



(<http://mediad.publicbroadcasting.net/p/wesa/files/styles/inline/public/2011/12/stack.jpg>)

In the technical area, this individual will work closely with the Director of Engineering in planning, installing and maintaining the enterprises broadcast, production and RF systems; they will also be the primary backup to the Director of Engineering. In the production area, this individual will operate studio and remote broadcast equipment in production and may also be called upon to assist the IT Manager, as

required, in maintenance of computers and IT infrastructure, and the Director of Finance in issues related to building maintenance and security.

This individual will be a true "jack of all trades" - extremely resourceful and adaptable. Candidates should have a broad base of knowledge and experience with broadcast and production equipment and systems. She/he should have depth in both operating and maintaining such equipment. As the primary backup to the Director of Engineering she/he must be prepared to be on-call to address technical and production demands on short notice. This individual must be able to operate independently as a single point of contact for IT related matters. This individual should be able to diagnose and resolve technical, operational and production issues quickly and calmly, and should have the patience to communicate with a variety of interdisciplinary teams and users with varying levels of experience.

The nature of our business, and of this position, is 24/7. This individual will be on call at all times to assist with both the planned and the unforeseen technical requirements of the organization.

Primary Responsibilities

Technical Engineering

- Work with the Director of Engineering to plan, prioritize and ensure efficient technical operations and functions of the station and to ensure operational readiness.
- Studios and Remotes: Install and maintain studio consoles, audio routers, recording equipment, microphones, digital audio systems, automation and all related studio and field production, recording and origination equipment
- Transmission: Install, inspect, repair, and maintain broadcast equipment, antenna systems, satellite downlinks, STL systems, and all other RF-related systems.
- Facility: Install, inspect and maintain systems including telephones, generators, systems and other related equipment.
- Ensure equipment performance meets industry standards coupled with good engineering practices.

- Ensure technical operations always comply with applicable state and federal regulations.
- Enforce technical, production and computing policies and procedures.
- 24/7 on call.

Production Engineering

- Board operations for WYEP and WESA radio broadcasts and recording sessions
- Sound system set up and operations for live events at PCBC.
- Sound system set up and operations for remote events.
- Set up and board operations for PCBC studio rentals including ISDN and Comrex connections.
- Light audio production.
- Automation systems back-up operator.

Knowledge, Skills and Abilities

- Bachelor's Degree in a technical discipline, trade school, military or direct experience preferred.
- Minimum of 5 years broadcast operations and engineering experience; breadth of experience and versatility is essential.
- Strong team player with a commitment to relationship-building along with strong verbal and written communication skills to interact effectively with all employees at varying levels of technical and operational proficiency.
- Knowledge and proficiency in Microsoft Office and other operating systems.
- Working knowledge of HVAC and facility management.
- Excellent communication skills.
- Understanding of and passion for the mission of Pittsburgh Community Broadcasting Corporation.

Physical Requirements

- May require the climbing of ladders and working on elevated surfaces.
- Must be able to lift 50+ lbs. with reasonable accommodation
- Good manual dexterity for soldering and use of hand or power tools.
- Able to stand, walk, crouch and reach while performing the duties of this job.
- Able to travel to transmitter sites at remote locations.

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.

TAGS: [90.5 STATION NEWS \(/TERM/905-STATION-NEWS\)](/TERM/905-STATION-NEWS) [EMPLOYMENT \(/TERM/EMPLOYMENT\)](/TERM/EMPLOYMENT)



Tweet (<http://twitter.com/intent/tweet?>

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



Share (<http://facebook.com/sharer.php?>

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



Email ([mailto:?](mailto:)

subject=PCBC%20Seeks%20Operations%20%26%20Engineering%20Technician&body=http%3A%2F%2Fwww.tinyurl.com?

[\(https://www.facebook.com/905wesa/\)](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 \(http://bit.ly/1OVfj8I\)](http://bit.ly/1OVfj8I)

[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 \(http://pittsburghcommunitybroadcasting.org/\)](http://pittsburghcommunitybroadcasting.org/)

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

© 2019 90.5 WESA

Exhibit 7

Underwriting Account Executive (8/27/2018)

Recruitment Source Documentation

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



LOADING...

PCBC Seeks Underwriting Executive

By EBAISLEY • MAY 9, 2018

[Tweet \(https://web.archive.org/web/20180625140857/http://twitter.com/intent/tweet?url=http%3A%2F%2Fwww.tinyurl.com%2Fyah5x4jc&text=PCBC%20Seeks%20Underwriting%20Executive\)](https://web.archive.org/web/20180625140857/http://twitter.com/intent/tweet?url=http%3A%2F%2Fwww.tinyurl.com%2Fyah5x4jc&text=PCBC%20Seeks%20Underwriting%20Executive)

[Share \(https://web.archive.org/web/20180625140857/http://www.facebook.com/sharer/sharer.php?u=http%3A%2F%2Fwww.tinyurl.com%2Fyah5x4jc\)](https://web.archive.org/web/20180625140857/http://www.facebook.com/sharer/sharer.php?u=http%3A%2F%2Fwww.tinyurl.com%2Fyah5x4jc)

Pittsburgh Community Broadcasting Corporation Job Posting

POSITION: Corporate Underwriting Account Executive

STATUS: Full-time, exempt

REPORTS TO: Director of Corporate Support

AVAILABLE: Immediately

Download position description (pdf)
(https://web.archive.org/web/20180625140857/http://wesa.fm/file/31335#stream/0)

[The Opportunity](https://web.archive.org/web/20180625140857/http://mediad.publicbroadcasting.net/p/wesa/files/styles/x_large/public/images/2018/05/20180509_1000x600px/PCBC%20Seeks%20Underwriting%20Executive.pdf)

Pittsburgh Community Broadcasting Corporation ("PCBC") is seeking an experienced and successful underwriting sales executive to join its team, to represent WESA and 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. This is a key role in our organization. **The focus of this position is new business development**, which will represent a significant portion of the organization's revenue. This individual will also manage a modest portfolio of underwriting business.

Job Responsibilities

In addition to focusing on new business development, the individual will be responsible for the following:

- Working to learn the organizational structure and sales process for PCBC
- 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

Effective development of new business while managing assigned list of accounts
 Responsible for weekly/monthly activity tracking and projecting and forecasting future results, and reporting 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 (3) 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.

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 more than 200,000 Southwestern Pennsylvanians each week through radio programming, online and mobile services, and in-person events. PCBC 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.

- 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 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 underwritingexecutive@wesa.fm. 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.

TAGS: [90.5 STATION NEWS \(/WEB/20180625140857/HTTP://WESA.FM/TERM/905-STATION-NEWS\)](https://web.archive.org/web/20180625140857/http://wesa.fm/term/905-station-news)

[Tweet \(https://web.archive.org/web/20180625140857/http://twitter.com/intent/tweet?url=http%3A%2F%2Fwww.tinyurl.com%2Fyah5x4jc&text=PCBC%20Seeks%20Underwriting%20Executive\)](https://web.archive.org/web/20180625140857/http://twitter.com/intent/tweet?url=http%3A%2F%2Fwww.tinyurl.com%2Fyah5x4jc&text=PCBC%20Seeks%20Underwriting%20Executive)

[Share \(https://web.archive.org/web/20180625140857/http://www.tinyurl.com/yah5x4jc\)](https://web.archive.org/web/20180625140857/http://www.tinyurl.com/yah5x4jc)



http://wesa.fm/post/pcbc-seeks-underwriting-executive

Go

MAY JUN JUL (HTTPS://WEB.ARCHIVE.ORG/WEB/2018072615307

4 captures (/web/*/http://wesa.fm/post/pcbc-seeks-underwriting-executive)

25

(https://web.archive.org/web/20180726153047/htn://

25 Jun 2018 - 27 Jul 2018

2017 2018 2019

About this capture

(https://web.archive.org/web/20180625140857/https://twitter.com/905wesa)

(https://web.archive.org/web/20180625140857/https://www.instagram.com/905wesa)

Public File for Pittsburgh Community Broadcasting Corporation (https://web.archive.org/web/20180625140857/https://publicfiles.fcc.gov/)

About Us (https://web.archive.org/web/20180625140857/http://wesa.fm/about-us)

Staff (https://web.archive.org/web/20180625140857/http://wesa.fm/people/capacity/staff)

Contact Us (https://web.archive.org/web/20180625140857/http://wesa.fm/contact-us)

eNewsletter Signup (https://web.archive.org/web/20180625140857/http://bit.ly/1OVfj8l)

Employment (https://web.archive.org/web/20180625140857/http://wesa.fm/topic/905-wesa-employment-opportunities)

Community Calendar (https://web.archive.org/web/20180625140857/http://wesa.fm/community-calendar#stream/0)

Archives (https://web.archive.org/web/20180625140857/http://wesa.fm/archives#stream/0)

Help with Streaming (https://web.archive.org/web/20180625140857/http://wesa.fm/post/having-problems-our-stream)

90.5 WESA Privacy & Terms of Use (https://web.archive.org/web/20180625140857/http://wesa.fm/privacy-terms-use)

© 2018 90.5 WESA

Courtnae Turko

From: Courtnae Turko
Sent: Wednesday, May 9, 2018 10:16 AM
To: Elizabeth Baisley
Subject: job posting
Attachments: sales job posting.docx

Hi Elizabeth,

Can you please post the attached job to both websites? Also, do you know who was responsible to reaching out to other job sites prior to my hiring? I'm just wondering if we have existing contacts or accounts that I can use to post jobs.

Thanks,

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



Courtnae Turko

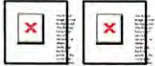
From: Courtnae Turko
Sent: Tuesday, July 24, 2018 9:37 AM
To: Elizabeth Baisley
Subject: Underwriting posting

Good Morning Elizabeth,

When you have a moment, can you remove the posting for the underwriting position?

Thank you,

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



Pittsburgh Community Broadcasting Corporation

Job Posting

POSITION: Corporate 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 WESA and 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. This is a key role in our organization. **The focus of this position is new business development**, which will represent a significant portion of the organization's revenue. This individual will also manage a modest portfolio of underwriting business.

Job Responsibilities

In addition to focusing on new business development, the individual will be responsible for the following:

- Working to learn the organizational structure and sales process for PCBC
- 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 (3) 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.

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 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 underwritingexecutive@wesa.fm. 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 » [Corporate Underwriting Account Executive](#)

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

Currently there is no published revision of this node.

Revision	Title	Date	Revision actions	Moderation actions
120468	Corporate Underwriting Account Executive Created by Courtnae Turko. Revised by Courtnae Turko	2019-03-06 10:16	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 10:06 by elainemah • From <i>Draft</i> --> <i>Needs Review</i> on 2019-03-06 09:21 by Courtnae Turko • From <i>Needs Review</i> --> <i>Draft</i> on 2018-08-10 11:01 by Anonymous (not verified) • From <i>Published</i> --> <i>Needs Review</i> on 2018-08-10 11:01 by Anonymous (not verified) • From <i>Needs Review</i> --> <i>Published</i> on 2018-05-10 11:15 by elainemah • From <i>Draft</i> --> <i>Needs Review</i> on 2018-05-10 11:01 by Courtnae Turko



View draft Edit draft Moderate

Revision state: *Needs Review*

Most recent revision: *Yes*



Edit

Corporate Underwriting Account Executive

Job Description:

Pittsburgh Community Broadcasting Corporation

POSITION: Corporate 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 WESA and 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. This is a key role in our organization. **The focus of this position is new business development**, which will represent a significant portion of the organization's revenue. This individual will also manage a modest portfolio of underwriting business.

Job Responsibilities

In addition to focusing on new business development, the individual will be responsible for the following:

- Working to learn the organizational structure and sales process for PCBC
- 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 (3) 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.

