

Joan Stewart
202.719.7438
jstewart@wiley.law



Wiley Rein LLP
1776 K Street NW
Washington, DC 20006
Tel: 202.719.7000

May 3, 2024

VIA POSTING TO FCC ONLINE PUBLIC INSPECTION FILE

wiley.law

Elizabeth E. Goldin
Assistant Chief, Investigations & Hearings Division
Enforcement Bureau
Federal Communications Commission

Re: **Response to Broadcast EEO Audit Letter
Estrella Media, Inc.
KEYH, Houston, Texas
Facility ID No. 2911**

Dear Ms. Goldin:

On behalf of Estrella Media, Inc., the parent corporation of the licensee of the above referenced broadcast station in the Houston, Texas station employment unit ("SEU"), the undersigned submits the SEU's response to your letter of March 22, 2024 concerning compliance with the Commission's Equal Employment Opportunity rules, 47 C.F.R. § 73.2080. In accordance with your request, this submission consists of a sworn statement by Peter Markham, CEO, with copies of documentation responsive to your inquiry.

Should any questions arise concerning this submission, kindly contact the undersigned.

Respectfully submitted,

/s/ Joan Stewart

Joan Stewart
Counsel to Estrella Media, Inc.

cc: *EB-EEO@fcc.gov*

DECLARATION OF PETER MARKHAM, CHIEF EXECUTIVE OFFICER

I, Peter Markham, hereby declare as follows:

1. I am a Chief Executive Officer of Estrella Media, Inc. (“Estrella”), parent corporation of Estrella Radio License of Houston LLC and Estrella Television License of Houston LLC, the licensee of KEYH, Houston, TX (FID 2911), which is part of a station employment unit based in Houston Texas and which includes KZJL(TV), Houston, TX (FID 69531), KTJM(FM), Port Arthur, TX (FID 20489), KQQK(FM), Beaumont, TX (FID 19087), and KNTE-FM, Bay City, TX (FID 2131) (the “SEU” or “Unit”). This Statement and relevant attachments are being submitted in response to the March 22, 2024 letter of Elizabeth E. Goldin, Assistant Chief, Investigations & Hearings Division of the Commission’s Enforcement Bureau, concerning a random audit of EEO compliance (the “EEO Audit Letter”).
2. This SEU employed five or more full-time employees during the audit period as the term is defined in the broadcast EEO rule of the Federal Communication Commission (“FCC” or the “Commission”), 47 C.F.R. § 73.2080(e)(1).
3. In response to Question 2(b)(i) of the EEO Audit Letter, the SEU’s two most recent EEO Public File Reports, as described in 47 C.F.R. § 73.2080(c)(6), are appended at Attachment A.
4. In response to Question 2(b)(ii) of the EEO Audit Letter, the web addresses of the stations in this SEU are as follows: <https://estrellatv.com/radio/la-raza-houston> (KTJM(FM)), <https://estrellatv.com/radio/el-norte-houston> (KQQK(FM)), and <https://estrellatv.com/radio/la-raza-houston> (KNTE (FM)). KEYH (AM) does not have a website. A copy of the current EEO Public File Report is included on or linked to each of these websites.
5. In response to Question 2(b)(iii), the date of each full-time hire listed in the SEU’s above-referenced EEO Public File Reports, in accordance with 47 C.F.R. § 73.2080(c)(5)(vi), is included in the internal business records appended at Attachment B. Further, the licensee acknowledges that it is required to retain records to document its outreach to the recruitment sources used to fill its full-time positions pursuant to 47 C.F.R. § 73.2080(c)(5)(iii), including the recruitment reflected in the above EEO Public File Reports. However, pursuant to the EEO Audit Letter, only one such job notice per position is included at Attachment B.
6. In response to Question 2(b)(iv) of the EEO Audit Letter, the internal business records appended at Attachment B also provide data concerning (a) the total number of interviewees for each vacancy and (b) the referral source for each interviewee for each full-time vacancy filled during the period covered by the above EEO Public File Reports.
7. In response to Question 2(b)(v) of the EEO Audit Letter, documentation concerning the Unit’s performance of four points worth of recruitment initiative activity during the period covered by the above EEO Public File Reports and as described in § 73.2080(c)(2) is appended at Attachment C with participating personnel noted therein. This SEU employs a total of 43 full-time employees and at least one of our stations is located in a market with a population of more than 250,000. Accordingly, the SEU is required to perform at least four points worth of

recruitment initiative activity during each two-year period measured from the date the stations in the SEU are required to file license renewal applications.

8. In response to Question 2(b)(vi) of the EEO Audit Letter, the licensee affirms that it is not aware of any complaints alleging unlawful discrimination in the employment practices of the stations in this SEU based on race, color, religion, national origin or sex filed before a body with jurisdiction under federal, state, territorial or local law during the current license term.

9. In response to Question 2(b)(vii) of the EEO Audit Letter, the licensee affirms that Estrella has disseminated copies of the “EEO Basics Binder,” a comprehensive manual on FCC EEO compliance authored by Estrella’s communications counsel, Wiley Rein LLP. It includes advice on how SEUs are to engage in broad recruitment for job vacancies, undertake recruitment initiatives and provides sample forms for collecting and maintaining the necessary recruitment records. Human resources and legal staff at the corporate level regularly responds to SEU requests for assistance, and also partners with Wiley Rein to provide FCC EEO guidance to Estrella’s HR managers and coordinators as warranted. The SEU’s HR Manager was charged with daily recruitment and recordkeeping requirements at the SEU, and maintaining its master list of recruitment sources under the supervision of Estrella’s Director of Human Resources. This SEU’s compliance efforts include identifying our efforts to afford equal employment opportunities to employees through statements disseminated in job applications and posted in conspicuous areas within the workplace.

10. At the local level, this SEU has set up a process to ensure that full-time vacancies have broad outreach by holding refresher meetings that highlight the importance of broad outreach, contemporaneous record keeping and identifying successful performance initiatives. This SEU’s compliance efforts include identifying our efforts to afford equal employment opportunities to employees and applicants through statements disseminated in job applications and posted in conspicuous areas within the workplace. This SEU’s employment practices during the audit period were the ultimate responsibility of Laura Martinez-Portillo, the SEU’s Senior Human Resources Manager, working in conjunction with in-house counsel at our corporate headquarters and, when applicable, outside employment and labor counsel.

11. In response to Question 2(b)(viii) of the EEO Audit Letter, the SEU understands that it must periodically analyze the effectiveness of its EEO recruitment program by reviewing the productivity of sources on its recruitment list and the outcome of its recruitment initiatives. The SEU recently bolstered its master list of recruitment sources to widen vacancy-specific outreach and attract more qualified candidates. The SEU’s HR Manager, also makes a point to personally contact several community organizations on the SEU’s recruitment source list to discuss specific skills and qualifications for open positions and attends the SEU’s popular community events to interact with interested attendees about careers in broadcasting generally and at the SEU specifically. Finally, Estrella also recently redesigned and moved its career website, which has simplified the ability for potential candidates to find and apply for open job postings.

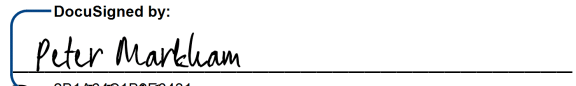
12. In response to Question 2(b)(ix) of the EEO Audit Letter, this SEU strives to comply with all federal, state and/or local laws regarding pay, benefits, seniority practices, promotions, and selection techniques and tests to ensure that they provide equal opportunity and do not have a discriminatory effect.

Dated: May 3, 2024

[SIGNATURE PAGE FOLLOWS]

**SIGNATURE PAGE TO
DECLARATION OF PETER MARKHAM**

As of the date set forth above, I hereby declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge, information and belief.

DocuSigned by:

Peter Markham

ATTACHMENT A

KZJL(TV)/KTJM(FM)/ KJOJ-FM¹/KQQK(FM)/KNTE-FM/KEYH(AM)
EEO PUBLIC FILE REPORT
04/01/2022 – 03/31/2023²

I. VACANCY LIST

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

	Job Title	Recruitment Sources (RS) Used to Fill Vacancy	RS Referring Hiree
1	Promotions Assistant	4,7,9,13,15,16	4
2	HR Generalist	1, 7,9,11	9
3	Promotions Coordinator	7,9,13,15,16	7
4	Account Coordinator	7,9,13,15,16	7
5	Account Coordinator	7,9,13,15,16	7
6	Receptionist	7,9	7
7	Account Executive	2,7,9,10,11	10
8	Disc Jockey	6,7,9	6
9	Account Coordinator	7,9,12	7
10	Audio Production Assistant	7,9	7
11	Receptionist	2,7,9,10	2
12	TV News Reporter	7,9,10	7
13	General Sales Manager	2,7, 10	2

¹ This license was canceled April 2022.

² This report was revised in April 2024 to address reporting issues.

