoctoral Studies, Alumni

ALLOWED MAJORS

All Social Work/Human Services, Counseling, Cognition & Neuroscience/Biopsychology, Anthropology, Human & Child Development, Family & Consumer Science, Geography, Sociology, Psychology, Religious Studies/Divinity/Theology, Philosophy/Ethics, Linguistics, History, Gender Studies, Comparative Literature, Classical Studies, Foreign Languages & Literature, Cultural & Ethnic Studies, American Sign Language, Public Relations, Advertising, Product Design/Packaging, Museum Studies, Interior Design, Industrial Design, Art History, Architecture, Visual & Performing Arts, Landscape Architecture, Culinary Arts, City, Urban, Regional Planning, Textiles & Clothing, Music & Music Education, Fine & Studio Arts, Drama & Theatre Arts, and Design & Applied Arts majors

WORK AUTHORIZATION REQUIREMENTS

US work authorization is required

Contact Information

CONTACTS

Courtnae Turko

Attachments (/jobs/1865545/attachments)

[New Attachment \(/jobs/1865545/attachments/new\)](/jobs/1865545/attachments/new)

Posted to 5 Schools

5 expired postings

This job was live to students until December 31, 2018 at 9:00am.

[Target More Schools \(/jobs/1865545/edit?initial_page=3\)](#)

Labels

No labels have been added.

Select a label...

Create New Label

 View & Add Notes

Tracking Code

No tracking code added

Social Media

Like 0 Share

Twitter

 Share

Email (mailto:?)

subject=Check%20this%20out&body=Check%20out%20this%20job%20I%20found%20on%20Handshake%3A%0A%0DEmployer%3A%20Pittsburgh%20Community%20Broadcasting%20Corporation%0A%0Dhttps%3A%2F%2Fapp.joinhandshake.com%2Fjobs%2F1865545)



Jobs (4)

+ Post a job

Save up to 35% by purchasing job posting budget in advance

No job posting budget ⓘ

Get discount

Search for a job

4 JOBS

Sort by: Last viewed by me

1 - 4

Job post status

- Closed (4)
- Draft (1)
- Open (0)

Development Coordinator Closed

Pittsburgh, Pennsylvania Created 5mo ago

Daily budget: \$11.00 Total spend: \$362.60

Recommended matches

Job post: 30 applicants

1 candidate in pipeline

Viewed 12s ago

Digital Producer / Government (90.5 WESA) Closed

Pittsburgh, Pennsylvania Created 8mo ago

Daily budget: \$10.00 Total spend: \$663.65

Recommended matches

Job post: 62 applicants

1 candidate in pipeline

Viewed 5mo ago

IT Manager Closed

Pittsburgh, Pennsylvania Created 8mo ago

Daily budget: \$7.00 Total spend: \$460.96

Recommended matches

Job post: 65 applicants

1 candidate in pipeline

Viewed 7mo ago

Underwriting Account Executive Closed

Pittsburgh, Pennsylvania Created 10mo ago

Daily budget: \$12.00 Total spend: \$421.70

Recommended matches

Job post: 22 applicants

0 candidates in pipeline

Viewed 8mo ago



Digital Producer / Government (90.5 WESA)

Pittsburgh Community Broadcasting Corporation Pittsburgh, Pennsylvania

⊗ This job is no longer accepting applications

Pittsburgh Community Broadcasting Corporation
Job Posting
POSITION: Digital Producer / Government (90.5 WESA)
STATUS: Full-time, exempt
REPORTS TO: News Director
AVAILABLE: Immediately

Position Overview

This digital producer will use photography/videography, social media, newsletters, data visualization, and original reporting to elevate and amplify the work of WESA's government/accountability team and the entire newsroom. The team will cover policy, campaigns, and issues surrounding the accountability of city, state, and federal officials, and strive to tell the human stories of people impacted by government decisions. This full-time exempt position will work closely with the Government Editor and Digital Engagement Editor, and report to the News Director.