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 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 underwritingexecutive@wesa.fm. 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:

Business/Sales

🕒 Job Type:

Full time

📎 Send Application Materials To:

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

🌐 Website:

Underwriting Account Executive

✉ Email:

underwritingexecutive@wesa.fm

📻 Job Field:

Radio

Courtnae Turko

From: Nonprofit Talent | Job Board <info@nonproftalent.com>
Sent: Thursday, May 10, 2018 10:29 AM
To: Courtnae Turko
Subject: Your Nonprofit Talent order receipt from May 10, 2018



Thank you for your order

Your order has been received and is now being processed. Your order details are shown below for your reference:

Order #10105 (May 10, 2018)

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

Billing address

B4

New Pittsburgh Courier

CLASSIFIED

MAY 16-22, 2018

www.newpittsburghcourier.com

JOB OPPORTUNITIES

Help Wanted

UNDERWRITING SALES EXECUTIVE

Pittsburgh Community Broadcasting Company is an independent, locally owned, community-supported public media organization and is home to Pittsburgh's NPR News station, 90.5 WESA and 91.3 WYEP, home of Pittsburgh's Adult Alternative Music. PCBC is seeking an experienced and successful underwriting sales executive to join its team, to represent WESA/WYEP with businesses and organizations in the Pittsburgh region. This is a key role in our organization and this individual will be responsible for new business development. For complete job description and to apply, go to: www.wesa.fm and follow the employment link. Please no phone calls. PCBC is an Equal Opportunity Employer and actively seeks diversity in its workforce.

ADMINISTRATIVE ASSISTANT, WORKPLACE CAMPAIGN United Way of Southwestern Pennsylvania

The United Way of Southwestern Pennsylvania is seeking an Administrative Assistant to work under the direct supervision of the Vice President - Workplace Campaign. This

JOB OPPORTUNITIES

Help Wanted

POLICE OFFICERS CITY OF ALIQUIPPA

Qualified persons are invited to apply to the City of Aliquippa Civil Service Commission to take competitive examinations leading to eligibility for appointment as a Police Officer in the City of Aliquippa Police Department. An application form may be obtained beginning May 14, 2018 at the City Building, 581 Franklin Avenue, between the hours of 8:00 AM and 4:00 PM, Monday through Friday. Completed applications must be returned by 4:00 PM, May 25, 2018, with a \$35.00 non-refundable application fee payable to the City of Aliquippa. **REQUIREMENTS:** At the time of application applicants are required to be Act 120 Certified or have successfully completed Act 120 Training with the State Exam successfully completed by date of conditional hire, have a high school diploma or GED, be a minimum of 18 years of age, hold a valid motor vehicle operator's license issued by the Commonwealth of Pennsylvania, be a U.S. Citizen and be physically and mentally fit to perform duties of a police officer. Successful applicants must meet all other Civil Service requirements. **Women and Minorities Are**

SONNY BOY

5	3	9
0	4	8
7	2	6



LEGAL ADVERTISING

Legal Notices

ARTICLES OF INCORPORATION NONPROFIT CORPORATION

Jay Arthur Gilmer, Esq., 5700 Bunkerhill Street, Apartment 2207, Pittsburgh, PA 15206, JayGilmer@verizon.net. Notice is hereby given that Articles of Incorporation were filed with the Department of State of the Commonwealth of Pennsylvania on May 7, 2018.

LEGAL ADVERTISING

Bids/Proposals

ARTICLE 1 - ADVERTISEMENT PORT AUTHORITY OF ALLEGHENY COUNTY ADVERTISEMENT

Separate sealed Bids for the Work as listed hereinafter will be received the Purchasing and Materials Management Department of Port Authority of Allegheny County (Authority) Heinz 57 Center, 345 Sixth Avenue, Third Floor, Pittsburgh, Pennsylvania, 15222-2527 until 1:30 p.m. on June 20, 2018 and will be publicly opened and read immediately thereafter at the same address. Each Bidder shall be solely responsible for assuring that the Bid is both received and time stamped by a representative of the P

LEGAL ADVERTISING

Bids/Proposals

JOB OPPORTUNITIES

Help Wanted

CRITICAL NEEDS SPECIALIST

JFCS Squirrel Hill Food Pantry is hiring a Critical Needs Specialist responsible for assisting clients facing multiple barriers to self-sufficiency access available services and identify solutions to overcome challenges. Apply at www.jfcs.org

BUSINESS ANALYST-CLINICAL DOCUMENTATION IMPROVEMENT

MModal Services, Ltd. seeks a Business Analyst-Clinical Documentation Improvement in Pittsburgh, PA to oversee & increase use of M*Modal's leading edge clinical documentation improvement solution suite. BS & 2 yrs. To apply please send resumes to: **1710 Murray Avenue Attn: Lisa Bush Pittsburgh, PA 15217**

UNDERWRITING SALES EXECUTIVE

Pittsburgh Community Broadcasting Company is an independent, locally owned, community-supported public media organization and is home to Pittsburgh's NPR News station, 90.5 WESA and 91.3 WYEP, home of Pittsburgh's Adult Alternative Music. PCBC is seeking an experienced and successful underwriting sales executive to join its team, to represent WESA/WYEP with businesses and organizations in the Pittsburgh region. This is a key role in our organization and this individual will be responsible for new business development. For complete job description and to apply, go to: www.wesa.fm and follow the employment link. Please no phone calls. PCBC is an Equal Opportunity Employer and actively seeks diversity in its workforce.

WPXI - NEWS PRODUCER WANTED

Job Description:
WPXI is seeking a full-time newscast producer with great writing, news judgment and creativity to help drive the best local newscasts in Pittsburgh.
The ideal candidate will produce newscasts with a focus on breaking news, severe weather, local news, and live shots.
We're looking for a naturally curious, competitive producer who is a team player, a strong leader, and

JOB OPPORTUNITIES

Help Wanted

**NIGHT MONITOR
Healing Children & Families**

Since 1953, Auberle has been dedicated to transforming the lives of children, youth & families. Auberle is a nationally recognized human service agency serving 3,800+ children & families each year. Seeking to fill FT Night Monitor (11 p.m. - 7:00 a.m. shift) positions to mentor, build strong, consistent relationships and see to the safety of the youth during non-awake hours. If you are highly motivated, passionate about youth and interested in making a difference, visit www.auberle.org to apply. EOE

**TOCQUEVILLE
DEVELOPMENT OFFICER,
MAJOR GIFT PROGRAMS
United Way of Southwestern
Pennsylvania, Pittsburgh Office**

United Way of Southwestern PA (UWSWPA) focuses on solving the pressing issues you care about by bringing together the entire community - policymakers, corporate leaders, excellent agency partners, and individuals you who want to help - to assist our neighbors in need and develop long-term solutions. No other single local non-profit can mobilize all of these partners and bring them together to achieve results. Together we have the opportunity to transform the lives of so many people throughout Pennsylvania and accomplish long-lasting impact. UWSWPA is seeking a professional to be responsible for managing Tocqueville Society members (donors contributing \$10,000+ annually) and planned giving donor relationships. In addition, the Tocqueville Development Officer will have the responsibility of assisting in the implementation of a comprehensive planned giving program. This work will include, but not limited to, developing and managing relationships with specific assigned donors and prospects with the capacity to give \$10,000 or more on an annual basis along with collaborating with other officers to lead the planning and coordination of activities related to the planned giving program. Bachelor's Degree required (Minimum); and five plus years of non-profit fundraising experience, with at least three of those years in

SONN

0	9	3
6	4	1
8	2	5

JOB OPPORTUNITIES

Help Wanted

BEHAVIORAL NEUROLOGIST

University of Pittsburgh Physicians seeks a Behavioral Neurologist to work in Pittsburgh (Allegheny County), PA. Specialize in changes to a person's behavior, personality, or intellect due to brain damage; treat diseases and injuries resulting from head trauma, head injury, closed head injury, brain injury, traumatic brain injury, dementia, Alzheimer's Disease, amnesia, anoxia, cerebrovascular accident (stroke), and alcohol intoxication. M.D. or foreign equivalent; completion of graduate medical training in Internal Medicine/Neurology; valid Pennsylvania medical license or eligibility for licensure. Must have a Medical degree of foreign equivalent; must have completed graduate medical training in Internal Medicine/Neurology and must have a valid PA medical license or eligibility for licensure. Apply by following these steps; visit <http://careers.upmc.com> and enter 180000MJ in the "Search Keyword/Job ID" field and click Go. EOE.



ANNOUNCEMENTS

Meetings

MEETING CANCELLED

The Housing Authority of the City

ANNOUN

Pub

A

Notice is heret information cor Annual Action F munity Develop Partnerships Pr (ESG) funds. period, the U. had not provide allocation amou \$3,177,459.00. Some projects new projects w project informat ESG. Most pro are being made **CDBG NEW I** tion \$45,000.00 \$100,500.00; M struction \$60,0 \$20,400.00; MI ADA Access Pr Handicap Ram Lincoln Avenue Borough Buildi - Kable Way St Borough - Baya Ben Avon Borou eny County Ec Fund \$575,753 **DROPPED PR** HSO012 - Multi buck Township **DECREASED** System Trainin Delivery ACED



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



Underwriting Account Executive

Pittsburgh Community Broadcasting Corporation Pittsburgh, Pennsylvania

⊗ This job is no longer accepting applications

Pittsburgh Community Broadcasting Corporation

Job Posting

POSITION: Corporate 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 WESA and 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. This is a key role in our organization. The focus of this position is new business development, which will represent a significant portion of the organization's revenue. This individual will also manage a modest portfolio of underwriting business.

Job Responsibilities

In addition to focusing on new business development, the individual will be responsible for the following:

- Working to learn the organizational structure and sales process for PCBC;

How you match ?

Criteria provided by job poster

Skills

- ✓ Management
- ✓ Broadcasting
- ⊗ Nonprofit Organizations
- ⊗ Sales
- ⊗ Cold Calling
- ⊗ Communication
- ⊗ Underwriting
- ⊗ Radio

Level of education

- ✓ Bachelor's Degree

Contact the job poster



Courtnae Turko,
SHRM-SCP

Director, Human ...

PREMIUM

[Send InMail](#)

Job Details

- 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;

Seniority Level

Mid-Senior level

Industry

Non-profit Organization Management

Employment Type

Full-time

Job Functions

Sales

- 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 (3) 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.

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 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 and a detailed resume highlighting your specific qualifications to underwritingexecutive@wesa.fm. 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.

Overview Jobs Candidates Career Page

Find Candidates...

Post a Job

Back to all jobs

Corporate Underwriting Account Executive

Pittsburgh Community Broadcasting Corporation – Pittsburgh, PA

Views: 739

Candidates: 45

Status: Closed – open

Created: May 14 2018

Clicks

Your job

Clicks this week

0

Increase Budget for More Clicks



View public job page

Promote this job for more candidates:

Success

Cancel

Stop

Candidates

Awaiting Review

32

Total (excluding rejected)

32

13 Rejected

Discover your top applicants faster by sending a free assessment



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

Change Assessment

Job Description

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 WESA and 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. This is a key role in our organization. The focus of this position is new business development, which represents a significant portion of the organization's revenue. This individual will also manage a modest portfolio of underwriting business.

Job Responsibilities

In addition to focusing on new business development, the individual will be responsible for the following:

- Working to learn the organizational structure and sales process for PCBC;
- 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;

Help us improve



Indeed helps me find qualified candidates:

1 Strongly Disagree 2 Disagree 3 Neutral 4 Agree 5 Strongly Agree

Submit your feedback

- 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 (3) 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.

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 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 email a cover letter, a detailed resume highlighting your specific qualifications. 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.

Job Types: Full-time, Commission

Application Questions

You have requested that Indeed ask candidates the following questions:

- How many years of Sales experience do you have?