KZJL(TV)/KTJM(FM)/KJOJ-FM/KQQK(FM)/KNTE-FM/KEYH(AM)
EEO PUBLIC FILE REPORT
04/01/2022 – 03/31/2023

II. MASTER RECRUITMENT SOURCE LIST (“MRSL”)

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
1	Walk-In/Self-Referral	N	1
2	Employee Referral	N	3
3	Non-Employee Referrals	N	0
4	Former Employee (Re-Hire)	N	1
5	Internal Transfer/Promotion	N	0
6	On-Air Radio Job Announcements <i>(one or more stations)</i>	N	5
7	Company Website (www.estrellamedia.com)	N	34
8	Job Fairs/Community Events <i>(See Section III of Report)</i>	N	0
9	Indeed www.indeed.com	N	20
10	Zip Recruiter www.ziprecruiter.com	N	9
11	LinkedIn www.linkedin.com	N	1
12	Workforce Solution <i>(Formerly the Worksource)</i> (job placement/job bank database/career center) www.worksolutions.com / www.workintexas.com 70 FM 1960 Houston, TX., 77090 Attn: Thornton Lampley Email: thornton.lampley@wksolutions.com Phone: (832) 570-5509	N	0
13	Lee College Student Career & Employee Office Attn: Cindy Fletcher P.O. Box 818 Baytown, TX ., 77522 (281) 425-6311 Attn: Ehab Mustafa emustafa@lee.edu	N	0
14	University of St. Thomas Career Planning & Placement Center Attn: Diana R. Garcia 3800 Montrose Blvd. Houston, TX ., 77006 (713) 525-3160 garciaad@stthom.edu	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
15	Almeda Community Center Attn: Job Posting Board 14201 Almeda School Rd. Houston, TX., 77047 (713)434-1909 almeda@houston.tx.gov	N	0
16	Entertainment Careers Website Santa Monica, CA www.entertainmentcareers.net	N	0
17	Alvin Community College 3110 Mustang Rd. Alvin, Texas 77511 Phone: 281-756-3767 Url: www.alvincollege.edu Email: BLewis@alvincollege.edu Bill Lewis	N	0
18	Sam Houston State University 919 Bearkat Blvd. Box 2238 Huntsville, Texas 77341 Phone: 936-294-1713 Url: www.myinterfase.com/shsu/employer Email: careerservices@shsu.edu Career Services	N	0
19	Texas Veterans Commission 8373 Westheimer Houston, TX 77063 Phone: 713-953-9211 Url: www.tvc.state.tx.us Email: aleshia.jamison@tvc.texas.gov Fax: 1-713-978-7049 Aleshia Jamison	N	0
20	Galveston Regional Chamber of Commerce Email: EShuttlesworth@galvestonchamber.com	N	0
TOTAL INTERVIEWEES OVER REPORTING PERIOD:			74

KZJL(TV)/KTJM(FM)/KJOJ-FM/KQQK(FM)/KNTE-FM/KEYH(AM)
EEO PUBLIC FILE REPORT
III. RECRUITMENT INITIATIVES
04/01/2022 – 03/31/2023

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
1	Participate in Job Fair/ Career Fair	<p>Activity: Houston Job Fair</p> <p>Date: 10/19/2022</p> <p>Participating personnel: HR Manager and Account Assistant</p> <p>Description: The SEU participated on the Houston Job fair located in the Crown Plaza Houston Galleria Area. During the job fair HR Manager and Account Assistant met with candidates of the event to promote the various stations, answer questions related to the event, and encourage those with an interest in broadcasting to contact the SEU with career opportunity inquiries. Presentation packages were provided with information about Estrella Media , the local stations, their personalities and programs as well as job descriptions of various positions within the SEU.</p>
2	Participate in Job Fair /Career Fair	<p>Activity: Workforce Solutions Job Fair</p> <p>Date: 11/05/2022</p> <p>Participating personnel: HR Manager</p> <p>Description: The SEU participated in the Workforce Solutions Job Fair in Houston, Texas. This event is hosted by Workforce Solutions. The event featured booths from community organizations, and the opportunity to interact with diverse students possessing a wide variety of skills, interests, and educational backgrounds. The member of the SEU met with guests of the event to promote the various stations, answer questions related to the event, and encouraged those with an interest in broadcasting to contact the SEU with career opportunity inquiries. Presentation packages were provided with information about Estrella Media , the local stations, their personalities and programs as well as job descriptions of various positions within the SEU.</p>
3	Training/mentoring program designed to enable station personnel to acquire skills qualifying them for higher level position	<p>Activity: Training</p> <p>Date: October 2022 – December 2022</p> <p>Participating personnel: Receptionist, Local Sales Manager And Sales Coordinator</p> <p>Description: During October to December 2022, our SEU's Local Sales Manager and Sales Coordinator directly worked with our Receptionist to cross-train in our SEU's Sales department as an Sales Coordinator. The program was focused on maximizing our Receptionist career development potential, equipping her for a position in our sales department.</p>

4	Training/mentoring program designed to enable station personnel to acquire skills qualifying them for higher level position	<p>Activity: Training</p> <p>Date: February 2023- March 2023</p> <p>Participating personnel: TV Traffic Coordinator, Local Sales Manger and Account Executive.</p> <p>Description: During February and March 2023, our SEU's Local Sales Manager, Account Executive directly worked with our TV Traffic Coordinator to cross-train in our SEU's Sales Department as an Junior Account Coordinator. The program was focused on maximizing our TV Traffic Coordinator's career development potential, equipping her for a position in our sales department.</p>
5	Management-level training regarding equal employment opportunity and preventing discrimination	<p>Activity: "Harassment Prevention Training for All Employees and Supervisors"</p> <p>Dates: March 15, 2023 – March 31, 2023</p> <p>Conducted: On-line via CalChamber</p> <p>Attendees: All SEU staff including supervisors and hiring managers.</p> <p>Description: All employees, supervisors, and hiring managers were required to participate in a 60 minute training program (120 minutes for Supervisors and Hiring Managers) focused on the following objectives: a) raise the level of awareness about Equal Employment Opportunity and the importance on the sensitivity to cultural and religious diversity in the workplace, b) language around the topic of diversity and c) learn the tools necessary to avoid discrimination and work effectively with a diverse employee base.</p>

KZJL(TV)/KTJM(FM)/ KQQK(FM)/KNTE-FM/KEYH(AM)
EEO PUBLIC FILE REPORT
04/01/2023 – 03/31/2024¹

I. VACANCY LIST

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

	Job Title	Recruitment Sources (RS) Used to Fill Vacancy	RS Referring Hiree
1	Media Traffic Assistant	4,7,9	4
2	Account Executive	7,9,10,11	7
3	Account Executive	7,9,10,11	7
4	Account Coordinator	7,9,11	7
5	Account Coordinator	7, 9, 11	7
6	Account Coordinator	2,7,8,9,11	2
7	Account Coordinator	7,9,11	9
8	National Sales Coordinator	7,9,11	9
9	Radio Traffic Assistant	6,7,9	9
10	Promotions Coordinator	7,9,12	7

¹ This report was revised in April 2024 to address reporting issues.

KZJL(TV)/KTJM(FM)/ KQQK(FM)/KNTE-FM/KEYH(AM)
EEO PUBLIC FILE REPORT
04/01/2023 – 03/31/2024

II. MASTER RECRUITMENT SOURCE LIST (“MRSL”)

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
1	Walk-In/Self-Referral	N	0
2	Employee Referral	N	3
3	Non-Employee Referrals	N	0
4	Former Employee (Re-Hire)	N	1
5	Internal Transfer/Promotion	N	0
6	On-Air Radio Job Announcements <i>(one or more stations)</i>	N	0
7	Company Website (www.estrellamedia.com)	N	33
8	Job Fairs/Community Events <i>(See Section III of Report)</i>	N	0
9	Indeed www.indeed.com	N	18
10	Zip Recruiter www.ziprecruiter.com	N	0
11	LinkedIn www.linkedin.com	N	1
12	Offer Up Jobs www.offerup.com	N	0
13	Workforce Solution <i>(Formerly the Worksource)</i> (job placement/job bank database/career center) www.worksolutions.com / www.workintexas.com 70 FM 1960 Houston, TX., 77090 Attn: Thornton Lampley Email: thornton.lampley@wksolutions.com Phone: (832) 570-5509	N	0
14	Lee College Student Career & Employee Office Attn: Cindy Fletcher P.O. Box 818 Baytown, TX ., 77522 (281) 425-6311 Attn: Ehab Mustafa emustafa@lee.edu	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
15	University of St. Thomas Career Planning & Placement Center Attn: Diana R. Garcia 3800 Montrose Blvd. Houston, TX ., 77006 (713) 525-3160 garciad@stthom.edu	N	0
16	Almeda Community Center Attn: Job Posting Board 14201 Almeda School Rd. Houston, TX., 77047 (713)434-1909 almeda@houston.tx.gov	N	0
17	Entertainment Careers Website Santa Monica, CA www.entertainmentcareers.net	N	0
18	Alvin Community College 3110 Mustang Rd. Alvin, Texas 77511 Phone: 281-756-3767 Url: www.alvincollege.edu Email: BLewis@alvincollege.edu Bill Lewis	N	0
19	Sam Houston State University 919 Bearkat Blvd. Box 2238 Huntsville, Texas 77341 Phone: 936-294-1713 Url: www.myinterfase.com/shsu/employer Email: careerservices@shsu.edu Career Services	N	0
20	Texas Veterans Commission 8373 Westheimer Houston, TX 77063 Phone: 713-953-9211 Url: www.tvc.state.tx.us Email: aleshia.jamison@tvc.texas.gov Fax: 1-713-978-7049 Aleshia Jamison	N	0
21	Galveston Regional Chamber of Commerce Email: EShuttlesworth@galvestonchamber.com	N	0
TOTAL INTERVIEWEES OVER REPORTING PERIOD:			56

KZJL(TV)/KTJM(FM)/ KQQK(FM)/KNTE-FM/KEYH(AM)
EEO PUBLIC FILE REPORT
III. RECRUITMENT INITIATIVES
04/01/2023 – 03/31/2024

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
1	Participate in Job Fair/ Career Fair	<p>Activity: Lee College Job Fair</p> <p>Date: April 6, 2023</p> <p>Participating personnel: HR Manager and Account Assistant</p> <p>Description: The SEU participated in the Lee College Job Fair located in the Lee College Sports Arena. During the job fair the SEU met with candidates of the event to promote the various stations, answer questions related to the event, and encourage those with an interest in broadcasting to contact the SEU with career opportunity inquiries. Presentation packages were provided with information about Estrella Media, the local stations, their personalities and programs as well as job descriptions of various positions within the SEU.</p>
2	Host community event/ program which assists in the dissemination of information about broadcast employment opportunities	<p>Activity: Festival Cinco de Mayo</p> <p>Date: May 7, 2023</p> <p>Participating personnel: Numerous Estrella Media staff including Sales Manager, Programming Manager and the Promotions Manager of SEU</p> <p>Description: The SEU hosted its annual Festival de Cinco de Mayo event held at Escapade 2001 in Houston, Texas. The event featured booths for recruiting activities, community organizations, and retailers as well as live entertainment. Members of the SEU met with guests of the event to promote the various stations, answer questions related to the event, and encourage those with an interest in broadcasting to contact the SEU with career opportunity inquiries. Presentation packages were provided with information about Estrella Media, the local stations, their personalities and programs as well as job descriptions of various positions within the SEU. Individuals were led around the grounds to view the various radio properties, listen to different styles of music offered by the SEU and meet with other workers at the SEU. Approximately 40,000 attended this event.</p>
3	Host community event/ program which assists in the dissemination of information about broadcast employment opportunities	<p>Activity: Fiestas Patrias Festival</p> <p>Date: September 10, 2023</p> <p>Participating personnel: Numerous Estrella Media Staff including Sales Manger of SEU</p> <p>Description: The SEU hosted its annual Fiestas Patrias event held at Escapade 2001 in Houston, Texas. The event featured booths for recruiting activities, community organizations, and</p>