Major Responsibilities

- Promote and grow WESA's digital platforms, including website, newsletter, and social media
- Assist the digital work of WESA reporters and editors
- Be skilled at taking still photos and video in the field

How you match [?]

Criteria provided by job poster

Skills

- ✔ Broadcasting
- ⊗ Fundraising
- ⊗ Storytelling
- ⊗ Government
- ⊗ Editing
- ⊗ Reporting
- ⊗ Social Media
- ⊗ Newsroom
- ⊗ Digital Media

Level of education

- ✔ Bachelor's Degree

Job Details

Seniority Level

Mid-Senior level

Industry

Broadcast Media
Media Production
Online Media

- Be skilled at using data visualization tools in storytelling
- Use social media to break news and engage audiences
- Research, report, write, and produce crisp, clear news reports on deadline
- Consistently generate and pitch creative, thoughtful and original story ideas in multiple media, while accepting and willingly execute assignments from newsroom managers
- Be willing to work during off hours and weekends as needed
- Participate in on-air and online fundraising as needed
- Other duties as assigned

Employment Type

Full-time

Job Functions

Writing/Editing

Qualifications and Skills Required

- Bachelor's degree in journalism-related field or equivalent experience / training
- Two or more years of digital reporting/producing in a professional newsroom
- Sound and ethical judgment, with a commitment to objectivity, balance and fairness
- Experience covering Pittsburgh and western Pennsylvania government a plus
- Strong reporting, writing and technical skills
- Strong digital and social media skills
- Ability to handle multiple projects in a fast-paced, deadline-oriented environment
- Creativity and sound judgment in social media usage

- Ability to travel throughout the region and work flexible hours when necessary

Physical Requirements

- Able to work in an office environment and use standard office equipment such as computers and printers
- Field work occasionally required
- PCBC adheres to all ADA requirements and will make reasonable accommodations for qualified individuals

To Apply

Applicants are invited to send a cover letter, a detailed resume, at least three samples of work relevant to the position and three references to digitalproducer@wesa.fm. In your email, please let us know how you heard about the position.

This position is available immediately, and the search for candidates may be terminated without notice. No phone calls, please.

Benefits and More

Pittsburgh Community Broadcasting Corporation offers a competitive salary and an excellent benefits package that includes medical insurance, paid medical leave, 403(b) plan with matching contributions, paid vacation and holidays and a workplace culture that is fun, diverse and innovative.

The Company

PCBC is an independent, locally owned community-supported public media

organization. PCBC is home to Pittsburgh's NPR News station, 90.5 WESA, and 91.3 WYEP, serving Pittsburgh and the surrounding communities of Western Pennsylvania. PCBC serves the more than 2 million residents of Pittsburgh and its surrounding communities by leveraging the power of media to inform, inspire and entertain. We engage audiences and cultivate conversations that strengthen, enrich and improve the communities we serve.

90.5 WESA was launched in 2011 (in partnership with Pittsburgh's philanthropic community) with an NPR news format. Its stated mission is "to work for the public to inform people in ways that engage and inspire them to create dialogue about community issues and stories."

91.3 WYEP was founded in 1974 as an all-volunteer community licensed radio station. It broadcasts a diverse offering of adult alternative music, provides community education programs, and presents a large number of highly visible events and concerts in the region. Its mission is to "enrich the community through musical discovery, expression and education."

In addition to radio programming, both stations play an active role in engaging the community through online and mobile services and in-person events, and have a prominent voice in Pittsburgh's civic and cultural affairs. Each week more than 200,000 Southwestern Pennsylvanians listen to PCBC broadcasts and

tens of thousands more engage with our content through our websites and mobile digital services.