Help us improve ✕

Indeed helps me find qualified candidates: act

1 2 3 4 5
Strongly Disagree Disagree Neutral Agree Strongly Agree

Submit your feedback

Exhibit 8

IT Manager (8/20/2018)

Recruitment Source Documentation

- PCBC website
- Nonprofit Talent
- New Pittsburgh Courier
- LinkedIn
- Indeed

90.5 WESA Content (/admin/content) Users (/admin/people)

Hello ebaisley (/user) Log out (/user/logout)

Configure Corepublisher (/corepublisher/config) Add Content (/node/add) Find Content (/admin/content) Manage Queues (/admin/content/table-queue/overview) Layout (/admin/structure/layout) Reports (/admin/reports/local-content) Sitewide Alert (/admin/config/pi/sitewide-alert) Manage Community Calendar (/admin/community-calendar) [Donate \(https://goo.gl/3O4YS3\)](https://goo.gl/3O4YS3)

▶ 90.5 WESA
1A



[View \(/post/pcbc-seeks-it-manager\)](/post/pcbc-seeks-it-manager)

[Edit \(/node/112547/edit\)](/node/112547/edit)

UNPUBLISHED

PCBC Seeks IT Manager

By EBAISLEY • JUN 27, 2018

[Tweet \(http://twitter.com/intent/tweet?url=http%3A%2F%2Fwww.tinyurl.com%2Fy2gwvx7&text=PCBC%20Seeks%20IT%20Manager\)](http://twitter.com/intent/tweet?url=http%3A%2F%2Fwww.tinyurl.com%2Fy2gwvx7&text=PCBC%20Seeks%20IT%20Manager)

[Share \(http://facebook.com/sharer.php?u=http%3A%2F%2Fwww.tinyurl.com%2Fy2gwvx7&t=PCBC%20Seeks%20IT%20Manager\)](http://facebook.com/sharer.php?u=http%3A%2F%2Fwww.tinyurl.com%2Fy2gwvx7&t=PCBC%20Seeks%20IT%20Manager)

[Google+ \(https://plus.google.com/share?url=http%3A%2F%2Fwww.tinyurl.com%2Fy2gwvx7\)](https://plus.google.com/share?url=http%3A%2F%2Fwww.tinyurl.com%2Fy2gwvx7)

[Email \(mailto:?subject=PCBC%20Seeks%20IT%20Manager&body=http%3A%2F%2Fwww.tinyurl.com%2Fy2gwvx7\)](mailto:?subject=PCBC%20Seeks%20IT%20Manager&body=http%3A%2F%2Fwww.tinyurl.com%2Fy2gwvx7)

Pittsburgh Community Broadcasting Job Posting

POSITION: IT Manager
STATUS: Full-time, exempt
REPORTS TO: Director of Finance and Administration
AVAILABLE: Immediately

Download this document (pdf) (http://mediad.publicbroadcasting.net/p/wesa/files/it_manager_job_posting.pdf?_ga=2.193603437.1325640358.1530106456-814351741.1512132553)



The Opportunity
Pittsburgh Community Broadcasting Corporation (PCBC) is seeking an experienced IT Manager to oversee all IT functions for the company. This position is charged with maintaining and managing the company's information technology assets and operations, and will be responsible for the design and implementation of IT systems and policies. The goal will be to assure that the desktops, servers, network and other IT systems work reliably and effectively and that the company's IT policies are in line with current standards.

This is a newly created position that will manage IT systems for a growing and vibrant broadcast company with a complex technical

environment. Resourcefulness is a necessary skill in this role, as is the ability to operate independently as a single point of contact for IT related matters. This individual should be able to diagnose and resolve IT problems quickly and should have the patience to communicate with a variety of interdisciplinary teams and users with varying levels of IT experience. This position will need to work cooperatively with the broadcast engineering and digital operations staff in sharing key technical resources.

Primary Responsibilities

- Manage our information technology, computer and electronic data systems
- Install, configure and maintain hardware, software and networks
- Work with broadcast engineering to efficiently and effectively share network resources
- Monitor system performance and troubleshooting issues
- Design, develop, implement and coordinate systems, policies and procedures including a maintenance log for all equipment
- Ensure security and efficiency of data, network access and backup systems
- Devise and establish IT policies and systems to support the strategies set by upper management and the business requirements each department
- Oversee annual budget and ensure cost effectiveness

Requirements

- BS in Computer Science, MIS or similar field
- Proven experience as IT Manager or similar role
- Proven ability to install, configure and upgrade software and hardware, manage accounts and workstations manage network servers and technology tools, monitor performance and maintain systems, troubleshoot issues and outages
- Experience with databases, networks (LAN, WAN) and patch management
- Knowledge of system security (e.g. intrusion, prevention/detection/mitigation systems) and data backup/recovery
- Resourcefulness and problem-solving aptitude
- Experience in set up and maintaining Windows, Mac, and Linux workstations and servers
- Strong interpersonal & analytical skills
- Excellent communication skills
- Understanding of and passion for the mission of Pittsburgh Community Broadcasting Corporation

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 (mailto: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.

TAGS: 20.5 STATION NEWS (TERM/905-STATION-NEWS)

 [Tweet \(http://twitter.com/intent/tweet?url=http%3A%2F%2Fwww.tinyurl.com%2F%2gwwxp7&text=PCBC%20Seeks%20IT%20Manager\)](https://twitter.com/intent/tweet?url=http%3A%2F%2Fwww.tinyurl.com%2F%2gwwxp7&text=PCBC%20Seeks%20IT%20Manager)

 [Share \(https://facebook.com/sharer.php?u=http%3A%2F%2Fwww.tinyurl.com%2F%2gwwxp7&t=PCBC%20Seeks%20IT%20Manager\)](https://facebook.com/sharer.php?u=http%3A%2F%2Fwww.tinyurl.com%2F%2gwwxp7&t=PCBC%20Seeks%20IT%20Manager)

 [Google+ \(https://plus.google.com/share?url=http%3A%2F%2Fwww.tinyurl.com%2F%2gwwxp7\)](https://plus.google.com/share?url=http%3A%2F%2Fwww.tinyurl.com%2F%2gwwxp7)

 [Email \(mailto:3subject@PCBC%20Seeks%20IT%20Manager&body=http%3A%2F%2Fwww.tinyurl.com%2F%2gwwxp7\)](mailto:3subject@PCBC%20Seeks%20IT%20Manager&body=http%3A%2F%2Fwww.tinyurl.com%2F%2gwwxp7)

[\(https://www.facebook.com/905wesa/\)](https://www.facebook.com/905wesa/)

[\(https://twitter.com/905wesa\)](https://twitter.com/905wesa)

[\(https://www.instagram.com/905wesa\)](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 \(<https://publicfiles.fcc.gov/>\)](#)

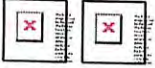
© 2019 90.5 WESA

Courtnae Turko

From: Courtnae Turko
Sent: Wednesday, June 27, 2018 3:19 PM
To: Elizabeth Baisley
Subject: Re: ahhhhh

Looks great. Thank you!

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



From: Elizabeth Baisley
Sent: Wednesday, June 27, 2018 3:13 PM
To: Courtnae Turko
Subject: Re: ahhhhh

<http://wesa.fm/post/pcbc-seeks-it-manager#stream/0>



PCBC Seeks IT Manager

wesa.fm

Pittsburgh Community Broadcasting Job Posting POSITION:
IT Manager STATUS: Full-time, exempt REPORTS TO: Director
of Finance and Administration AVAILABLE:

<http://wesa.fm/topic/905-wesa-employment-opportunities#stream/0>

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

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: Wednesday, June 27, 2018 at 1:46 PM
To: Elizabeth Baisley <ebaisley@wesa.fm>
Subject: Re: ahhhhh

Thanks so much

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



From: Elizabeth Baisley
Sent: Wednesday, June 27, 2018 1:45 PM
To: Courtnae Turko
Subject: Re: ahhhhh

Got it. Will get this posted today.

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: Wednesday, June 27, 2018 at 1:39 PM

Courtnae Turko

From: Nonprofit Talent | Job Board <info@nonproftalent.com>
Sent: Wednesday, June 27, 2018 1:41 PM
To: Courtnae Turko
Subject: Your Nonprofit Talent order receipt from June 27, 2018



Thank you for your order

Your order has been received and is now being processed. Your order details are shown below for your reference:

Order #10766 (June 27, 2018)

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

Billing address

*Courtnae Turko
Pittsburgh Community Broadcasting Corporation*

JOB OPPORTUNITIES

Help Wanted

DV LEGAL ADVOCATE

FT, Legal Advocacy Dept. of local non-profit agency. Responsible for counseling victims of domestic violence and court accompaniment. Knowledge of domestic violence issues. Min. BS or equiv. plus one year crisis exper. Must have Act 33/34 & FBI clearances. Salary high \$20's plus exc. Benefits. Send resume, cover letter, and salary requirements by 7/13/2018 to: halereadj@wcpittsburgh.org EOE

WATER RESOURCE PLANNER

Participate in the development, implementation and administration of water resource planning and stormwater management programs. Communication, organizational, analytical and database/computer skills. Bachelor's degree in Planning, Public Administration, Environmental Biology, Environmental Education. Details @ www.spcregion.org. Letter of interest, resume and salary history to hr@spcregion.org EEO/AA/M/F/Vet/Disability Employer

MUNICIPAL MANAGER, PENN HILLS, PA

Salary DOQ; exc. benefits. Req. MPA/related field + 10 yrs. progressive administrative experience. Reports to 5-member Mayor and Council. Strong knowledge of municipal management, budget, finances, personnel, labor contract admin.; strong communication, interpersonal, public relations, leadership, decision-making, community and business relation skills. Residency req. within 1 yr. of appt. Resume, cover letter and references to: **Manager Search Committee, Municipality of Penn Hills, 102 Duff Road, Pittsburgh, PA 15235 by July 27, 2018.** No telephone inquiries. Emails will not be accepted.

IT MANAGER

Pittsburgh Community Broadcasting Company is an independent, locally owned, community-supported public media organization and is home to Pittsburgh's NPR News station, 90.5 WESA and 91.3 WYEP, home of Pittsburgh's Adult Alternative Music. PCBC is seeking an experienced and successful IT Manager to join its team. This is

JOB OPPORTUNITIES

Help Wanted

TRANSPORTATION PLANNER (SOUTHWESTERN PENNSYLVANIA COMMISSION)

Assist with the development, implementation, and administration of various regional transportation programs. Degree in Planning, Public Administration or related field with a minimum of 2 years experience. Details at www.spcregion.org EEO/AA/M/F/Vet/Disability Employer

MANAGER - EMPLOYEE RELATIONS

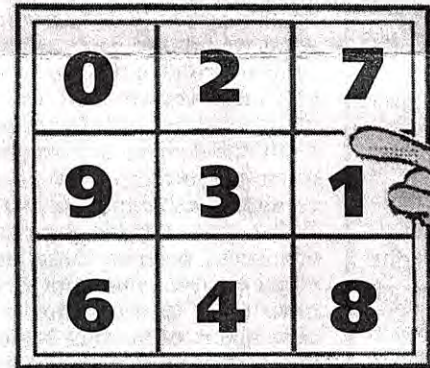
Port Authority is seeking a Manager - Employee Relations to be a representative in activities involved in contract interpretation and administration, grievance, discipline, and mediation/arbitration cases with employees. Provides advice to managers, employees, and Employee Relations Representatives regarding the interpretation and implementation of various laws and agreements, including Port Authority's company policies and procedures affecting terms and conditions of employment. Oversees the administration of Family Medical Leave Act (FMLA), attendance tracking and unemployment compensation. Direct activities of Employee Relations staff members and FMLA / Attendance Administrator within assigned operating locations.

Job requirements include:

- BA/BS degree in Industrial Relations/Labor Relations, Human Resources Management, or related field from an accredited school.
 - Minimum of two (2) years supervisory experience.
 - Minimum of five (5) years experience in the area of employee/industrial relations, including a minimum of three (3) years in a unionized environment.
 - Knowledge of labor and employment laws.
 - Professional, effective and interpersonal communication skills.
 - Demonstrated ability in the use of Windows, Microsoft Word and Excel.
 - Good organizational skills.
 - Valid PA driver's license.
- Preferred attributes:
- General Human Resource experience.
 - Updated knowledge of laws governing human resource functions.