		retailers as well as live entertainment. Members of the SEU met with guests of the event to promote the various stations, answer questions related to the event, and encourage those with an interest in broadcasting to contact the SEU with career opportunity inquiries. Presentation packages were provided with information about Estrella Media, the local stations, their personalities and programs as well as job descriptions of various positions within the SEU. Individuals were led around the grounds to view the various radio properties, listen to different styles of music offered by the SEU and meet with other workers at the SEU. Approximately 50,000 attended this event.
4	Participate in Job Fair/ Career Fair	<p>Activity: Baker Ripley Job Fair (Workforce Solutions)</p> <p>Date: March 15, 2024</p> <p>Participating personnel: HR Manager</p> <p>Description: The SEU participated in the Workforce Solutions Job Fair in Houston, Texas. This event is hosted by Workforce Solutions. The event featured booths from community organizations, and the opportunity to interact with diverse students possessing a wide variety of skills, interests, and educational backgrounds. The members of the SEU met with guests of the event to promote the various stations, answer questions related to the event, and encouraged those with an interest in broadcasting to contact the SEU with career opportunity inquiries. Presentation packages were provided with information about Estrella Media, the local stations, their personalities and programs as well as job descriptions of various positions within the SEU.</p>
5	Training/mentoring program designed to enable station personnel to acquire skills qualifying them for higher level position	<p>Activity: Training</p> <p>Dates: May 2023 – July 2023</p> <p>Participating personnel: Account Coordinator, TV Traffic Manager.</p> <p>Description: During May 2023 and July 2023, our SEU's TV Traffic Manager, directly worked with our Sales Coordinator to cross-train in our SEU's TV Traffic department as a TV Traffic Coordinator. The program was focused on maximizing our Account Coordinator's career development potential, equipping her for a position within our traffic department.</p>

ATTACHMENT B

KZJL(TV)/KTJM(FM)/KJOJ-FM/KQQK(FM)/KNTE-FM/KEYH(AM)**VACANCY DATA FORM**

Full-Time Job Title: Promotions Assistant	Date Filled: 05/09/2022
Recruitment Source ("RS") Referring Hiree: Former Employee (Re- Hire)	Total Number of Interviewees: 6

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
4	Former Employee (Re-Hire)	N	1
7	Company Website (www.estrellamedia.com)	N	1
9	Indeed www.indeed.com	N	4
13	Lee College Student Career & Employee Office Attn: Cindy Fletcher P.O. Box 818 Baytown, TX ., 77522 (281) 425-6311 Attn: Ehab Mustafa emustafa@lee.edu	N	0
15	Almeda Community Center Attn: Job Posting Board 14201 Almeda School Rd. Houston, TX., 77047 (713)434-1909 almeda@houstontx.gov	N	0
16	Entertainment Careers Website Santa Monica, CA www.entertainmentcareers.net	N	0

San Juana Fernandez

From: San Juana Fernandez
Sent: Wednesday, April 20, 2022 4:18 PM
To: emustafa@lee.edu
Subject: Estrella Media Posting
Attachments: Promotions Assistant.pdf; Promotions Coordinator (Houston).pdf

Hello,

Estrella Media Inc. in Houston, TX is currently seeking to fill the following employment positions :

- Promotions Assistant
- Promotions Coordinator

I have attached the job description for the employment positions. If you can please help us post the above positions in your bulletin board. Candidates interested in submitting an application for the positions identified above should send their resume to *San Juana Fernandez*, Human Resource Coordinator:

- ✦ Estrella Media Inc, 3000 Bering, Houston TX 77057. /www.estrellamedia.com/
- ✦ sjfernandez@estrellamedia.com
- ✦ Phone number : (972) 652-2133

Thank you for your Assistance. If you know of other organizations which may be of assistance in our equal employment opportunity effort, we would appreciate you forwarding that information to us

San Juana Fernandez HR Coordinator/Office Manager
o. 972-652-2133
e. sjfernandez@estrellamedia.com
a. 2410 Gateway Dr. Irving ,TX 75063



KZJL(TV)/KTJM(FM)/KJOJ-FM/KQQK(FM)/KNTE-FM/KEYH(AM)**VACANCY DATA FORM**

Full-Time Job Title: Human Resources Generalist	Date Filled: 05/16/2022
Recruitment Source ("RS") Referring Hiree: Indeed	Total Number of Interviewees: 9

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1	Walk-In/Self-Referral	N	1
7	Company Website (www.estrellamedia.com)	N	1
9	Indeed www.indeed.com	N	6
11	LinkedIn www.linkedin.com	N	1



Home



My Network



Jobs

 You posted this job on April 6, 2022

[Manage job post](#)

Human Resources Generalist

Estrella Media, Inc. Houston, TX (On-site)



Full-time



501-1,000 employees



See recent hiring trends for Estrella Media, Inc.. [Retry Premium Free](#)

 No longer accepting applications

About the job

Company Overview

Estrella Media, Inc. is a leading Spanish-language media company creating video and audio content for multiplatform distribution in the United States and around the world. Estrella Media is one of the largest U.S. producers of Spanish-language video content, producing over 6,000 hours annually of news and entertainment programming at its Estrella Studios, and it has a library of over 20,000 hours of original entertainment programming. Estrella Media informs and entertains U.S. Hispanic television audiences on the EstrellaTV national broadcast network, owned and operated stations in leading Hispanic markets, and through free live streaming channels EstrellaTV, Estrella News and Estrella Games available on all major video services and on demand through the EstrellaTV APP and website available anytime and anywhere. Estrella Media is also one of the leading producers of Spanish-language audio programming and events through its leading stations in major markets. The company's Don Cheto Radio Network features one of the nation's most popular radio talents. Estrella Media's highly rated radio programming is broadcast on its radio stations in the top U.S. Hispanic markets and is also streamed on digital media platforms. Estrella also produces large scale music festivals, concerts and special events throughout the U.S. To learn more about Estrella Media and see company updates, please visit www.estrellamedia.com. Follow us on Twitter @Estrellamedia, Facebook @Estrellamediainc and LinkedIn @Estrella Media, Inc.

Human Resources Generalist

Position Summary: Exciting key opportunity for experienced Human Resources Generalist to join a growing

**Essential Duties Responsibilities:**

- Conducts recruitment efforts
- Assists in employee relations counseling and investigation; resolves employee relations issues as they occur, interfacing with various levels of management
- Participates in developing department goals, objectives and systems
- Performs benefits administration including communicating benefit information to employees
- Maintains and administers Company leave of absence procedures
- Maintains HRIS records (Paycom) and compiles reports as needed
- Maintains compliance with federal and state laws concerning employment
- Maintains Company organization charts
- Maintains human resources employment files
- Participates in administrative staff meetings
- Responsible for administration of workers' compensation insurance program; investigates accidents and prepares reports to insurance carrier
- Coordinates management training
- Manages and directs Form I-9 completion, re-verification and filing/retention for active and terminated employees as required by law
- Assist with the onboarding process
- Complete special projects, as directed
- Additional responsibilities may be required

Requirements:

- Strong knowledge of federal and multiple state employment laws; strong knowledge of California laws; knowledges of Texas and New York laws helpful
- 3 to 5 years of experience working in a Human Resources Department
- A strong work ethic and integrity
- Bi-lingual English and Spanish required
- Proficient with MS Office (Word, Excel, PowerPoint and Outlook)
- Excellent written and verbal communications skills
- Attention to detail and very strong organizational skills
- Prioritizes and handles multiple tasks at the same time, meet all deadlines, and find creative solutions that solve problems
- Bachelor's degree

Eligibility Requirements

- Must be willing to work in Houston, TX [no relocations]
- Must be willing to work long hours, holidays and weekends on short notice.
- Must be willing to undergo a pre-employment background investigation.
- Must have legal authorization to work in the United States.
- Must have received or be willing to receive the COVID-19 vaccine by date of hire.
- Must possess valid Driver's license and a good driving record.
- Must be 18 years or older.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

KZJL(TV)/KTJM(FM)/KJOJ-FM/KQQK(FM)/KNTE-FM/KEYH(AM)**VACANCY DATA FORM**

Full-Time Job Title: Promotions Coordinator	Date Filled: 06/08/2022
Recruitment Source ("RS") Referring Hiree: Company Website	Total Number of Interviewees: 6

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
7	Company Website (www.estrellamedia.com)	N	6
9	Indeed www.indeed.com	N	0
13	Lee College Student Career & Employee Office Attn: Cindy Fletcher P.O. Box 818 Baytown, TX., 77522 (281) 425-6311 Attn: Ehab Mustafa emustafa@lee.edu	N	0
15	Almeda Community Center Attn: Job Posting Board 14201 Almeda School Rd. Houston, TX., 77047 (713)434-1909 almeda@houstontx.gov	N	0
16	Entertainment Careers Website Santa Monica, CA www.entertainmentcareers.net	N	0

San Juana Fernandez

From: San Juana Fernandez
Sent: Wednesday, April 20, 2022 4:18 PM
To: almeda@houstontx.gov
Subject: Estrella Media Posting
Attachments: Promotions Assistant.pdf; Promotions Coordinator (Houston).pdf

Hello,

Estrella Media Inc. in Houston, TX is currently seeking to fill the following employment positions :

- Promotions Assistant
- Promotions Coordinator

I have attached the job description for the employment positions. If you can please help us post the above positions in your bulletin board. Candidates interested in submitting an application for the positions identified above should send their resume to *San Juana Fernandez*, Human Resource Coordinator:

- ✦ Estrella Media Inc, 3000 Bering, Houston TX 77057. /www.estrellamedia.com/
- ✦ sjfernandez@estrellamedia.com
- ✦ Phone number : (972) 652-2133

Thank you for your Assistance. If you know of other organizations which may be of assistance in our equal employment opportunity effort, we would appreciate you forwarding that information to us

San Juana Fernandez HR Coordinator/Office Manager
o. 972-652-2133
e. sjfernandez@estrellamedia.com
a. 2410 Gateway Dr. Irving ,TX 75063



KZJL(TV)/KTJM(FM)/KJOJ-FM/KQQK(FM)/KNTE-FM/KEYH(AM)**VACANCY DATA FORM**

Full-Time Job Title: Account Coordinator	Date Filled: 06/13/2022
Recruitment Source ("RS") Referring Hiree: Company Website	Total Number of Interviewees: 5

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
7	Company Website (www.estrellamedia.com)	N	4
9	Indeed www.indeed.com	N	1
13	Lee College Student Career & Employee Office Attn: Cindy Fletcher P.O. Box 818 Baytown, TX ., 77522 (281) 425-6311 Attn: Ehab Mustafa emustafa@lee.edu	N	0
15	Almeda Community Center Attn: Job Posting Board 14201 Almeda School Rd. Houston, TX., 77047 (713)434-1909 almeda@houston.tx.gov	N	0
16	Entertainment Careers Website Santa Monica, CA www.entertainmentcareers.net	N	0

San Juana Fernandez

From: EntertainmentCareers.Net Support <bouncesubmit-395623@entertainmentcareers.net>
Sent: Wednesday, March 23, 2022 11:58 AM
To: San Juana Fernandez
Subject: Your Accounts Coordinator job submission.

CAUTION - EXTERNAL EMAIL - Please verify sender before opening attachments or links and never share your password.

*****CONFIRMATION*****

Thank you for posting your jobs with EntertainmentCareers.net.

Get More Responses Upgrade your posting to get better visibility:

- Keep your posting in the top of the search results.
- Have your posting or company featured on the front page of the site.
- Add your logo.
- Include a link to your website.

Click here upgrade, edit, or remove your posting

https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.entertainmentcareers.net%2Fd%2FC15EE59DEE4272F5%3Futm_source%3Decn_jobpostconfirm%26utm_medium%3Demail&data=04%7C01%7Csjuanfernandez%40estrellamedia.com%7Cb01f6f7f467a4c7d1a5508da0cee6fa1%7Cde977035f25d4807b0be1ff474ee9dbd%7C0%7C0%7C637836515895175604%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6lk1haWwILCJXVCi6Mn0%3D%7C2000&sdata=yzAvJtegLakNE6yYQvuCZcWYqDoEINgxWXkvHIGSNh0%3D&reserved=0

We respectfully ask you to do the following:

#1 When the position is filled, please remove it (instructions below) from the site ASAP.

#2 When you do hire someone as a result of posting on EntertainmentCareers.Net, please, please, please, let us know. This is the only way we measure our performance and it absolutely makes our day to hear the SUCCESS stories.

#3 Please provide us with any feedback that you may have, we always welcome suggestions for improving the site. If you would like to see a feature added to the site, let us know. We have, so far, never turned down a request to add a feature.

#4 We strive to get things right; Please let us know ASAP if there are any problems.

Please note that it will take 1 business day until you will be able to see the posting on the website. If you need a posting rushed, please let us know

****Your Listing****

Use this link to edit or delete your posting

https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.entertainmentcareers.net%2Fd%2FC15EE59DEE4272F5%3Futm_source%3Decn_jobpostconfirm%26utm_medium%3Demail&data=04%7C01%7Csjuanfernandez%40estrellamedia.com%7Cb01f6f7f467a4c7d1a5508da0cee6fa1%7Cde977035f25d4807b0be1ff474ee9dbd%7C0%7C0%7C637836515895175604%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6lk1haWwILCJXVCi6Mn0%3D%7C2000&sdata=yzAvJtegLakNE6yYQvuCZcWYqDoEINgxWXkvHIGSNh0%3D&reserved=0

%40estrellamedia.com%7Cb01f6f7f467a4c7d1a5508da0cee6fa1%7Cde977035f25d4807b0be1ff474ee9dbd%7C0%7C0%7C637836515895175604%7CUnknown%7CTWFpbGZsb3d8eyJWlloiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6lk1haWwiLCJXVCi6Mn0%3D%7C2000&data=yzAvJtegLakNE6yYQvuCZcWYqDoElNgxWXkvHIGSNh0%3D&reserved=0

Full or Part Time: Full Time

Job or Internship: Job

Company: Estrella Media

City: Houston

State: TX

Country: US

Job Title: Accounts Coordinator

Job Description: Estrella Media
Account Coordinator

Estrella Media, Inc., is a leading vertically integrated, multi-platform, Spanish-language media company operating across top U.S. Hispanic markets. Producing over 2,500 hours annually of original TV programming at the Estrella Studios in Burbank, CA, the company is one of the largest U.S. producers of Spanish-language TV content. The company's EstrellaTV Network is distributed through owned and operated TV stations, TV network affiliates and related digital media properties. The EstrellaTV programming catalog, consisting of over 7,500 hours of original Spanish-language television programming, is one of the largest libraries of content produced in the U.S. for the U.S. Hispanic marketplace. Additionally, Estrella Media is one of the most prolific developers and producers of Spanish-language radio talent and programming.

Position Summary:

The Account Coordinator position at Estrella TV is an entry level role that can get you on the path to a Sales Associate career in radio and/or television sales at any of our locations across the country. Sales Coordinators provide sales support to Sales Managers and Account Executives for the Estrella TV local TV and Radio Stations.

Responsibilities:

- Establish strong business relationships and act as liaison with advertising agency counterparts and internal departments, including Traffic, Marketing, Accounting and Research.
- Respond to all client requests in a timely manner.
- Execute all client orders ensuring that they are in compliance with client and station requirements.
- Handle program and commercial changes and issue change notices to clients.
- Communicate effectively with multiple departments to coordinate sales packages for sales meetings.
- Assist Sales Managers and Account Executives in creating PowerPoint presentations and presentation sheets.
- Assist Account Executive on gathering promotional assets, approvals within tight deadlines.
- Assist with reception coverage as needed.
- Work closely with Traffic to schedule promotional assets.
- Proficient in web-based programs: Marketron, OSI, Wide Orbit
- Reconcile billing discrepancies with agencies and billing department as needed
- Perform other tasks as directed by Manager.

Requirements:

- Strong computer knowledge (Microsoft Office Word, Excel, PowerPoint).

- Organizational skills and the ability to prioritize.
- Excellent verbal and written communications skills with a strong customer service orientation.
- Problem solving skills with the ability to troubleshoot and resolve issues.
- Detail oriented and ability to meet tight deadlines.
- Data entry accuracy is essential.
- Bilingual: ability to read, write and speak English/Spanish is a plus.
- Bachelor's degree preferred.

Eligibility Requirements:

- Must be willing to work in Houston, TX
- Must be willing to undergo a pre-employment background investigation.
- Must have legal authorization to work in the United States.
- Must be willing to work overtime on short notice.
- Must be 18 years or older.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Estrella Media is an Equal Opportunity Employer.

Contact us:

Your anonymous EntertainmentCareers.Net email address will be shown in the posting and will forward to sjfernandez@estrellamedia.com

To make any changes or to delete the listing, go to the employer's section of the site https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.entertainmentcareers.net%2Femployer%2F%3Futm_source%3Decn_jobpostconfirm%26utm_medium%3Demail&data=04%7C01%7Csfernandez%40estrellamedia.com%7Cb01f6f7f467a4c7d1a5508da0cee6fa1%7Cde977035f25d4807b0be1ff474ee9dbd%7C0%7C0%7C637836515895175604%7CUnknown%7CTWFpbGZsb3d8eyJWIjoIMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6lk1haWwiLCJXVCi6Mn0%3D%7C2000&data=5GyY99rdwTCfHh3t%2F5k4HQ27jlgOA1zXge8neSqQsyU%3D&reserved=0 and click on 'My Postings'.

Thank you,

Brad Hall
Founder/CEO
EntertainmentCareers.Net
310-442-0200 x101 Phone
64.125.174.249

ref:ecnconfirmation

KZJL(TV)/KTJM(FM)/ KJOJ-FM/KQQK(FM)/KNTE-FM/KEYH(AM)

ABBREVIATED VACANCY DATA FORM

Full-Time Job Title: Account Coordinator	Date Filled: 6/21/2022
Recruitment Source (“RS”) Referring Hiree: Company Website	Total Number of Interviewees: <i>See Note Below</i>

Note: Please see the Vacancy Data Form for the Account Coordinator position filled on 6/13/2022 for recruitment source information and related documentation. The recruitment efforts used to fill that position, as well as the same interviewees, also apply to this position.

KZJL(TV)/KTJM(FM)/KJOJ-FM/KQQK(FM)/KNTE-FM/KEYH(AM)

VACANCY DATA FORM

Full-Time Job Title: Receptionist	Date Filled: 07/05/2022
Recruitment Source ("RS") Referring Hiree: Company Website	Total Number of Interviewees: 6

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
7	Company Website (www.estrellamedia.com)	N	3
9	Indeed www.indeed.com	N	3

Your account is missing required information.

We require employers to have a verified mobile number. Using a shared login? Learn how to provide access to multiple users.