Pittsburgh Community Broadcasting Corporation is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Courtnae Turko

From: Auto-Receipt <noreply@mail.authorize.net>
Sent: Tuesday, July 24, 2018 8:05 AM
To: Courtnae Turko
Subject: Transaction Receipt from ASIAN AMJOURNALISTS ASSN for \$150.00 (USD)

Order Information

Description: jobs_single_post
Invoice Number nb_f0444a84c798b7c93

Billing Information

Courtnae Turko
Pittsburgh Community Broadcasting Corporation
67 Bedford Sq
Pittsburgh, PA 15203
US
cturko@pittsburghcommunitybroadcasting.org
4123156771

Shipping Information

Total: \$150.00 (USD)

Payment Information

Date/Time: 24-Jul-2018 5:05:13 PDT
Transaction ID: 40834304967
Payment Method: MasterCard xxxx9635
Transaction Type: Purchase
Auth Code: T02904

Merchant Contact Information

ASIAN AMJOURNALISTS ASSN
SAN FRANCISCO, CA 94103
US
admin@aaaja.org
AAJA National Office 5 Third Street, Suite 1108 San Francisco, CA 94103 Tel: 415-346-2051

Courtnae Turko

From: Asian American Journalists Association <justins@aaja.org>
Sent: Tuesday, July 24, 2018 8:05 AM
To: Courtnae Turko
Subject: Thank You For Posting A Job With AAJA!

Dear Courtnae --

Thank you for advertising your employment opportunity with the Asian American Journalists Association! Please post your job immediately after purchase. While we make every effort to post opportunities within the same business day, please allow up to two business days for your job to be approved and visible on AAJA's job board. Unless otherwise specified in your posting, your opportunity will expire 30 days from the date it is posted. Contact Justin Seiter, AAJA Program Coordinator, with any questions at justins@aaja.org. Your receipt is below.

To post your job(s) you will need to sign in to our website. If this is your first time and you do not already have a password please follow the instructions to create an account and verify your email address. If you have a signed in to our site previously please do so again and you will be able to post a job immediately. [CLICK HERE TO SIGN IN OR CREATE AN ACCOUNT.](#)

	Asian American Journalists Association Job Posting Receipt	CONFIRMATION # 4403
DONOR	Courtnae Turko	AMOUNT \$150.00
ADDRESS	67 Bedford Sq, Pittsburgh, PA 15203, United States	DATE Jul 24 2018
PHONE	4123156771	TYPE Credit Card
EMAIL	cturko@pittsburghcommunitybroadcasting.org	THIS DONATION IS NOT TAX DEDUCTIBLE.
EMPLOYER	Pittsburgh Community Broadcasting Corporation	
OCCUPATION	Radio	

This email was sent to cturko@pittsburghcommunitybroadcasting.org. To stop receiving updates on this page, [unfollow here](#).

Asian American Journalists Association · 5 Third St, Suite 1108, San Francisco, CA 94103, United States

Created with [NationBuilder](#), software for leaders.

Exhibit 6

Operations & Engineering Technician (9/5/2018)

Recruitment Source Documentation

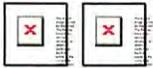
- PCBC website
- *The position was added to assist with a massive studio upgrade that was in progress and accelerating. The scale of the studio project consisted of complete rebuilds of two master control rooms, three news booths and three studios, equipment upgrades, installing of new wiring and migrating to new traffic and automation systems. The scope of the project wasn't fully realized until after the work had begun. The entire investment in the studio rebuilds and software changes was significant to the organization and required immediate, fulltime help. The position needed to be filled quickly so as to not delay the schedule of work and to limit our exposure to additional, unforeseen costs. The position was opened and resumes were submitted. A contractor that was familiar with the project applied and was hired.*

Courtnae Turko

From: Courtnae Turko
Sent: Wednesday, August 1, 2018 7:40 AM
To: Elizabeth Baisley
Subject: Re: Job posting

Thank you!