Port Authority

SONNY B



ANNOUNCEMENTS

Public Notice

ANNOUNCEMENTS

Public Notice

NOTICE CITY OF PITTSBURGH

Notice is hereby given that the following amendments are being made to the City of Pittsburgh's Community Development Block Grant Program.

PROJECT	YEAR	ORIGINAL AMOUNT	NEW AMOUNT	CH
Poise Foundation	2014	\$75,000.00	\$61,300.00	-\$
Eastside Neighborhood Employment Center	2014	\$0.00	\$11,000.00	+
Brothers & Sisters Emerging	2014	\$0.00	\$2,700.00	+
Poise Foundation	2015	\$75,000.00	\$71,000.00	-\$
Eastside Neighborhood Employment Center	2015	\$0.00	\$4,000.00	+
Poise Foundation	2016	\$75,000.00	\$21,000.00	-\$
Brothers & Sisters Emerging	2016	\$0.00	\$8,500.00	+
Kings of Kings/Higher Living	2016	\$0.00	\$4,500.00	+
Reading is Fundamental	2016	\$0.00	\$8,500.00	+
Earthen Vessels	2016	\$0.00	\$7,000.00	+
Eastside Neighborhood Employment Center	2016	\$0.00	\$8,500.00	+
Habitat for Humanity	2016	\$0.00	\$8,500.00	-
Afro-American Music Institute	2016	\$0.00	\$8,500.00	-
Poise Foundation	2017	\$75,000.00	\$5,000.00	-
Big Brothers/Big Sisters	2017	\$0.00	\$5,000.00	-
Naomi's Place	2017	\$0.00	\$15,300.00	-
Brothers & Sisters Emerging	2017	\$0.00	\$10,000.00	-
Urban Academy	2017	\$0.00	\$15,300.00	-
Earthen Vessels	2017	\$0.00	\$8,400.00	-
Reading is Fundamental	2017	\$0.00	\$10,000.00	-

this individual will be responsible for all technology maintenance and updates. For complete job description and to apply, go to: www.wesa.fm and follow the employment link. Please no phone calls. PCBC is an Equal Opportunity Employer and actively seeks diversity in its workforce.

FULL-TIME POLICE OFFICER WEST MIFFLIN BOROUGH

Qualified persons are invited to apply to the Borough of West Mifflin Civil Service Commission to take competitive examinations to establish a Full-Time Police Officer Eligibility List.

General Requirements:

Candidates, **at the time of application must:** (1) Possess a diploma from an accredited high school or a graduate equivalency diploma (GED); (2) Be Act 120 Certified under the Municipal Police Officers Education and Training Act (Act 120), or shall have successfully completed Act 120 Training and successfully passed the final exam, (3) Be a United States Citizen; (4) Be physically and mentally fit to perform the full duties of a police officer; (5) Be at least twenty-one (21) years of age; and (6) Possess a valid motor vehicle license and be legally eligible to operate a motor vehicle in the Commonwealth of Pennsylvania. Also, (7) Candidates must have successfully completed at least sixty (60) college credits at an accredited university, or served in one of the US Military branches with at least two (2) years active duty, or four (4) years reserves with honorable discharge, or worked at least one (1) year as a full-time police officer, and/or at least three (3) years as a part-time police officer. Residency Requirement: Applicants, if selected, must within six (6) months of the successful completion of the probationary period obtain residency within twelve (12) air miles a border of the Borough of West Mifflin

Successful applicants must also meet all the requirements of the Borough's Civil Service Rules and Regulations that will include a background investigation, and if selected, be required to successfully pass a physical and psychological examination.

An application form and details of the selection process may be obtained at the West Mifflin Borough Building, located at 1020 Lebanon Road, 15122, West Mifflin PA. A completed application, with a Fifty Dollar {\$50.00} non-refundable application fee, must be filed by 4:00pm Monday, July 30, 2018 at the West Mifflin Borough Building.

The written test and physical agility test will be conducted at the Allegheny County Police Academy on Tuesday, August 7, 2018 at 9:00AM.

An Equal Opportunity Employer

We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (*with salary requirements*) and resume to:

Inez Colon
Employment Department
345 Sixth Avenue, 3rd Floor
Pittsburgh, PA 15222-2527
IColon@portauthority.org
EOE

ANNOUNCEMENTS

Meetings

HOUSING OPPORTUNITY FUND ADVISORY BOARD MEETING

In accordance with the Pennsylvania Sunshine Act, 65 Pa.C.S.A. §§ 701 et seq., notice is hereby given that the Urban Redevelopment Authority of Pittsburgh (URA) is hosting a Housing Opportunity Fund (HOF) Advisory Board Meeting on Friday, July 13 at 9:00 AM at the URA's offices located at 200 Ross Street, 13th floor, Pittsburgh, PA 15219. The HOF was created by the City of Pittsburgh to help support the development and preservation of affordable and accessible housing in the City. The 17-member advisory board was appointed to help oversee the Fund. The HOF Advisory Board Meeting is open to the public.

Jessica Smith Perry
Deputy Housing Director
Urban Redevelopment Authority
of Pittsburgh
200 Ross Street,
Pittsburgh, PA 15219
412-255-6575
jsmithperry@ura.org
www.ura.org

LEGAL ADVERTISING

Legal Notices

Estate Notices

Letters have been granted on the estate of each of the following decedents to the personal representative named who request all persons having claims against the estate of the decedent to make known the same in writing to him or his attorney, and all persons indebted to the decedent to make payment to him without delay:

Estate of **GARY NATHAN PARKER**, Deceased of Pittsburgh, PA No. 03576 of 2018 Administratrix Diana James, 2376 E. 37th Street, Cleveland, OH 44115 or to Thelma C. Spells, Esquire, Atty., 1533 Bidwell Street, Pittsburgh, PA 15233.

Estate of **TAMIKA BOLT** deceased, of Pittsburgh, PA File Number is 031562018. The Administrator of the Estate is Andrew Stewart, but all correspondence should be sent to Quinntarra Morant, Esq. at Kraemer, Manes & Associates, LLC US Steel Tower, 48th Floor, 600 Grant St., Suite 4875, Pittsburgh, PA 15219

**COURIER CLASSIFIEDS...
 THE ONLY
 WAY TO GO!**

The City of Pittsburgh is requesting comments on its proposed us and on the City's past CDBG performance. Comments may be se

Michael Petrucci
Assistant Director for Commun
Office of Management ar
200 Ross Street, Sui
Pittsburgh, PA 152

It is requested that comments be sent in no late

LEGAL ADVERTISING

Legal Notices

CHANGE OF NAME

In the Court of Common Pleas of Allegheny County, Pennsylvania: No. GD-18-5407 Term, 2018 In re Petition of Leanne Elizabeth McKeelvey for change of name to Leanne Elizabeth Dallaba. To all persons interested: Notice is hereby given that an order of said Court authorized the filing of said petition and fixed the 25th day of July, 2018, at 9:45 A.M., as the time and the Motions Room, City-County Building Pittsburgh, Pennsylvania, as the place for a hearing, when and where all persons may show cause, if any they have, why said name should not be changed as prayed for. Self-represented, 2245 South Braddock Avenue, Pittsburgh, PA 15218 (412)713-4376.

REGISTRATION OF FICTITIOUS NAME

NOTICE IS HEREBY GIVEN THAT an application for Registration of Fictitious Name (the "Application") was filed with the Pennsylvania Department of State Bureau of Corporations and Charitable Organizations on June 25, 2018. The fictitious name is Hillvue Self Storage. The name of the person who is party to the registration is Fairfield Southpointe, L.P. The address of the principal office of the business to be carried on under the fictitious name, as well as the address of the person who is party to the registration, is 401 Washington Avenue, P.O. Box 36, Bridgeville, PA 15017. The application was filed under the Fictitious Names Act.

LEGAL ADVERTISING

Bids/Proposals

REQUEST FOR PROPOSALS PROPERTY MAINTENANCE

The Urban Redevelopment Authority of Pittsburgh (URA) is accepting competitive proposals from experienced property maintenance firms to perform year-long maintenance of its vacant land real estate portfolio. Approximately 400 properties are involved in bundles of two sizes (small and mid) and are located in geographic clusters throughout the City of Pittsburgh. A listing of properties is available for review at the URA offices for those companies wishing to submit a proposal. The initial contract period will be for twelve (12) months. Interested companies must secure a copy of the RFP from the URA website at <https://www.ura.org/pages/proposals-bids>.

A mandatory pre-proposal meeting will be held on Wednesday, July 11, 2018 at 10:30 AM ET in the Wherrett Memorial Conference Room, 13th floor at the URA, 200 Ross Street, Pittsburgh, PA 15219. Proposals are due Wednesday, July 25, 2018 4:00pm prevailing time.

LEGAL ADVERTISING

Bids/Proposals

REQUEST FOR PROPOSALS

The Allegheny County Department of Human Services (DHS) has issued a Request for Proposal (RFP) for HUD 2018 Donor Assistance Bonus Funding. Proposals are due by 3 p.m. Eastern Monday, July 23, 2018.

For more details and submission information, visit:

www.alleghenycountypa.gov/human-services/resourcing/doing-business/soliciting-rfp/rfq/rfi.aspx

Marc Cherna
Director
Allegheny County Department of Human Services

ADVERTISEMENT

Sealed bid proposals are solicited for the Community of Allegheny County, 800 Pennsylvania Avenue, Pittsburgh PA (412.237.3020) on the following items:

Bid Proposal No. 1027 - Mechanical/Electrical Sealed Bid for MDF/IDF Closet at Homestead Center

A mandatory pre-bid meeting and site-visit will be held on Tuesday, July 10, 2018 at 10:00 a.m. on Tuesday, July 10, 2018. The assembly point will be at the front entrance to the center, 15208 N. Homewood Ave., Pittsburgh, PA 15208.

Proposals will be received by the Purchasing Department until 4:00 P.M. Prevaling Time on Monday, July 23, 2018.

The CCAC Purchasing Department publishes all bids and proposals via the CCAC website at www.ccac.edu/Bid-RFP-tunities.aspx. It will be the bidder's responsibility to monitor bid activity within the given time frame. ("Bid and RFP Opportunities") ensure compliance with all applicable addenda. Failure to review any applicable addenda prior to the final submission may result in rejection of your bid.

The Board of Trustees reserves the right to reject any and all bids. The Community College of Allegheny County is an Affirmative Action/Equal Opportunity Employer and encourages bids from Minority/Disadvantaged owned businesses.



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



T Manager

Pittsburgh Community Broadcasting Corporation Pittsburgh, Pennsylvania

⊗ This job is no longer accepting applications

Pittsburgh Community Broadcasting Corporation

Job Posting

POSITION: IT Manager

STATUS: Full-time, exempt

REPORTS TO: Director of Finance and Administration

AVAILABLE: Immediately

The Opportunity

Pittsburgh Community Broadcasting Corporation (PCBC) is seeking an experienced IT Manager to oversee all IT functions in for the company. This position is charged with maintaining and managing the company's information technology assets and operations, and will be responsible for the design and implementation of IT systems and policies. The goal will be to assure that the desktops, servers, network and other IT systems work reliably and effectively and that the company's IT policies are in line with current standards.

This is a newly created position that will manage IT systems for a growing and vibrant broadcast company with a complex technical environment. Resourcefulness is a necessary skill in this role, as is the ability to operate independently as a single point of contact for IT related matters. This individual should be able to diagnose and resolve IT problems quickly and should have the patience to communicate with a variety of

How you match [⊗]

Criteria provided by job poster

Skills

- ⊗ Mac & PC platforms
- ⊗ Software Installation
- ⊗ Networking
- ⊗ Communication
- ⊗ Computer Hardware
- ⊗ IT Management
- ⊗ Software Project Management
- ⊗ Servers
- ⊗ IT Operations

Level of education

- ✓ Bachelor's Degree

Job Details

Seniority Level

Mid-Senior level

Industry

Non-profit Organization Management

Employment Type

Full-time

interdisciplinary teams and users with varying levels of IT experience. This position will need to work cooperatively with the broadcast engineering and digital operations staff in sharing key technical resources.