[Add mobile number](#)

2

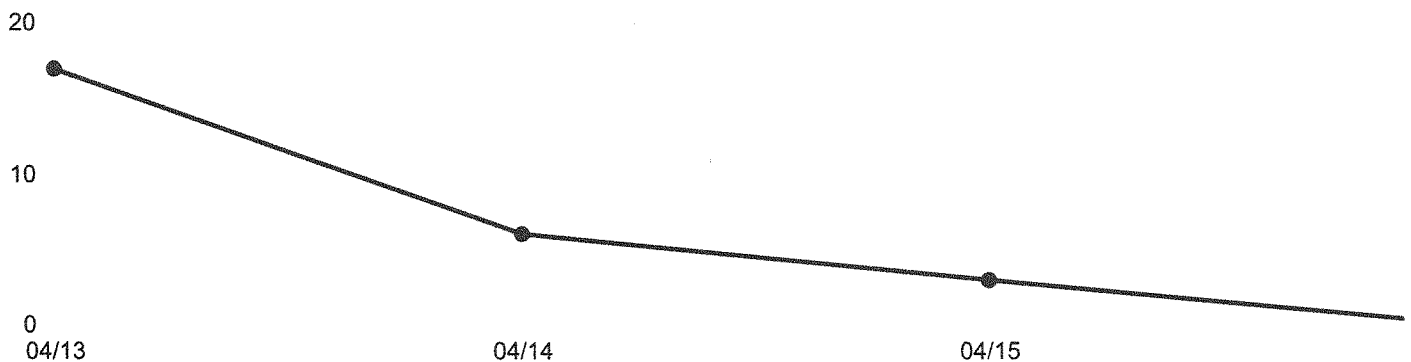
1

Bilingual Receptionist

Estrella Media – Houston, TX

Clicks

■ Your job



Clicks this week ⓘ

35

Job description

Summary

We are Estrella Media and we're looking for a great bilingual (English/Spanish) receptionist to join our team. We want to talk with you if you have the necessary skills to represent our TV and Radio stations with professionalism.

Estrella Media, Inc. is a leading Spanish-language media company creating video and audio content for multiplatform distribution in the United States and around the world. Estrella Media is one of the largest U.S. producers of Spanish-language video content, producing over 6,000 hours annually of news and entertainment programming at its Estrella Studios, and it has a library of over 20,000 hours of original entertainment programming. Estrella Media informs and entertains U.S. Hispanic television audiences on the EstrellaTV national broadcast network, owned and operated stations in leading Hispanic markets, and through free live streaming channels EstrellaTV, Estrella News and Estrella Games available on all major video services and on demand through the EstrellaTV APP and website available

anytime and anywhere.

Estrella Media is also one of the leading producers of Spanish-language audio programming and events through its leading stations in major markets. The company's Don Cheto Radio Network features one of the nation's most popular radio talents. Estrella Media's highly rated radio programming is broadcast on its radio stations in the top U.S. Hispanic markets and is also streamed on digital media platforms.

Estrella also produces large scale music festivals, concerts and special events throughout the U.S. To learn more about Estrella Media and see company updates, please visit www.estrellamedia.com. Follow us on Twitter @Estrellamedia, Facebook @Estrellamediainc and LinkedIn @Estrella Media, Inc.

- Promptly, accurately, professionally, and courteously receives 100% of all telephone calls and visitors.
- Promptly, accurately, professionally, and courteously assesses 100% of received calls/inquiries and directs and/or records and relays messages.
- Adept at using all features of the telephone system and voice mail.
- When on duty, ensures the reception station is staffed 100% of the time.
- Maintains knowledge of current postal regulations and services frequently used by the organization.
- Prepares or processes 100% of outgoing mail to include: accurate weighing, coding, sorting, affixing postage, properly addressing, and preparing certified/rush/overnight/return receipt mail.
- Communicate with other departments to assure quality service in placing orders and arranging promotional events.
- Keeps immediate supervisor well-informed of activities, results of efforts and problems identified.
- Respect's confidentiality in discussing participant/consumer, staff, volunteers, and organizational matters.
- Other clerical and possible delivery/pick-up responsibilities as requested
- Excellent written, verbal, communication, and interpersonal skills.
- Must be self-motivated, organized, and creative.
- Ability to multi-task and work in a high pressured, fast paced environment.
- Must be able to perform each essential duty satisfactorily.
- Must also have basic knowledge of MS Word, Excel, and Windows environment.
- Must bring positive attitude to the workplace and be cheerful, cooperative, and productive.
- High school graduate: some college preferred.
- Prior experience as a receptionist preferred but not required.
- Bilingual: English/Spanish required.
- Must be available to work 40 hours/week.
- Must be willing to work in Houston, TX. (no relocation)
- Must be willing to undergo a pre-employment background investigation
- Must have legal authorization to work in the United States
- Ability to lift over 20lbs.
- Must be 18 years or older

Disclaimer:Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all

by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Estrella Media is an Equal Opportunity Employer.

Job Type: Full-time

Free Post **Sponsor job**

Edit job

Open ▾

View public job page

Details

Created: April 8, 2022

Original req id: 746

Views: 137

Sent: 16 ⓘ

See how your pay compares with your competitors. **Add pay**

Budget

Job budget: Not sponsored

Sponsor job

Promote this job for more candidates:



KZJL(TV)/KTJM(FM)/KJOJ-FM/KQQK(FM)/KNTE-FM/KEYH(AM)**VACANCY DATA FORM**

Full-Time Job Title: Account Executive	Date Filled: 09/01/2022
Recruitment Source ("RS") Referring Hiree: Zip Recruiter	Total Number of Interviewees: 7

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
2	Employee Referral	N	1
7	Company Website (www.estrellamedia.com)	N	3
9	Indeed www.indeed.com	N	0
10	Zip Recruiter www.ziprecruiter.com	N	3
11	LinkedIn www.linkedin.com	N	0

Sales

Estrella Media, Inc. • Created 7/26/2022

[Upgrade to invite collaborators](#)[Show me stats](#)[Recruit tool](#)[Pipeline](#)[Job post](#)[Project settings](#)**Account Executive** Open[Close job](#)[Edit job](#)

Estrella Media, Inc. • Houston, Texas, United States (On-site)

Posted 7/26/2022

Job poster: Hilda Martinez • Job listing type: Premium listing

This is a preview of how a job seeker will see your job post. [View job on LinkedIn.com](#)**Account Executive**

Estrella Media, Inc. • Houston, Texas, United States (On-site)



Estrella Media, Inc. is a leading Spanish-language media company creating video and audio content for multiplatform distribution in the United States and around the world. Estrella Media is one of the largest U.S. producers of Spanish-language video content, producing over 4,000 hours annually of news and entertainment programming at its Estrella Studios, and it has a library of over 10,000 hours of original entertainment programming. Estrella Media informs and entertains U.S. Hispanic television audiences on the EstrellaTV national broadcast network, owned and operated stations in leading Hispanic markets, and through free ad-supported streaming channels, including Estrella News, the first 24/7 Spanish-language multiplatform news network in the United States.

Estrella Media is also one of the leading producers of Spanish-language radio programming and events. The company's Don Cheto Radio Network features one of the nation's most popular radio talents. Estrella Media's highly rated radio programming is broadcast on its radio stations in the top U.S. Hispanic markets and is also streamed on digital media platforms. Estrella also produces large scale music festivals, concerts and special events throughout the U.S. To learn more about Estrella Media and see company updates, please visit www.estrellamedia.com. Follow us on Twitter @Estrellamedia, Facebook @Estrellamediainc and LinkedIn @Estrella Media, Inc.

Position Summary:

We are Houston's KZJL- TV, Channel 61, KQOK 107.9 FM (El Norte), and KTJM 98.5FM/KNTE 101.7 FM (La Raza), the #4 Hispanic market, searching for sales professionals to develop and sell our local TV and radio advertising and marketing campaigns to new and existing clients.

Responsibilities:

- Prospect, develop and maintain new and existing accounts to sell TV and radio airtime.
- Develop sales and promotions plans, literature and advertising proposals for clients.
- Develop and maintain excellent relationships with clients by identifying clients' advertising needs and developing customized solutions to meet those needs.
- Provides information to sales management to ensure generation of tracking reports regarding pending deals, forecasts, advertiser, contact and prospect lists.
- Works with internal departments to manage account stewardship through process.
- Attend Sales meetings, training sessions and client remote meetings.

Requirements:

- Relationship builder with an engaging and energetic personality and desire to contribute to the team and win.
- Goal driven and self-motivated individual that challenges self to exceed targets.
- Excellent written, verbal, communication and interpersonal skills.
- Minimum 2 years' experience in sales, preferably in media sales.

- Ability to multi-task and work in a high pressured, fast paced environment with tight deadlines.
- Strong marketing, presentation and closing skills.
- Digital sales experience preferred but not required.
- Bilingual: English/Spanish preferred but not required.
- Bachelor's degree preferred.
- Knowledge of MS Office products: MS Word, Excel and PowerPoint

Eligibility Requirements:

- Interested candidates must submit their resume to hmartinez@estrellamedia.com.
 - Must be willing to work in Houston, TX.
 - Must have a valid driver's license, good driving record and insurance.
 - Must be willing to undergo a pre-employment background investigation
 - Must have legal authorization to work in the United States
 - Must be 18 years or older

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Estrella Media is an Equal Opportunity Employer.

Seniority Level

Entry level

Industry

Media Production

Employment Type

Full-time

Job Functions

Sales, Business Development

Screening questions

Preferred qualifications

Are you legally authorized to work in the United States?

Ideal Answer: Yes

Do you have a valid driver's license?

Ideal Answer: Yes

Have you completed the following level of education: Bachelor's Degree?

Ideal Answer: Yes

Are you willing to undergo a background check, in accordance with local law/regulations?

Ideal Answer: Yes

Job Performance

8

Applicants

121

Total views

KZJL(TV)/KTJM(FM)/KJOJ-FM/KQQK(FM)/KNTE-FM/KEYH(AM)**VACANCY DATA FORM**

Full-Time Job Title: Disc Jockey	Date Filled: 09/06/2022
Recruitment Source ("RS") Referring Hiree: On- Air Radio Job Announcement	Total Number of Interviewees: 5

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
6	On-Air Radio Job Announcements <i>(one or more stations)</i>	N	5
7	Company Website (www.estrellamedia.com)	N	0
9	Indeed www.indeed.com	N	0



Careers in **Houston**

Filter by Category ▼

Houston ▼

08/22/2022

TV News Reporter News / Houston

[LEARN MORE \(careers/view/793\)](#)

07/15/2022

National Sales Coordinator Sales / Houston

[LEARN MORE \(careers/view/785\)](#)



07/15/2022

you
City

Account Executive Sales / Houston

[LEARN MORE \(careers/view/786\)](#)

07/06/2022

TV Traffic Coordinator Administration / Houston

[LEARN MORE \(careers/view/782\)](#)

06/13/2022

Board Operator (Houston part- time) Radio Programming /

Houston

[LEARN MORE \(careers/view/773\)](#)

06/13/2022

Promotion Tech (Part- Time) Houston Radio Programming /

Houston

[LEARN MORE \(careers/view/774\)](#)

06/13/2022

Disk Jockey Radio Programming / Houston

^
/cal



Summary

We are Houston's KQQK107.9 FM (El Norte), KEYH850 AM / 101.7 FM (La Ranchera), KTJM 98.5FM / KJOJ 103.3 FM (La Raza), based in the #4 Hispanic demographic market, looking for Disc Jockey who will work with our three radio stations.