Courtnae Turko, SHRM-CP
Director, Human Resources & Organizational Development
Pittsburgh Community Broadcasting Corporation
67 Bedford Square
Pittsburgh, PA 15203
412-315-6771



From: Elizabeth Baisley
Sent: Tuesday, July 31, 2018 4:32 PM
To: Courtnae Turko
Subject: Re: Job posting

Posted

<http://www.wesa.fm/post/pcbc-seeks-operations-engineering-technician>

PCBC Seeks Operations & Engineering Technician

www.wesa.fm

Pittsburgh Community Broadcasting Corporation Job Posting POSITION: Operations and Engineering Technician STATUS: Full-time, exempt REPORTS TO: Operations

...and linked to from these pages:

<http://wyep.org/about/employment>

<http://www.wesa.fm/topic/905-wesa-employment-opportunities>

Let me know if you need anything else!

Elizabeth Baisley
Director of Marketing
Pittsburgh Community Broadcasting
90.5 WESA | 91.3 WYEP

67 Bedford Square
Pittsburgh PA 15203
412-697-2939 (desk) | 724-732-2576 (cell)



From: Courtnae Turko <cturko@PittsburghCommunityBroadcasting.org>

Date: Monday, July 30, 2018 at 8:32 AM

To: Elizabeth Baisley <ebaisley@wesa.fm>

Subject: Job posting

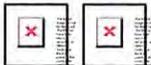
Good Morning Elizabeth,

I hope you feel better!

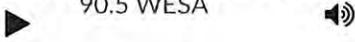
When you return to the office, will you please post the attached job ad?

Thanks,

Courtnae Turko, SHRM-CP
Director, Human Resources & Organizational Development
Pittsburgh Community Broadcasting Corporation
67 Bedford Square
Pittsburgh, PA 15203
412-315-6771



(/)



Donate (<https://goo.gl/3O4YS3>)



[View \(/post/pcbc-seeks-operations-engineering-technician\)](/post/pcbc-seeks-operations-engineering-technician)

[Edit \(/node/114670/edit\)](/node/114670/edit)

UNPUBLISHED

PCBC Seeks Operations & Engineering Technician

By EBAISLEY • JUL 31, 2018

 [Tweet \(http://twitter.com/intent/tweet?\)](http://twitter.com/intent/tweet?)

[url=http%3A%2F%2Fwww.tinyurl.com%2Fyybqorf9&text=PCBC%20Seeks%20Operations%20%26%20Engineering%20Tec](http://www.tinyurl.com/2Fyybqorf9&text=PCBC%20Seeks%20Operations%20%26%20Engineering%20Tec)

 [Share \(http://facebook.com/sharer.php?\)](http://facebook.com/sharer.php?)

[u=http%3A%2F%2Fwww.tinyurl.com%2Fyybqorf9&t=PCBC%20Seeks%20Operations%20%26%20Engineering%20Technici](http://www.tinyurl.com/2Fyybqorf9&t=PCBC%20Seeks%20Operations%20%26%20Engineering%20Technici)

 [Google+ \(https://plus.google.com/share?url=http%3A%2F%2Fwww.tinyurl.com/2Fyybqorf9\)](https://plus.google.com/share?url=http%3A%2F%2Fwww.tinyurl.com/2Fyybqorf9)

 [Email \(mailto:?\)](mailto:)

[subject=PCBC%20Seeks%20Operations%20%26%20Engineering%20Technician&body=http%3A%2F%2Fwww.tinyurl.com/](mailto:)

Pittsburgh Community Broadcasting Corporation Job Posting

POSITION: Operations and Engineering Technician

STATUS: Full-time, exempt

REPORTS TO: Operations Manager

AVAILABLE: Immediately

Download a copy of this job description (.pdf) (<http://www.wesa.fm/file/33348>)

Pittsburgh Community Broadcasting Corporation (PCBC) is seeking an experienced Engineer to join the Technical and Operations groups for 90.5 WESA and 91.3 WYEP. Reporting to the Operations Manager, this individual will split their time between technical engineering and production engineering functions.