Job Functions

Information Technology

Primary Responsibilities

- Manage our information technology, computer and electronic data systems
- Install, configure and maintain hardware, software and networks
- Work with broadcast engineering to efficiently and effectively share network resources
- Monitor system performance and troubleshooting issues
- develop, implement and coordinate systems, policies and procedures including a maintenance log for all equipment
- Ensure security and efficiency of data, network access and backup systems
- Devise and establish IT policies and systems to support the strategies set by upper management and the business requirements each department
- Oversee annual budget and ensure cost effectiveness

Requirements

- BS in Computer Science, MIS or similar field
- Proven experience as IT Manager or similar role
- Proven ability to install, configure and upgrade software and hardware, manage accounts and workstations manage network servers and technology tools,

monitor performance and maintain systems, troubleshoot issues and outages

- Experience with databases, networks (LAN, WAN) and patch management
- Knowledge of system security (e.g. intrusion, prevention/detection/mitigation systems) and data backup/recovery
- Resourcefulness and problem-solving aptitude
- Experience in set up and maintaining Windows, Mac, and Linux workstations and servers
- Strong interpersonal & analytical skills
- Excellent communication skills
- Understanding of and passion for the mission of Pittsburgh Community Broadcasting Corporation

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.

Overview **Jobs** Candidates Career Page

Find Candidates...

Post a Job

Back to all jobs

IT Manager

Pittsburgh Community Broadcasting Corporation – Pittsburgh, PA

Clicks

Your job

Clicks this week

0

Increase Budget for More Clicks



Candidates

Awaiting Review

79

Total (excluding rejected)

79

0 Rejected

Discover your top applicants faster by sending a free assessment



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

Choose Assessment

Job Description

Pittsburgh Community Broadcasting Corporation

Job Posting

POSITION: IT Manager

STATUS: Full-time, exempt

REPORTS TO: Director of Finance and Administration

AVAILABLE: Immediately

The Opportunity

Pittsburgh Community Broadcasting Corporation (PCBC) is seeking an experienced **IT Manager** to oversee all IT functions in for the company. This position is charged with maintaining and managing the company's information technology assets and operations, and will be responsible for the design and implementation of IT systems and policies. The goal will be to assure that the desktops, servers, network and other IT systems work reliably and effectively and that the company's IT policies are in line with current standards.

This is a newly created position that will manage IT systems for a growing and vibrant broadcast company with a complex technical environment. Resourcefulness is a necessary skill in this role, as is the ability to operate independently as a single point of contact for IT related matters. This individual should be able to diagnose and resolve IT problems quickly and should have the patience to communicate with a variety of interdisciplinary teams and users with varying levels of IT experience. This position will need to work cooperatively with the broadcast engineering and digital operations staff in sharing key technical resources.

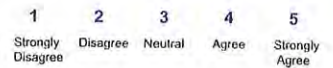
Primary Responsibilities

- Manage our information technology, computer and electronic data systems
- Install, configure and maintain hardware, software and networks
- Work with broadcast engineering to efficiently and effectively share network resources
- Monitor system performance and troubleshooting issues
- Design, develop, implement and coordinate systems, policies and procedures including a maintenance log for all equipment
- Ensure security and efficiency of data, network access and backup systems

Help us improve



Indeed helps me find qualified candidates:



Submit your feedback

- Devise and establish IT policies and systems to support the strategies set by upper management and the business requirements each department
- Oversee annual budget and ensure cost effectiveness

Requirements

- BS in Computer Science, MIS or similar field
- Proven experience as IT Manager or similar role
- Proven ability to install, configure and upgrade software and hardware, manage accounts and workstations manage network servers and technology tools, monitor performance and maintain systems, troubleshoot issues and outages
- Experience with databases, networks (LAN, WAN) and patch management
- Knowledge of system security (e.g. intrusion, prevention/detection/mitigation systems) and data backup/recovery
- Resourcefulness and problem-solving aptitude
- Experience in set up and maintaining Windows, Mac, and Linux workstations and servers
- Strong interpersonal & analytical skills
- Excellent communication skills
- Understanding of and passion for the mission of Pittsburgh Community Broadcasting Corporation

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. 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.

Job Type: Full-time

Application Questions

You have requested that Indeed ask candidates the following questions:

- How many years of Information Technology experience do you have?

Help us improve



Indeed helps me find qualified candidates:

1 2 3 4 5
Strongly Disagree Disagree Neutral Agree Strongly Agree

Submit your feedback

Exhibit 9

Government Producer/Reporter (4/23/2018)

Recruitment Source Documentation

- PCBC website
- Corporation for Public Broadcasting
- Current
- NABJ
- NAHJ


[View \(/post/905-wesa-reporter-producer-government\)](/post/905-wesa-reporter-producer-government)

[Edit \(/node/102892/edit\)](/node/102892/edit)

UNPUBLISHED

90.5 WESA: Reporter & Producer / Government

By [PATRICK DOYLE \(/PEOPLE/PATRICK-DOYLE\)](/PEOPLE/PATRICK-DOYLE) • FEB 14, 2018

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

[url=http%3A%2F%2Fwww.tinyurl.com%2Fy6qyrvh5&text=90.5%20WESA%3A%20Reporter%20%26%20Producer%20%2F%20Gov](http://www.tinyurl.com/2Fy6qyrvh5&text=90.5%20WESA%3A%20Reporter%20%26%20Producer%20%2F%20Gov)

Application Deadline: Open Until Filled

Position Overview

This reporter/producer will cover government in the Pittsburgh region as part of a four-person team, producing features and newscast stories for WESA's broadcast and website. The reporter/producer 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 reports to the News Director.

Major Responsibilities

- Research, report, write, and produce multimedia spot and feature stories for WESA's air and its digital platforms, at a rate that meets newsroom productivity goals
- Consistently generate and pitch creative, thoughtful and original story ideas in multiple media, while accepting and willingly execute assignments from newsroom managers
- Be skilled at mixing and editing one's own audio reports, including in the field
- Be skilled at writing crisp, clear news reports on deadline for web
- Assist the government team with digital presentation and social media
- Be skilled at taking still photos and video in the field
- Use social media to break news, engage audiences and expand one's source base
- Be willing to work during off hours and weekends as needed
- Make public appearances as needed to enhance WESA's engagement and brand
- Participate in on-air and online fundraising as needed
- Other duties as assigned

(/)

- Bachelor's degree in journalism-related field or equivalent experience / training
- Three or more years of reporting in a professional newsroom environment
- 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 gather quality field audio, to edit and mix ably for use on air or digital platforms
 - Self-motivated team player with a track record of producing daily news stories and features of interest to local audiences
 - 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, including reliable vehicle, current driver license, clean driving record, and adequate auto insurance

Pittsburgh Community Broadcasting Corporation offers: Salary commensurate with experience 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 progressive. Applicants are invited to send a cover letter, resume, at least three samples of work relevant to this position, and three references to gov-reporter-producer@wesa.fm. In your response, 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.



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

[url=http%3A%2F%2Fwww.tinyurl.com%2Fy6qyrvh5&text=90.5%20WESA%3A%20Reporter%20%26%20Producer%20%2F%20Co](http://www.tinyurl.com/2Fy6qyrvh5&text=90.5%20WESA%3A%20Reporter%20%26%20Producer%20%2F%20Co)





EMPLOYERS JOB SEEKERS WELCOME CHRISTOPHER



POST A JOB

Job Posting: 90.5 WESA: Reporter & Producer / Government

Job Posting Settings / Overview

Job Overview / Settings

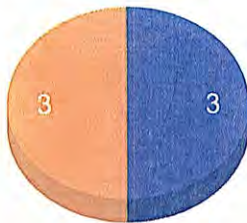
Candidate Screening

Created: 02/14/2018

Job Exposure 7639

Job View 133

Apply Now Button Clicks: 5



- Email Apply Clicks
- Job Board Apply Clicks

Pre-screen Filter: None

Add a Filter

Allow Online Application: Yes No

Doyle, Patrick

Resume Recipients: gov-reporter@wesa.fm

[\[add recipient\]](#)

Posted On

This job is currently posted to the following sites.

Job Board	Starts	Expires	Status
Publicmediajobs.org	Feb 14-18	Mar 16-18	expired [Repost]

[Edit Job Posting](#)
[Print This Job](#)
[Delete Job Posting](#)

Job Posting

Job ID:	39431736	Job Type:	Full-Time
Position Title:	90.5 WESA: Reporter & Producer / Government	Job Duration:	Indefinite
Company Name:	WESA	Min Education:	BA/BS/Undergraduate
Industry:	Public Radio	Min Experience:	3-5 Years
Job Function:	Production/ Programming	Required Travel:	10-25%
Entry Level:	No	Location(s):	Pittsburgh, Pennsylvania, 15203, United States

CONTACT INFORMATION

Contact Person:	--	Fax:	--
Email Address:	gov-reporter-producer@wesa.fm	Mailing Address:	--
Phone:	--		

Job Description

Application Deadline: Open Until Filled

Position Overview

This reporter/producer will cover government in the Pittsburgh region as part of a four-person team, producing features and newscast stories for WESA's broadcast and website. The reporter/producer 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 reports to the News Director.

Major Responsibilities

- Research, report, write, and produce multimedia spot and feature stories for WESA's air and its

digital platforms, at a rate that meets newsroom productivity goals?

- Consistently generate and pitch creative, thoughtful and original story ideas in multiple media, while accepting and willingly execute assignments from newsroom managers
- Be skilled at mixing and editing one's own audio reports, including in the field?
- Be skilled at writing crisp, clear news reports on deadline for web?
- Assist the government team with digital presentation and social media?
- Be skilled at taking still photos and video in the field ?
- Use social media to break news, engage audiences and expand one's source base?
- Be willing to work during off hours and weekends as needed?
- Make public appearances as needed to enhance WESA's engagement and brand?
- Participate in on-air and online fundraising as needed?
- Other duties as assigned?

Job Requirements

Qualifications and Skills Required

- Bachelor's degree in journalism-related field or equivalent experience / training?
- Three or more years of reporting in a professional newsroom environment?
- 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 gather quality field audio, to edit and mix ably for use on air or digital platforms?
- Self-motivated team player with a track record of producing daily news stories and features of interest to local audiences?
- 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, including reliable vehicle, current driver license, clean driving record, and adequate auto insurance?

Pittsburgh Community Broadcasting Corporation offers: Salary commensurate with experience 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 progressive.

Applicants are invited to send a cover letter, resume, at least three samples of work relevant to this position, and three references to gov-reporter-producer@wesa.fm. In your response, 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.

[Edit Job Posting](#)

Job sites powered by [ymcareers](#)
by communityconnect

[Site Map](#)
[Terms of Use](#)
[Privacy Policy](#)

© 2019 Current Newspaper - American University School
of Communication. All Rights Reserved.
6930 Carroll Avenue, Suite 625
Takoma Park, Maryland 20912
(301) 270-7240



John Sutton

From: John Sutton
Sent: Wednesday, February 14, 2018 5:32 PM
To: Terry O'Reilly; Christopher Capato
Subject: FW: Transaction Receipt from NABJ Career Center for \$150.00 (USD)

Government Reporter Position recruitment

From: Auto-Receipt [mailto:noreply@mail.authorize.net]
Sent: Wednesday, February 14, 2018 3:42 PM
To: John Sutton <jsutton@wesa.fm>
Subject: Transaction Receipt from NABJ Career Center for \$150.00 (USD)

Order Information

Description: Payment for job posting(s): 90.5 WESA: Reporter & Producer / Government

Invoice Number 4839

Billing Information

Pittsburgh Community Broadcasting
67 Bedford Square
Pittsburgh, Pennsylvania 15203
United States
jsutton@wesa.fm

Shipping Information

Total: \$150.00 (USD)

Payment Information

Date/Time: 14-Feb-2018 13:42:29 MST
Transaction ID: 60943158567
Payment Method: MasterCard xxxx5755
Transaction Type: Purchase
Auth Code: 03622G

Merchant Contact Information

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

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

Order: 5a8496349ff7d136d20039f9
Account: 597b87b34c37cb1838000255
Contract: 5a84967d9ff7d169e90001ae
Date: 02-14-2018

Terry O'Reilly
67 Bedford Square
Pittsburgh, PA

Order Summary

Purchase Date: 02-14-2018

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.