[Company Overview \(/careers/view/729#company\)](/careers/view/729#company)

[Responsibilities \(/careers/view/729#responsibilities\)](/careers/view/729#responsibilities)

[Requirements \(/careers/view/729#requirements\)](/careers/view/729#requirements)

[Eligibility \(/careers/view/729#eligibility\)](/careers/view/729#eligibility)

KZJL(TV)/KTJM(FM)/KJOJ-FM/KQQK(FM)/KNTE-FM/KEYH(AM)**VACANCY DATA FORM**

Full-Time Job Title: Account Coordinator	Date Filled: 11/01/2022
Recruitment Source ("RS") Referring Hiree: Company Website	Total Number of Interviewees: 6

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
7	Company Website (www.estrellamedia.com)	N	6
9	Indeed www.indeed.com	N	0
12	Workforce Solution (Formerly the Worksource) (job placement/job bank database/career center) www.worksolutions.com /www.workintexas.com 70 FM 1960 Houston, TX, 77090 Attn: Thornton Lampley Email: thornton.lampley@wksolutions.com Phone: (832) 570-5509	N	0

Hilda Martinez

From: Trevino, Rosie <Rosie.Trevino@wrksolutions.com>
Sent: Thursday, November 3, 2022 12:50 PM
To: Hilda Martinez
Subject: Job Postings now open

CAUTION - EXTERNAL EMAIL - Please verify sender before opening attachments or links and never share your password.

Hello Hilda,

Your job order request is now complete. We will see you on Saturday, November 5, 2022, 9am – 12pm. Try to arrive at least 30 minutes early to give you time to set up. Tables are provided.

Account Coordinator - 77057 - Job Order Number:15657647

Account Executive - 77057 Job Order Number 15657675

Rosie Trevino
Recruiter

Workforce Solutions
4424 N. Freeway, Houston, Texas 77022
TEL 713-692-7755 EXT 2057 FAX 713-697-0635
rosie.trevino@wrksolutions.com
www.wrksolutions.com — Facebook, Instagram, LinkedIn Twitter YouTube

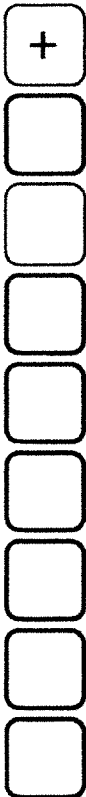
a proud partner of the American Job Center network
[Language Assistance](#)

KZJL(TV)/KTJM(FM)/KJOJ-FM/KQQK(FM)/KNTE-FM/KEYH(AM)

VACANCY DATA FORM

Full-Time Job Title: Production Assistant	Date Filled: 11/01/2022
Recruitment Source ("RS") Referring Hiree: Company Website	Total Number of Interviewees: 6

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full- Time Vacancy
7	Company Website (www.estrellamedia.com)	N	3
9	Indeed <i>www.indeed.com</i>	N	3



[Back to jobs](#)

Audio Production Assistant
Estrella Media – Houston, TX

Performance summary

Data shown for Apr 1, 2024 - Apr 23, 2024
For more detailed data, visit the [performance report](#).

0

[Impressions](#)

0

[Clicks](#)

0

[Started applications](#)

0

[Applications](#)

[Improve job description](#)

Metrics over time

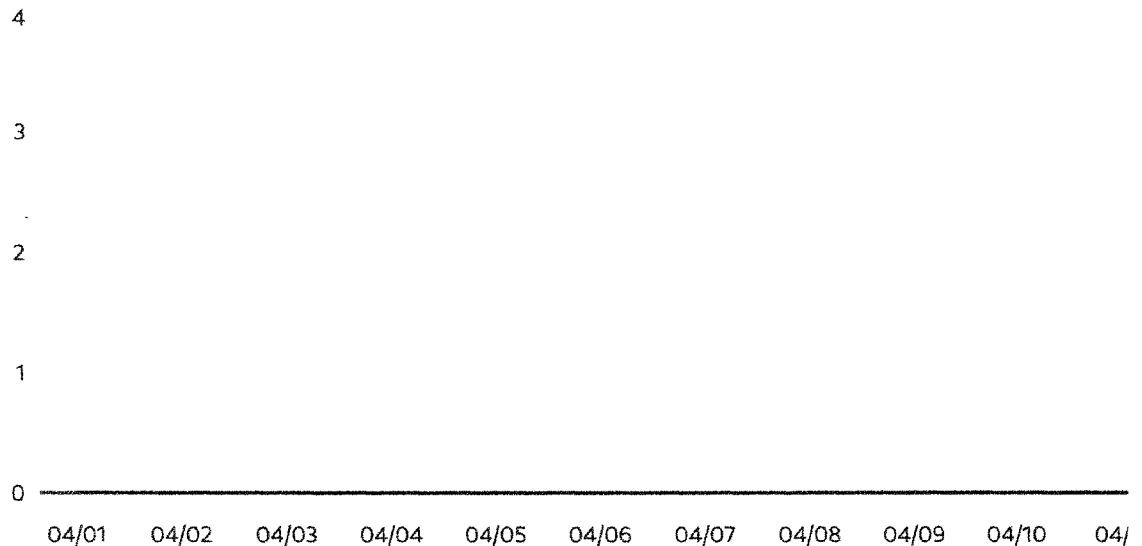
Day **Week**



Applications



+ Add metric to compare



Job description

Summary

We are Houston's KTJM/KJOJ 98.5/103.3 FM (La Raza), KQQK 107.9 FM, KEYH/KNTE 850AM/101.7FM (La Ranchera), KZJL-TV Estrella TV 61, 24-Hour News 61.2 and Classico 61.3, based in the #4 Hispanic demographic market, looking for an Audio Production Assistant/Coordinator. The Audio Production Assistant/Coordinator will be responsible for recording and editing an elaborate sequence in audio for various platforms including video and digital as needed by the station group.

Estrella Media, Inc. is a leading vertically integrated Spanish-language media company operating across several top markets in the US. Estrella Media is one of the top producers of Spanish language content, producing annually over 2,500 hours of original news, and entertainment programming at our Estrella studios in Burbank, CA. which broadcasts nationally on our Estrella TV Network. Additionally, Estrella Media is one of the most prolific developers and producers of radio talent and programming. We are looking for high energy and passionate people who want to grow with us. This is an entry-level position.

- Responsible to record and edit on-air personalities for production of audio or video platforms
- Produce and edit commercials, infomercials, liners and drops as needed
- Download music, spots, commercial, liner, infomercials and video promos for broadcast.
- Maintain and stay current on any revisions/changes sent via e-mail request via production order for completion by the department
- Responsible to download and provide a commercial block to transmit on air should station go off air.

- Troubleshoot technical broadcast and recording issues.
- Ensure quality standards are met and comply with company and client specifications.
- Work directly with Audio Production Manager and Traffic Department to complete assignments
- Work from the main office at predetermined hours to complete all production assignments
- Comply with safety regulations as outlined by Estrella Media while working from office
- Associates degree preferred
- Bilingual: English/Spanish is a must
- Knowledge of MS Office products: MS Word, Excel and PowerPoint
- Knowledge of editing software such as Sound forges, Vegas, audition and Audio Vault
- Availability to interpret traffic scripts.
- Experience working in a communication/public relations/production environment; radio or TV broadcast setting is highly desirable but not required.
- Excellent written, verbal, communication, and interpersonal skills in English and Spanish.
- Minimum 2 years' experience in radio production preferred
- Ability to multi-task and work in a high pressured, fast paced environment with tight deadlines.
- Attention to detail, organized and thorough, with desire for continuous improvement.
- Team player with a positive attitude and focus on business issues.
- Must be willing to work in Houston, TX.
- Must be willing to undergo a pre-employment background investigation
- Must have legal authorization to work in the United States
- Must be 18 years or older

Disclaimer:Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Estrella Media is an Equal Opportunity Employer.

Job Type: Full-time

Closed

Application URL

Application Settings

Application method

Application URL


<https://estrellamedia.com/careers/view/654>

Details

Posted: August 10, 2022

Ref #: 654

Views: 0

Sent: 0 

Budget


Job budget: Not sponsored

All analytics data provided in this report is provided for informational purposes only and Indeed does not guarantee its accuracy. Values in the report may deviate from the actual charges. Indeed reserves the right to adjust the information in this report or change the method of measuring such figures at any time. This report does not constitute a contract.

©2024 Indeed

[Cookies, privacy and terms](#) –

[Privacy center](#) –

[Your privacy choices](#)  –

[Security](#) –

[Billing](#) –

[Contact](#)

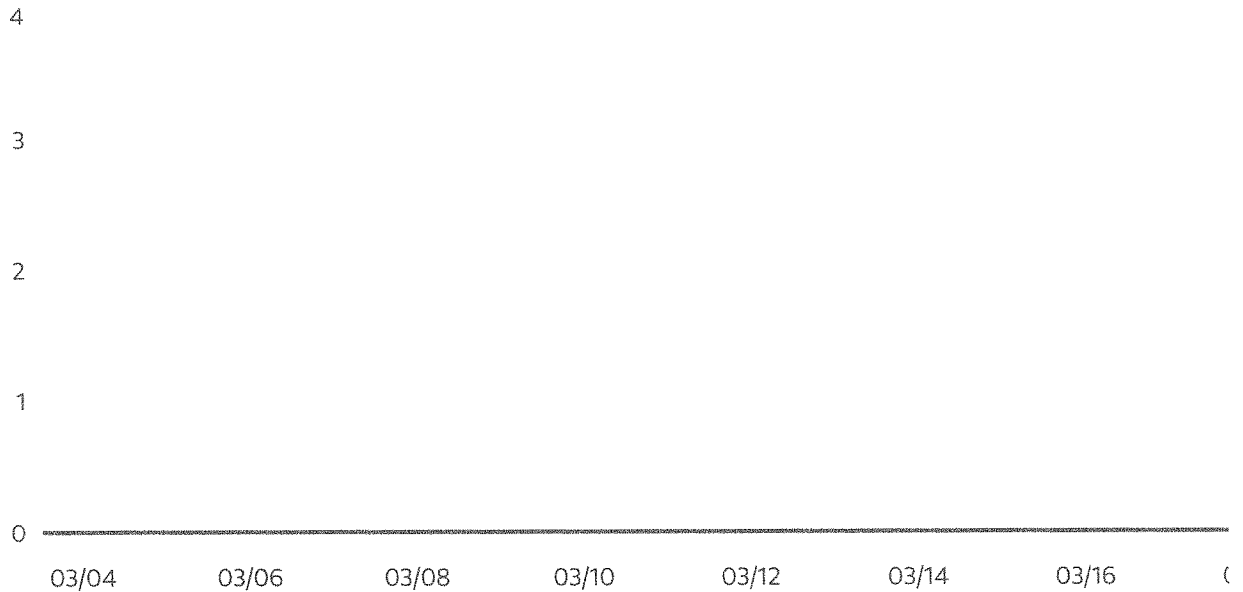
KZJL(TV)/KTJM(FM)/KJOJ-FM/KQQK(FM)/KNTE-FM/KEYH(AM)**VACANCY DATA FORM**

Full-Time Job Title: Receptionist	Date Filled: 12/01/2022
Recruitment Source ("RS") Referring Hiree: Employee Referral	Total Number of Interviewees: 6

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
2	Employee Referral	N	1
7	Company Website (www.estrellamedia.com)	N	2
9	Indeed www.indeed.com	N	0
10	Zip Recruiter www.ziprecruiter.com	N	3

+

Add metric to compare



Job description

Summary

We are Estrella Media and we're looking for a great bilingual (English/Spanish) receptionist to join our team. We want to talk with you if you have the necessary skills to represent our TV and Radio stations with professionalism.

Estrella Media, Inc. is a leading Spanish-language media company creating video and audio content for multiplatform distribution in the United States and around the world. Estrella Media is one of the largest U.S. producers of Spanish-language video content, producing over 6,000 hours annually of news and entertainment programming at its Estrella Studios, and it has a library of over 20,000 hours of original entertainment programming. Estrella Media informs and entertains U.S. Hispanic television audiences on the EstrellaTV national broadcast network, owned and operated stations in leading Hispanic markets, and through free live streaming channels EstrellaTV, Estrella News and Estrella Games available on all major video services and on demand through the EstrellaTV APP and website available anytime and anywhere.

Estrella Media is also one of the leading producers of Spanish-language audio programming and events through its leading stations in major markets. The company's Don Cheto Radio Network features one of the nation's most popular radio talents. Estrella Media's highly rated radio programming is broadcast on its radio stations in the top U.S. Hispanic markets and is also streamed on digital media platforms. Estrella also produces large scale music festivals, concerts and special events throughout the U.S. To learn more about Estrella Media and see company

updates, please visit www.estrellamedia.com. Follow us on Twitter @Estrellamedia, Facebook @Estrellamediainc and LinkedIn @Estrella Media, Inc.

- Promptly, accurately, professionally, and courteously receives 100% of all telephone calls and visitors.
 - Promptly, accurately, professionally, and courteously assesses 100% of received calls/inquiries and directs and/or records and relays messages.
 - Adept at using all features of the telephone system and voice mail.
 - When on duty, ensures the reception station is staffed 100% of the time.
 - Maintains knowledge of current postal regulations and services frequently used by the organization.
 - Prepares or processes 100% of outgoing mail to include: accurate weighing, coding, sorting, affixing postage, properly addressing, and preparing certified/rush/overnight/return receipt mail.
 - Communicate with other departments to assure quality service in placing orders and arranging promotional events.
 - Keeps immediate supervisor well-informed of activities, results of efforts and problems identified.
 - Respect's confidentiality in discussing participant/consumer, staff, volunteers, and organizational matters.
 - Other clerical and possible delivery/pick-up responsibilities as requested
-
- Excellent written, verbal, communication, and interpersonal skills.
 - Must be self-motivated, organized, and creative.
 - Ability to multi-task and work in a high pressured, fast paced environment.
 - Must be able to perform each essential duty satisfactorily.
 - Must also have basic knowledge of MS Word, Excel, and Windows environment.
 - Must bring positive attitude to the workplace and be cheerful, cooperative, and productive.
 - High school graduate: some college preferred.
 - Prior experience as a receptionist preferred but not required.
 - Bilingual: English/Spanish required.
-
- Must be available to work 40 hours/week.
 - Must be willing to work in Houston, TX. (no relocation)
 - Must be willing to undergo a pre-employment background investigation
 - Must have legal authorization to work in the United States
 - Ability to lift over 20lbs.
 - Must be 18 years or older

Disclaimer:Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Estrella Media is an Equal Opportunity Employer.

Job Type: Full-time

Closed

[View public job page](#)

Application Settings

Application method

Application URL


<https://estrellamedia.com/careers/view/777>

Details

Posted: June 16, 2022

Ref #: 777

Views: 0

Sent: 0 

Budget


Job budget: Not sponsored

All analytics data provided in this report is provided for informational purposes only and Indeed does not guarantee its accuracy. Values in the report may deviate from the actual charges. Indeed reserves the right to adjust the information in this report or change the method of measuring such figures at any time. This report does not constitute a contract.

©2024 **Indeed**

[Cookies, privacy and terms](#) –

[Privacy center](#) –

[Your privacy choices](#)  –

[Security](#) –

KZJL(TV)/KTJM(FM)/KJOJ-FM/KQQK(FM)/KNTE-FM/KEYH(AM)**VACANCY DATA FORM**

Full-Time Job Title: TV News Reporter	Date Filled: 12/15/2022
Recruitment Source ("RS") Referring Hiree: Company Website	Total Number of Interviewees: 6

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
7	Company Website (www.estrellamedia.com)	N	3
9	Indeed www.indeed.com	N	3
10	Zip Recruiter www.ziprecruiter.com	N	0



Summary

The successful candidates will be enterprising journalists, and strong writers. Candidates should have experience in generating their own stories and delivering the news with engaging on-camera presence. Must have a solid understanding of issues affecting the local Hispanic market.

[Company Overview \(/careers/view/793#company\)](/careers/view/793#company)

[Responsibilities \(/careers/view/793#responsibilities\)](/careers/view/793#responsibilities)

[Requirements \(/careers/view/793#requirements\)](/careers/view/793#requirements)

[Eligibility \(/careers/view/793#eligibility\)](/careers/view/793#eligibility)

About Estrella Media, Inc.

Estrella Media, Inc. is a leading Spanish-language media company creating video and audio content for multiplatform distribution in the United States and around the world.

Estrella Media is one of the largest U.S. producers of Spanish-language video content, producing over 6,000 hours annually of news and entertainment programming at its Estrella Studios, and it has a library of over 20,000 hours of original entertainment programming. Estrella Media informs and entertains U.S. Hispanic television audiences on the EstrellaTV national broadcast network, owned and operated



Careers in **Houston**

Filter by Category ▼

Houston ▼

08/22/2022

TV News Reporter News / Houston

[LEARN MORE \(careers/view/793\)](#)

07/15/2022

National Sales Coordinator Sales / Houston



[LEARN MORE \(careers/view/785\)](#)

KZJL(TV)/KTJM(FM)/KJOJ-FM/KQQK(FM)/KNTE-FM/KEYH(AM)

VACANCY DATA FORM

Full-Time Job Title: General Sales Manager	Date Filled: 02/01/2023
Recruitment Source ("RS") Referring Hiree: Employee Referral	Total Number of Interviewees: 6

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
2	Employee Referral	N	1
7	Company Website (www.estrellamedia.com)	N	2
10	Zip Recruiter www.ziprecruiter.com	N	3

 **Post a Job** **Dashboard** **Jobs** **Candidates** **ZipIntro** ^{Beta} **Invite To Apply** **Resume Database** **Messages** **Help** **Reactivate**

Estrella Media - Created 1/26/23 by Laura Martinez

Manage ▾

**Account Executive** - Houston, TX

Estrella Media - Created 1/26/23 by Hilda Martinez

Manage ▾

**Network Sales Planner** - New York, NY

Estrella Media - Created 12/5/22 by Hilda Martinez

Manage ▾

**Receptionist** - Houston, TX

Estrella Media - Created 11/17/22 by Hilda Martinez

Manage ▾

**Recruiter** - Burbank, CA

Estrella Media - Created 11/10/22 by Hilda Martinez

Manage ▾

**General Sales Manager- Radio/TV** - Houston, TX

Estrella Media - Created 10/27/22 by Hilda Martinez

Manage ▾

[< Back to Jobs](#)

General Sales Manager- Radio/TV - Houston, TX

● CLOSED

69 days

109 views

43 candidates

↗ Re-Post Job

Manage ▾

Edit Job

Add Screening Questions

Preview Job

Email Candidates

ZipApply



General Sales Manager- Radio/TV

Estrella Media
Houston, TX, USA

401K, Dental, Life, Medical, Vision

Full-Time

Estrella Media is a leading vertically integrated, multi-platform, Spanish-language media company operating across the largest U.S. Hispanic markets. Producing more than 2,500 hours annually of original TV programming at its Empire Burbank Television Studios, the company is one of the largest U.S. producers of Spanish-language TV content.

The company's EstrellaTV Network is distributed through owned and operated TV stations, TV network affiliates and related digital media properties. The EstrellaTV programming catalog, consisting of more than 7,500 hours of original Spanish-language television programming, and is one of the largest libraries of content produced in the U.S. for the U.S. Hispanic marketplace.