Exhibit 10

Government Editor (3/26/2018)

Recruitment Source Documentation

- PCBC website
- NAHJ
- NABJ
- PRNDI
- Current



Listen Live · WESA
All Things Considered

LOADING...



90.5 WESA: Editor / Government

By [PATRICK DOYLE](https://web.archive.org/web/20180208011053/http://wesa.fm/people/patrick-doyle) • JAN 26, 2018

[Tweet](https://web.archive.org/web/20180208011053/http://twitter.com/intent/tweet?url=http%3A%2F%2Fwww.tinyurl.com%2Fya7or3yf&text=90.5%20WESA%3A%20Editor%20%2F%20Government)

[Share](https://web.archive.org/web/20180208011053/http://www.facebook.com/sharer/sharer.php?u=http%3A%2F%2Fwww.tinyurl.com%2Fya7or3yf)

[url=http%3A%2F%2Fwww.tinyurl.com%2Fya7or3yf&text=90.5%20WESA%3A%20Editor%20%2F%20Government](http://www.tinyurl.com/ya7or3yf)

[u=http%3A%2F%2Fwww.tinyurl.com%2Fya7or3yf](https://www.facebook.com/sharer/sharer.php?u=http%3A%2F%2Fwww.tinyurl.com%2Fya7or3yf)

Application Deadline: Open Until Filled

Position Overview

This editor will oversee a four-person team covering government in the Pittsburgh region, producing features and newscast stories for WESA's broadcast and website. The editor will lead a team focused on enterprise journalism, especially around issues of government accountability. The editor will work closely with other staff editors and the news director to coordinate coverage. This full-time exempt position reports to the News Director.

Major Responsibilities

- Work with the News Director and government team to develop the vision and scope of WESA's government reporting
- Lead a newsroom team composed of 3 reporters/producers
- Field, craft, and approve story pitches from reporters, as well as generate your own ideas for assignment
- Assist and guide reporters through the reporting/editing process from ideation through publication
- Provide comprehensive, thoughtful editing of audio and text versions of spot and feature stories, to fully take advantage of the respective mediums
- Be willing to work during off hours and weekends as needed
- Make public appearances as needed to enhance WESA's engagement and brand
- 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
- 5 or more years of editing experience in a professional newsroom with multimedia journalism (radio experience preferred)

• 10 or more years of experience as a journalist
 • Experience covering Pittsburgh and western Pennsylvania government a plus
 • Sound and ethical judgment, with a commitment to objectivity, balance and fairness
 • Ability to guide, assist, and develop story ideas from reporters
 • Ability to edit for both broadcast and web audiences

(https://web.archive.org/web/20180208011053/http://www.facebook.com/905wesa/) f
 (https://web.archive.org/web/20180208011053/http://twitter.com/905wesa/) Go JAN FEB MAR
 08
 2017 2018 2019 About this capture

- Self-motivated team player with a track record of producing daily news stories and features of interest to local audiences
- Sound and ethical judgment, with a commitment to objectivity, balance and fairness
- 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, including reliable vehicle, current driver license, clean driving record, and adequate auto insurance

Pittsburgh Community Broadcasting Corporation offers:

Salary commensurate with experience 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.

Applicants are invited to send a cover letter, resume, at least three samples of work relevant to this position, and three references to gov-editor@wesa.fm. In your email, 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.


[Tweet \(https://web.archive.org/web/20180208011053/http://twitter.com/intent/tweet?url=http%3A%2F%2Fwww.tinyurl.com%2Fya7or3yf&text=90.5%20WESA%3A%20Editor%20%2F%20Government\)](https://web.archive.org/web/20180208011053/http://twitter.com/intent/tweet?url=http%3A%2F%2Fwww.tinyurl.com%2Fya7or3yf&text=90.5%20WESA%3A%20Editor%20%2F%20Government)
[Share \(https://web.archive.org/web/20180208011053/http://www.facebook.com/905wesa/\)](https://web.archive.org/web/20180208011053/http://www.facebook.com/905wesa/)

(https://web.archive.org/web/20180208011053/https://www.facebook.com/905wesa/)

(https://web.archive.org/web/20180208011053/https://twitter.com/905wesa)

(https://web.archive.org/web/20180208011053/https://www.instagram.com/905wesa)

About Us (<https://web.archive.org/web/20180208011053/http://wesa.fm/about-us>)

 (<https://web.archive.org/web/20180208011053/http://wesa.fm/account/login.php>)

Go

JAN FEB MAR

◀ 08 ▶

2017 2018 2019



1 capture ([/web/*/http://wesa.fm/post/905-wesa-editor-government](http://wesa.fm/post/905-wesa-editor-government))

8 Contact Us (<https://web.archive.org/web/20180208011053/http://wesa.fm/contact-us>)

▼ About this capture

Employment (<https://web.archive.org/web/20180208011053/http://wesa.fm/topic/905-wesa-employment-opportunities>)

Community Calendar (<https://web.archive.org/web/20180208011053/http://wesa.fm/community-calendar#stream/0>)

Archives (<https://web.archive.org/web/20180208011053/http://wesa.fm/archives#stream/0>)

Help with Streaming (<https://web.archive.org/web/20180208011053/http://wesa.fm/post/having-problems-our-stream>)

90.5 WESA Privacy & Terms of Use (<https://web.archive.org/web/20180208011053/http://wesa.fm/privacy-terms-use>)

eNewsletter Signup (<https://web.archive.org/web/20180208011053/http://bit.ly/1OVfj8l>)

© 2018 90.5 WESA

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

Order: 5a6b981591f7d17e54006b5d
Account: 597b87b34c37cb1838000255
Contract: 5a6b986591f7d10bc6000005
Date: 01-26-2018

Terry O'Reilly
67 Bedford Square
Pittsburgh, PA

Order Summary

Purchase Date: 01-26-2018

Item	Service/Product	Charges	Total
2	Single NAHJ 60 Day Job Posting	\$300.00	\$300.00
Total			\$300.00

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.



2-6
al

Professional Diversity Network

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

Order: 5a8496349ff7d136d20039f9
Account: 597b87b34c37cb1838000255
Contract: 5a84967d9ff7d169e90001ae
Date: 02-14-2018

Terry O'Reilly
67 Bedford Square
Pittsburgh, PA

Order Summary

Purchase Date: 02-14-2018

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.

RECEIVED
FEB 15 2018
BY: *ae*

POSTED

*2-15
ae*

YourMembership.com, Inc
Tel. 727-497-6565

RECEIPT

PURCHASER INFO PCBC 67 Bedford Square Pittsburgh, Pennsylvania 15203 United States Attn: Christopher Capato

ORDER #	R33060436
DATE	02/13/18
IO / PO #	RKM
AMOUNT PAID	USD 299.00
PURCHASED BY	
Christopher Capato 412-697-2923 employment@wesa.fm	

PRODUCT	DESCRIPTION	AMOUNT
30 Day Online Only Job Posting Job Posting - Web	Publicmediajobs.org (paid - creditcard) Job ID: 39416112 Job Name: 90.5 WESA: Editor / Government Job Title: 90.5 WESA: Editor / Government	USD 299.00

SUBTOTAL	USD 299.00
TAXES	USD 0.00
TOTAL PAID	USD 299.00
AMOUNT DUE	USD 0.00

RECEIVED
 FEB 15 2018
 BY: *cc*

POSTED *215*
cc

From: John Sutton jsutton@wesa.fm
Subject: FW: Transaction Receipt from NABJ Career Center for \$300.00 (USD)
Date: January 27, 2018 at 12:22 AM
To: Amy Esposito amyesposito@wyep.org
Cc: Terry O'Reilly mail4terry@gmail.com

Receipt for job posting on Terry's Bank of America card...

From: Auto-Receipt [mailto:noreply@mail.authorize.net]
Sent: Saturday, January 27, 2018 12:16 AM
To: John Sutton <jsutton@wesa.fm>
Subject: Transaction Receipt from NABJ Career Center for \$300.00 (USD)

Order Information

Description: Payment for job posting(s): 90.5 WESA: Senior Reporter / Government, 90.5 WESA: Editor / Government

Invoice Number 4732

Billing Information

Pittsburgh Community Broadcasting
67 Bedford Square
Pittsburgh, Pennsylvania 15203
United States
jsutton@wesa.fm

Shipping Information

Total: \$300.00 (USD)

Payment Information

Date/Time: 26-Jan-2018 22:16:25 MST
Transaction ID: 60907658990
Payment Method: MasterCard xxxx5755
Transaction Type: Purchase
Auth Code: 00221G

Merchant Contact Information

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



2-6
ae



EMPLOYERS JOB SEEKERS WELCOME CHRISTOPHER



POST A JOB

Job Posting: 90.5 WESA: Editor / Government

[Job Posting Settings / Overview](#)

[Job Overview / Settings](#)

[Candidate Screening](#)

Created: 02/13/2018

Job Exposure 60849

Job View 251

Apply Now Button Clicks: 0

Pre-screen Filter: None

-

[Add a Filter](#)

Allow Online Application: Yes No

Doyle, Patrick


Resume Recipients: gov-reporter@wesa.fm

[\[add recipient\]](#)

Posted On

This job is currently posted to the following sites.

https://jobs.current.org/r/jobs/job.cfm?site_id=14538&id=39416112

Job Board	Starts	Expires	Status
Publicmediajobs.org	Feb 13-18	Mar 15-18	expired [ Repost]

[Edit Job Posting](#)[Print This Job](#)[Delete Job Posting](#)

Job Posting

Job ID:	39416112	Job Type:	Full-Time
Position Title:	90.5 WESA: Editor / Government	Job Duration:	Indefinite
Company Name:	WESA	Min Education:	Associates Degree
Industry:	Public Radio	Min Experience:	5-7 Years
Job Function:	Production/ Programming	Required Travel:	10-25%
Entry Level:	No	Location(s):	Pittsburgh, Pennsylvania, 15203, United States

CONTACT INFORMATION

Contact Person:	--	Fax:	--
Email Address:	gov-editor@wesa.fm	Mailing Address:	--
Phone:	--		

Job Description

Application Deadline: Open Until Filled

Position Overview

This editor will oversee a four-person team covering government in the Pittsburgh region, producing features and newscast stories for WESA's broadcast and website. The editor will lead a team focused on enterprise journalism, especially around issues of government accountability. The editor will work closely with other staff editors and the news director to coordinate coverage. This full-time exempt position reports to the News Director.

Major Responsibilities

- Work with the News Director and government team to develop the vision and scope of WESA's government reporting
- Lead a newsroom team composed of 3 reporters/producers

- Field, craft, and approve story pitches from reporters, as well as generate your own ideas for assignment
- Assist and guide reporters through the reporting/editing process from ideation through publication
- Provide comprehensive, thoughtful editing of audio and text versions of spot and feature stories, to fully take advantage of the respective mediums
- Be willing to work during off hours and weekends as needed
- Make public appearances as needed to enhance WESA's engagement and brand
- Participate in on-air and online fundraising as needed
- Other duties as assigned

Job Requirements

Qualifications and Skills Required

- Bachelor's degree in journalism-related field or equivalent experience / training
- 5 or more years of editing experience in a professional newsroom with multimedia journalism (radio experience preferred)
- 10 or more years of experience as a journalist
- Experience covering Pittsburgh and western Pennsylvania government a plus
- Sound and ethical judgment, with a commitment to objectivity, balance and fairness
- Ability to guide, assist, and develop story ideas from reporters
- Ability to edit for both broadcast and web audiences
- Self-motivated team player with a track record of producing daily news stories and features of

interest to local audiences

- Sound and ethical judgment, with a commitment to objectivity, balance and fairness
- 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, including reliable vehicle, current driver license, clean driving record, and adequate auto insurance

Pittsburgh Community Broadcasting Corporation offers:

Salary commensurate with experience 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.

Applicants are invited to send a cover letter, resume, at least three samples of work relevant to this position, and three references to gov-editor@wesa.fm. In your email, 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.

[Edit Job Posting](#)

Job sites powered by **ymcareers**[™]
by communitybroadcasts

[Site Map](#)

[Terms of Use](#)

[Privacy Policy](#)

© 2019 Current Newspaper - American University School
of Communication. All Rights Reserved.

6930 Carroll Avenue, Suite 625

Takoma Park, Maryland 20912

(301) 270-7240





Search

About 16 results (0.28 seconds)

WESA Seeks General Assignment Reporter | PRNDI (<https://www.prndi.org/post/wesa-seeks-general-assignment-reporter>)

<https://www.prndi.org/post/wesa-seeks-general-assignment-reporter>



May 19, 2017 ... This reporter will cover fast-moving breaking news in the Pittsburgh region, with an emphasis on producing spot reports for WESA newscasts.

WESA Seeks Senior Reporter/Government | PRNDI (<http://prndi.org/post/wesa-seeks-senior-reportergovernment>)

prndi.org/post/wesa-seeks-senior-reportergovernment



Feb 5, 2018 ... This reporter will cover government in the Pittsburgh region as part of a four- person team, producing features and newscast stories for WESA's ...

WESA Seeks Arts and Cultural Reporter | PRNDI (<https://www.prndi.org/post/wesa-seeks-arts-and-cultural-reporter>)

<https://www.prndi.org/post/wesa-seeks-arts-and-cultural-reporter>



Nov 14, 2017 ... Research, report, write, and produce multimedia spot and feature stories for WESA on-air and digital platforms, at a rate that meets newsroom ...

WESA Seeks Morning Edition Producer | PRNDI (<https://www.prndi.org/post/wesa-seeks-morning-edition-producer>)

<https://www.prndi.org/post/wesa-seeks-morning-edition-producer>



Nov 14, 2017 ... Application Deadline: Open Until Filled Position Overview Assist morning host with program preparation, newscasts, interviews, and other ...

WESA Seeks Editor/Government | PRNDI (<https://www.prndi.org/post/wesa-seeks-editorgovernment>)

<https://www.prndi.org/post/wesa-seeks-editorgovernment>



Feb 5, 2018 ... This editor will oversee a four-person team covering government in the Pittsburgh region, producing features and newscast stories for WESA's ...

90.5 WESA Seeks Reporter - Transportation & Development | PRNDI (<http://prndi.org/post/905-wesa-seeks-reporter-transportation-development>)

prndi.org/post/905-wesa-seeks-reporter-transportation-development



Mar 22, 2017 ... Research, report, write and produce multimedia spot and enterprise story packages for WESA's air and its digital platforms, at a rate that meets ...

WESA Seeks News Director | PRNDI (<http://prndi.org/post/wesa-seeks-news-director>)

prndi.org/post/wesa-seeks-news-director

90.5 WESA Feb 25, 2016 ... The News Director has lead responsibility for the journalistic integrity of all station platforms and for executing **WESA's** news strategy on-air and ...
(<http://prndi.org/post/wesa-seeks-news-director>)

WESA Seeks News Director | PRNDI (<http://prndi.org/post/wesa-seeks-news-director-0>)
prndi.org/post/wesa-seeks-news-director-0

90.5 WESA Nov 5, 2016 ... Application Deadline: Open Until Filled The Vision It is the vision of Pittsburgh Community Broadcasting for **WESA** to become an essential and ...
Pittsburgh's NPR News Station

Desk Editor – Pittsburgh Community Broadcasting Corporation ...
(<https://www.prndi.org/post/desk-editor-pittsburgh-community-broadcasting-corporation>)
<https://www.prndi.org/.../desk-editor-pittsburgh-community-broadcasting-corporation>

90.5 WESA May 19, 2017 ... The Desk Editor will oversee one of **WESA's** newly created newsroom teams, comprised of beat reporters and a digital producer/editor, in order ...
Pittsburgh's NPR News Station

PRNDI Elects New President, Board Members | PRNDI
(<https://www.prndi.org/post/prndi-elects-new-president-board-members>)
<https://www.prndi.org/.../prndi-elects-new-president-board-members>



Jun 25, 2016 ... Deanna Garcia of **WESA** in Pittsburgh -- At-large representative. Naomi Starobin of Keystone Crossroads at WHYY in Philadelphia -- At large ...

1 2

powered by Google (<https://cse.google.com/?ref=b&hl=en>) Custom Search



(https://www.facebook.com/prndi?_rdr)



(<https://twitter.com/prndi>)



(<http://prndi.us6.list-manage2.com/subscribe?u=cc3b08ca3c6f376ab1bb5d31c&id=54b0200e3d>)

Current

Courtnae Turko

From: YM Careers Support <clientserv@yourmembership.com>
Sent: Friday, April 12, 2019 3:22 PM
To: Courtnae Turko
Subject: [YM Careers] Re: Job posting assistance

✉ Please type your reply above this line. ✉

Your inquiry has been updated by our support team. Please reply to this email with further comments or questions. Should you need it for your records, your Ticket Reference Number is: 359512.

Thank you!

=====

Jarrold Ackles (YM Careers)

Apr 12, 3:22 PM EDT

Hello,

Unfortunately I was only able to find 2 of the postings you are looking to recover. None of the other postings under the accounts with those two email addresses reflect the ones you requested looking for.

Please see the two I was able to locate, attached to this email, just below the text of my response, in a blue attachment link.

If you have any other questions, please let me know.

Thank you,

Jarrold Ackles | Career Center Support Specialist | 727-497-6565 ext.3341

Attachment(s)

[Gov Editor.png](#)

[Individual Giving.JPG](#)

Courtnae Turko

Apr 12, 3:05 PM EDT

Some account holder's names are:

Tara Lazur
Christopher Capato
John Sutton

Emails might be:
Employment@wesa.fm
employment@wyp.org

Thanks!

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



Attachment(s)
[image005.jpg](#)
[image006.jpg](#)

Jarrod Ackles (YM Careers)

Unfortunately without either Job id#'s or the email addresses associated with the accounts, we are not able to pull the data you are looking for. Please try to go back and identify the account holders by their Full names or Emails.

Thanks,

Jarrod Ackles | Career Center Support Specialist | 727-497-6565 ext.3341

Courtnae Turko

Wed 8/16/2017 10:04 AM EDT

Hello,

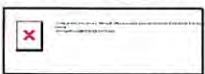
I need the text of the postings for the following jobs:

Individual Giving Manager - Feb. 2017
Reporter, General Assignment - July 2017
Desk Editor - May 2017
Reporter, Government & Law - July 2017
Morning Edition Producer - Nov. 2017
State Impact Reporter - Sept. 2017
Arts & Culture Reporter - Nov. 2017
Government Editor - Jan. 2018

These postings would have originated from different user names. I was not here at the time of these hires and most of the staff responsible for posting jobs have left. I really appreciate any assistance you can provide.

Thanks,

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



Attachment(s)

[image005.jpg](#)

[image006.jpg](#)

Jarrod Ackles (YM Careers)

Wed 8/16/2017 10:04 AM EDT

Hello,

Please tell me what specific information you are trying to gather and I will do my best to see what I can find. Being that you want to go so far back could create difficulty with obtaining information. I have one posting account under your name and email and it only has one posting on it from January of this year. Please indicate what the email address is for the account you need information pulled from, the job id#'s you need information on, and anything else that will make it possible to pull what you require.

Thanks,

Jarrold Ackles | Career Center Support Specialist | 727-497-6565 ext.3341

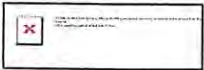
Courtnae Turko

Hello,

I am gathering information on our job postings in order to respond to an FCC audit of our radio stations. I'm looking for information on several postings in 2017 and 2018. Would you be able to assist me in recovering those old listings?

Thanks and have a good weekend,

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



Current

Recruiter Order Information

Refresh Job

Job Board	Status	Starts	Expires	Features
PublicMediaJobs.org (14538)	expired	2 / 13 / 18	3 / 15 / 18	

Transfer Ownership Remove job from jobpool

Job Name:	90.5 WESA: Editor / Government	Posted:	February 13, 2018
Job ID:	39416112	Min Education:	Associates Degree
Company Name:	WESA	Min Experience:	5-7 Years
Job Duration:	Indefinite	Job Function:	Production/ Programming
Required Travel:	10-25%	Job Type:	Full-Time
Position Title:	90.5 WESA: Editor / Government	Entry Level:	No
Industry:	Public Radio		
Location(s):	Pittsburgh, Pennsylvania, 15203, United States		

APPLY FOR THIS JOB
 Email Address: gov-editor@wesa.fm

Online Application via Job Board Enabled: Yes

Job Description

Application Deadline: Open Until Filled

Position Overview

This editor will oversee a four-person team covering government in the Pittsburgh region, producing features and newscast stories for WESA's broadcast and website. The editor will lead a team focused on enterprise journalism, especially around issues of government accountability. The editor will work closely with other staff editors and the news director to coordinate coverage. This full-time exempt position reports to the News Director.

Major Responsibilities

- Work with the News Director and government team to develop the vision and scope of WESA's government reporting
- Lead a newsroom team composed of 3 reporters/producers
- Field, craft, and approve story pitches from reporters, as well as generate your own ideas for assignment
- Assist and guide reporters through the reporting/editing process from ideation through publication
- Provide comprehensive, thoughtful editing of audio and text versions of spot and feature stories, to fully take advantage of the respective mediums
- Be willing to work during off hours and weekends as needed
- Make public appearances as needed to enhance WESA's engagement and brand
- Participate in on-air and online fundraising as needed
- Other duties as assigned

Job Requirements

Qualifications and Skills Required

- Bachelor's degree in journalism-related field or equivalent experience / training
- 5 or more years of editing experience in a professional newsroom with multimedia journalism (radio experience preferred)
- 10 or more years of experience as a journalist
- Experience covering Pittsburgh and western Pennsylvania government a plus
- Sound and ethical judgment, with a commitment to objectivity, balance and fairness
- Ability to guide, assist, and develop story ideas from reporters
- Ability to edit for both broadcast and web audiences
- Self-motivated team player with a track record of producing daily news stories and features of interest to local audiences
- Sound and ethical judgment, with a commitment to objectivity, balance and fairness
- 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, including reliable vehicle, current driver license, clean driving record, and adequate auto insurance

Pittsburgh Community Broadcasting Corporation offers:

Salary commensurate with experience 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.

Applicants are invited to send a cover letter, resume, at least three samples of work relevant to this position, and three references to gov-editor@wesa.fm. In your email, 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.

APPLY FOR THIS JOB
 Email Address: gov-editor@wesa.fm

Courtnae Turko

From: Christine Paige Diers <christine@prndi.org>
Sent: Monday, April 15, 2019 12:30 PM
To: Courtnae Turko
Subject: Re: Job posting questions
Attachments: wesa job postings.docx

I copied and pasted all of the job postings into the attached Word document

On Fri, Apr 12, 2019 at 10:27 AM Courtnae Turko <cturko@pittsburghcommunitybroadcasting.org> wrote:

Thank you! This is very helpful. Do you know, is it possible to get the text of the postings as well? The links appear to be deactivated. Once again, thank you so much for your help!

Courtnae Turko, SHRM-SCP

Vice President, Human Resources & Organizational Development

Pittsburgh Community Broadcasting Corporation

67 Bedford Square

Pittsburgh, PA 15203

412-315-6771



From: Christine Paige Diers [mailto:christine@prndi.org]
Sent: Friday, April 12, 2019 11:03 AM
To: Courtnae Turko <cturko@PittsburghCommunityBroadcasting.org>
Subject: Re: Job posting questions

You have had a number of postings on our site - and they still live on the site. So, if you go to www.prndi.org and search WESA, you'll find the list of what we've posted.

The posting is free - we consider job postings to be a benefit to our members.

On Fri, Apr 12, 2019 at 8:10 AM Courtnae Turko <cturko@pittsburghcommunitybroadcasting.org> wrote:

Good Morning Christine,

I'm hoping you can assist me with some information gathering. Our radio stations have been selected for a random audit by the FCC. They are reviewing our last two years of EEO filings. In order to complete the audit response, I need to provide proof of our recruitment efforts for the years covered by the audit. The difficulty for me is that I only started here a year ago and the bulk of the hiring was done before I arrived. With no one department "in charge" of recruiting, I'm finding that people did not retain proper documentation of recruitment.

According to my EEO report for 2018, we said we posted several positions with your organization. Are you able to recover old postings? Also, is the posting service free or do you charge a fee?

I appreciate any help you can provide.

Have a great weekend,

Courtnae Turko, SHRM-SCP

Vice President, Human Resources & Organizational Development

Pittsburgh Community Broadcasting Corporation

67 Bedford Square

Pittsburgh, PA 15203

412-315-6771



Feb. 5, 2018 - WESA Seeks Editor/Government

Application Deadline: Open Until Filled

Position Overview

This editor will oversee a four-person team covering government in the Pittsburgh region, producing features and newscast stories for WESA's broadcast and website. The editor will lead a team focused on enterprise journalism, especially around issues of government accountability. The editor will work closely with other staff editors and the news director to coordinate coverage. This full-time exempt position reports to the News Director.

Major Responsibilities

- Work with the News Director and government team to develop the vision and scope of WESA's government reporting
- Lead a newsroom team composed of 3 reporters/producers
- Field, craft, and approve story pitches from reporters, as well as generate your own ideas for assignment
- Assist and guide reporters through the reporting/editing process from ideation through publication
- Provide comprehensive, thoughtful editing of audio and text versions of spot and feature stories, to fully take advantage of the respective mediums
- Be willing to work during off hours and weekends as needed
- Make public appearances as needed to enhance WESA's engagement and brand
- 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
- 5 or more years of editing experience in a professional newsroom with multimedia journalism (radio experience preferred)
- 10 or more years of experience as a journalist
- Experience covering Pittsburgh and western Pennsylvania government a plus
- Sound and ethical judgment, with a commitment to objectivity, balance and fairness
- Ability to guide, assist, and develop story ideas from reporters
- Ability to edit for both broadcast and web audiences
- Self-motivated team player with a track record of producing daily news stories and features of interest to local audiences
- Sound and ethical judgment, with a commitment to objectivity, balance and fairness
- 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, including reliable vehicle, current driver license, clean driving record, and adequate auto insurance

Pittsburgh Community Broadcasting Corporation offers:

Salary commensurate with experience 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.

Applicants are invited to send a cover letter, resume, at least three samples of work relevant to this position, and three references to gov-editor@wesa.fm. In your email, 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.

Exhibit 11

Bookkeeper & Administrative Coordinator (3/26/2018)

Recruitment Source Documentation

- PCBC website
- New Pittsburgh Courier
- Indeed
- Nonprofit Talent

(/)

Configure Corepublisher (/corepublisher/config) Add Content (/node/add) Find Content (/admin/content)

Manage Queues (/admin/content/table-queue/overview) Layout (/admin/structure/layout) **Donate (https://goo.gl/3O4YS3)**

Sitewide Alert (/admin/config/pi/sitewide-alert) Manage Community Calendar (/admin/community-calendar)

90.5 WESA Morning Edition

[View \(/post/pcbc-seeks-bookkeeper-and-administrative-coordinator\)](/post/pcbc-seeks-bookkeeper-and-administrative-coordinator)

[Edit \(/node/102799/edit\)](/node/102799/edit)

UNPUBLISHED

PCBC Seeks Bookkeeper and Administrative Coordinator

By EBAISLEY • FEB 12, 2018

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

[url=http%3A%2F%2Fwww.tinyurl.com%2Fy6pm4hx7&text=PCBC%20Seeks%20Bookkeeper%20and%20Administrative%20Coordinator](http://www.tinyurl.com/2Fy6pm4hx7&text=PCBC%20Seeks%20Bookkeeper%20and%20Administrative%20Coordinator)

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

[u=http%3A%2F%2Fwww.tinyurl.com%2Fy6pm4hx7&t=PCBC%20Seeks%20Bookkeeper%20and%20Administrative%20Coordinator](http://www.tinyurl.com/2Fy6pm4hx7&t=PCBC%20Seeks%20Bookkeeper%20and%20Administrative%20Coordinator)

[Google+ \(https://plus.google.com/share?url=http%3A%2F%2Fwww.tinyurl.com%2Fy6pm4hx7\)](https://plus.google.com/share?url=http%3A%2F%2Fwww.tinyurl.com%2Fy6pm4hx7)

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

[subject=PCBC%20Seeks%20Bookkeeper%20and%20Administrative%20Coordinator&body=http%3A%2F%2Fwww.tinyurl.com%2Fy6](mailto:)

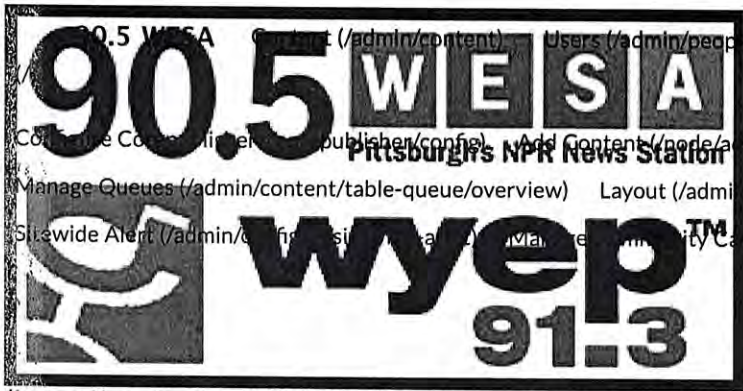


POSITION: Bookkeeper and Administrative Coordinator

STATUS: Full Time

REPORTS TO: Director, Finance and Administration

AVAILABLE: Immediately



Download a copy of this job description (.pdf)

Contact (/admin/content) Users (/admin/people) Find Content (/admin/content)
Add Users (/admin/people/add) Add Content (/admin/content/add)
Manage Queues (/admin/content/table-queue/overview) Layout (/admin/structure/layout) Reports (/admin/reports/local-content)
Slideshow Alert (/admin/content/slideshow/alert) Manage Community Calendar (/admin/community-calendar)

http://mediad.publicbroadcasting.net/p/wesa/files/styles/x_large/public/201802/stack.jpg

http://mediad.publicbroadcasting.net/p/wesa/files/201802/bookkeeper_and_administrative_coordinator.ga=2.214940500.2116588222.1518470869-814351741.1512132553

The Opportunity

We are seeking an experienced bookkeeper and office administrator to help maintain accurate financial records as well as assist our Executive Management Team with general office administration functions as requested from time-to-time. This individual will have an appreciation for the mission and value of non-commercial, nonpartisan media, and a desire to play a role in delivering its value to the full diversity of the Pittsburgh community.

Job Responsibilities

Bookkeeping job duties include working closely with our Director, Finance and Administration to process accounts payable, account receivable, bank reconciliations and accurately record normal and routine financial transactions of our non-profit organization. Ultimately, the bookkeeper will assist the Director, Finance and Administration to improve the efficiency and accuracy of the organization's financial processing and reporting functions.

Office administration functions include providing general administrative support as requested by our Executive Management Team, including the CEO, Director of Human Resources and the Station Managers of WYEP and WESA.

Major areas of work will include:

- Record day-to-day financial transactions;
- Process accounts payable in a timely manner, weekly check issuance;
- Process accounts receivable in a timely manner;
- Record cash receipts and make bank deposits;
- Maintain petty cash fund;
- Reconcile bank accounts on a monthly basis;
- Maintain an orderly accounting filing system;
- Worked with Shared Services internal departments to identify and record revenue properly;
- Purchase supplies and equipment as authorized by management;
- Monitor office supply levels and reorder as necessary;
- Receive and distribute incoming mail;

- Distribute employee paychecks and direct deposit notices;
- Assist collecting data for outside service partners, such as the auditor;
- Assist Director, Finance and Administrator in developing financial policies and procedures;
- Provide clerical and administrative support to management as requested.

This individual will report to the Director, Finance and Administration, where they will complete day-to-day bookkeeping functions. They will also work in collaboration with the Director, Finance and Administration to develop financial policies and procedures to improve efficiencies in and accuracy of financial processing and reporting.

This is a full-time position, and business hours are Monday through Friday, 8:30 a.m. to 5 p.m. Longer hours, evenings and weekend work will occasionally be necessary.

Requirements/Qualifications:

Education and Experience

- Associate degree or equivalent combination of education and experience, in accounting or business-related field;
- 5+ years of relevant experience;

Personal Characteristics

- Proven bookkeeping experience;
- Thorough knowledge of standard bookkeeping principles and practices;
- High degree of accuracy and attention to detail;
- Data entry skills along with a knack for numbers;
- Strong organizational skills, ability to meet deadlines, and attention to detail;
- Strong problem-solving and research skills;
- Outstanding communication and interpersonal skills;
- Proficient in MS Excel, Word, and Outlook;
- Proficiency in QuickBooks or similar software;
- Ability to work successfully in a creative, personality-driven industry;
- Proven success in a collegial and collaborative work setting;
- Enthusiasm for the missions of WYEP, WESA and PCBC;
- A track record of unquestionable honesty, integrity and commitment to service.

The Company

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. Pittsburgh Community Broadcasting Corporation 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 the Pittsburgh philanthropic community) with an NPR News format, dedicated to informing people in ways that engage and inspire dialogue about global, national and community issues. Its stated mission is "to work for the public to inform people in ways that engage and inspire them to create dialog 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 Pittsburgh Community Broadcasting Corporation 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 compensation commensurate with experience and an excellent benefits package that includes medical and life insurances, paid medical leave, a 403(b) retirement plan with generous matching contributions, paid vacation and holidays and a workplace culture that is diverse, collaborative and progressive.

Applicants are invited to send a cover, resume, and three references to employment@wesa.fm (mailto:employment@wesa.fm) by Friday, March 2, 2018. In your cover letter, be sure to tell us how you learned about this position, and include your current compensation level.

Please, no phone calls.

Pittsburgh Community Broadcasting Corporation is an Equal Opportunity Employer, and actively seeks diversity in its workforce.



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

[url=http%3A%2F%2Fwww.tinyurl.com%2Fy6pm4hx7&text=PCBC%20Seeks%20Bookkeeper%20and%20Administrative%20Coordinator](http://www.tinyurl.com/2Fy6pm4hx7&text=PCBC%20Seeks%20Bookkeeper%20and%20Administrative%20Coordinator)



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

[u=http%3A%2F%2Fwww.tinyurl.com%2Fy6pm4hx7&t=PCBC%20Seeks%20Bookkeeper%20and%20Administrative%20Coordinator](http://www.tinyurl.com/2Fy6pm4hx7&t=PCBC%20Seeks%20Bookkeeper%20and%20Administrative%20Coordinator)



[Google+ \(https://plus.google.com/share?url=http%3A%2F%2Fwww.tinyurl.com/2Fy6pm4hx7\)](https://plus.google.com/share?url=http%3A%2F%2Fwww.tinyurl.com/2Fy6pm4hx7)



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

[subject=PCBC%20Seeks%20Bookkeeper%20and%20Administrative%20Coordinator&body=http%3A%2F%2Fwww.tinyurl.com/2Fy6](mailto:)

(/)

Configure Corepublisher (/corepublisher/config) Add Content (/node/add) Find Content (/admin/content)

Manage Queues (/admin/content/table-queue/overview) Layout (/admin/structure/layout) Reports (/admin/reports/local-content)

Sitewide Alert (/admin/config/pi/sitewide-alert) Manage Community Calendar (/admin/community-calendar)

(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