Additionally, Estrella Media is one of the most prolific developers and producers of Spanish-language radio talent and programming. The company's Don Cheto Radio Network features one of the nation's most popular radio talents and its highly-rated radio programming formats are distributed through owned and operated radio stations, affiliated stations and related digital media properties.

In 1998, the company launched its first television station (KRCA) in Los Angeles, and in 2009 launched its national television network EstrellaTV. Estrella Media is comprised of various media properties including 17 radio stations across the country, and ten owned and operated television stations.

Position Summary:

The **Radio/TV General Sales Manager (GSM)** contributes to the company's success by maximizing revenue potential within the local Houston market. The GSM will be instrumental in coaching Account Managers on maintaining and developing existing and new customers, while optimizing quality of service, business growth and customer satisfaction. The GSM is also responsible for growing and effectively promoting the station's products including media, NTR, Digital and Social Media and other services to achieve revenue growth.

Responsibilities:

Lead the Account Management, development, and execution of local business opportunities and

KZJL(TV)/KTJM(FM)/KJOJ-FM/KQQK(FM)/KNTE-FM/KEYH(AM)**VACANCY DATA FORM**

Full-Time Job Title: Media Traffic Assistant	Date Filled: 04/03/2023
Recruitment Source ("RS") Referring Hiree: Former Employee (Re- Hire)	Total Number of Interviewees: 6

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
4	Former Employee (Re-Hire)	N	1
7	Company Website (www.estrellamedia.com)	N	2
9	Indeed www.indeed.com	N	3



Sponsorship updates for career site jobs can take up to 48 hours to display.

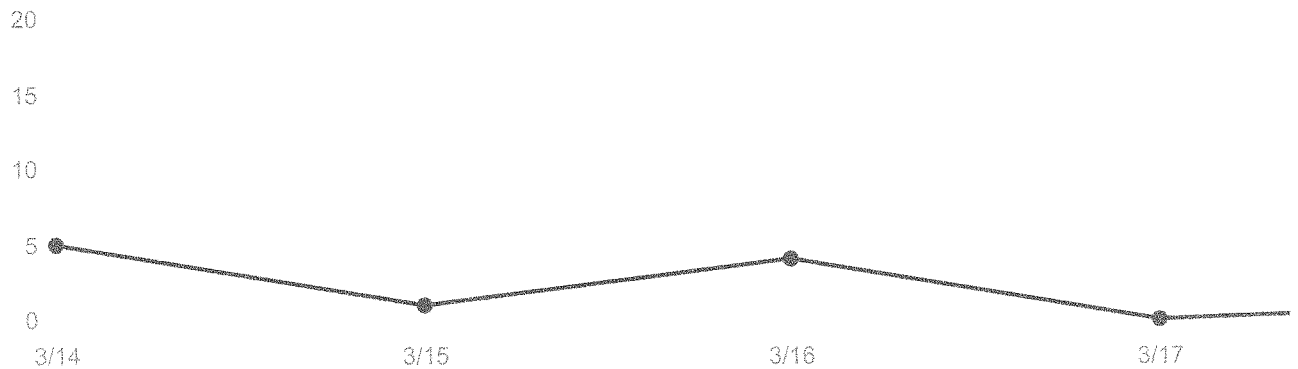
← [Back to all jobs](#)

TV Traffic Coordinator (Houston)

Estrella Media - Houston, TX

Clicks

■ Your job



Clicks this week ⓘ

15

[Sponsor job for more clicks](#)

[Improve job description](#)

0

Views

0

Budget

0

Cost

Job description

Summary

The TV Traffic Coordinator is responsible for providing traffic support to the Estrella TV traffic department in different markets, as well as interacting and supporting the sales team, news, Advertising & Promotions, and the programming department.

Estrella Media, Inc. is a leading Spanish-language media company creating video and audio content for multiplatform distribution in the United States and around the world. Estrella Media is one of the largest U.S. producers of Spanish-language video content, producing over 6,000 hours annually of news and entertainment programming at its Estrella Studios, and it has a library of over 20,000 hours of original entertainment programming. Estrella Media informs and entertains U.S. Hispanic television audiences on the EstrellaTV national broadcast network, owned and operated stations in leading Hispanic markets, and through free live streaming channels EstrellaTV, Estrella News and Estrella Games available on all major video services and on demand through the EstrellaTV APP and website available anytime and anywhere.

Estrella Media is also one of the leading producers of Spanish-language video programming and events through its leading stations in major markets. The company's Don Cheto Radio Network features one of the nation's most popular radio talents. Estrella Media's highly rated radio programming is broadcast on its radio stations in the top U.S. Hispanic markets and is also streamed on digital media platforms. Estrella also produces large scale music festivals, concerts and special events throughout the U.S. To learn more about Estrella Media and see company updates, please visit www.estrellamedia.com. Follow us on Twitter @Estrellamedia, Facebook @Estrellamediainc and LinkedIn @Estrella Media, Inc.

- Provide order entry (new orders/revisions) of commercial contracts and material in OSI Traffic System
- Assist in paid programming grids
- Assist in contract copy
- Assist in maintaining accurate local program schedule & formatting in WideOrbit
- Assist in maintaining commercial inventory up-to-date for 2 weeks
- Coordinate commercial copy for Paid Programming with sales management, advertisers & agencies
- Coordinate commercial copy for national sales with sales management, advertisers & agencies
- Ensure integrity of daily broadcast log & automation playlist for Broadcast program log
- Assist in maintenance of reconciliation on daily basis
- Daily interface with broadcast hub to ensure proper execution of broadcast schedule – Missing Material Reports, Day of Air changes, and Broadcast Process & Defect resolution
- Assist in maintaining programming grids updated, as back-up
- Assist in maintaining contract and broadcast files
- Assist in maintaining digital tape library
- Cross train for backup of other areas of traffic and continuity
- Back-up Traffic Manager and team for daily traffic instructions
- Communicate with various departments in a professional manner
- TV broadcast traffic and/or agency (2) year experience
- WideOrbit experience
- Strict attention to details and accuracy
- Ability to meet and work in tight deadlines
- Be self-motivated, creative, with the ability to multi-task in a fast paced environment

- Ability to execute tasks with high degree of accuracy under tight time constraints and highly organized with great attention to detail
- Work well as a team, independently and other departments, staff, advertisers and agencies
- Excellent computer skills (must be proficient in using Microsoft Office Word, Excel, PowerPoint); adept at maintaining databases and documents.
- College Degree in related field preferred, but not necessary
- Bilingual-Spanish and English, a plus
- Must possess exceptional communication skills
- Must be willing to work in Houston, TX [no relocations]
- Must be willing to undergo a pre-employment background investigation
- Must have legal authorization to work in the United States
- Must be willing to work overtime, holiday or weekends on short notice
- Must be 18 years or older
- Must possess a valid CA Driver's License with good driving record

Disclaimer:The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Estrella Media is an Equal Opportunity Employer.

Free Post **Sponsor job**

Edit job

Open


[View public job page](#)

Details

Posted: January 25, 2023

Ref #: 828

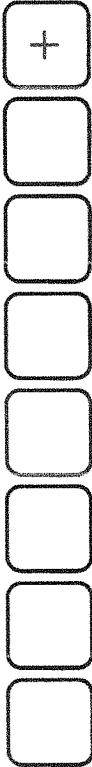
Views: 1831

Sent: 19 

KZJL(TV)/KTJM(FM)/KQQK(FM)/KNTE-FM/KEYH(AM)**VACANCY DATA FORM**

Full-Time Job Title: Account Executive	Date Filled: 04/03/2023
Recruitment Source ("RS") Referring Hiree: Company Website	Total Number of Interviewees: 6

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
7	Company Website (www.estrellamedia.com)	N	6
9	Indeed www.indeed.com	N	0
11	LinkedIn www.linkedin.com	N	0




Sponsorship updates for career site jobs can take up to 48 hours to display.

← [Back to all jobs](#)

Account Executive (Houston)

Estrella Media – Houston, TX

Clicks

 Your job

20

15

10


5

0

3/15

3/16

3/17

Clicks this week 

2

[Sponsor job for more clicks](#)

[Improve job description](#)

0

Views

0

Budget

0

Cost

Job description

Summary

We are Houston's KZJL– TV, Channel 61, KQQK 107.9 FM (El Norte),and KTJM 98.5FM/KNTE 101.7 FM (La Raza), the #4 Hispanic market, searching for sales professionals to develop and sell our local TV and radio advertising and marketing campaigns to new and existing clients.

Estrella Media, Inc. is a leading Spanish-language media company creating video and audio content for multiplatform distribution in the United States and around the world. Estrella Media is one of the largest U.S. producers of Spanish-language video content, producing over 4,000 hours annually of news and entertainment programming at its Estrella Studios, and it has a library of over 10,000 hours of original entertainment programming. Estrella Media informs and entertains U.S. Hispanic television audiences on the EstrellaTV national broadcast network, owned and operated stations in leading Hispanic markets, and through free ad-supported streaming channels, including Estrella News, the first 24/7 Spanish-language multiplatform news network in the United States.

Estrella Media is also one of the leading producers of Spanish-language radio programming and events. The company's Don Cheto Radio Network features one of the nation's most popular radio talents. Estrella Media's highly rated radio programming is broadcast on its radio stations in the top U.S. Hispanic markets and is also streamed on digital media platforms. Estrella also produces large scale music festivals, concerts and special events throughout the U.S. To learn more about Estrella Media and see company updates, please visit www.estrellamedia.com. Follow us on Twitter @Estrellamedia, Facebook @Estrellamediainc and LinkedIn @Estrella Media, Inc.

- Prospect, develop and maintain new and existing accounts to sell TV and radio airtime.
 - Develop sales and promotions plans, literature and advertising proposals for clients.
 - Develop and maintain excellent relationships with clients by identifying clients' advertising needs and developing customized solutions to meet those needs.
 - Provides information to sales management to ensure generation of tracking reports regarding pending deals, forecasts, advertiser, contact and prospect lists.
 - Works with internal departments to manage account stewardship through process.
 - Attend Sales meetings, training sessions and client remote meetings.
-
- Relationship builder with an engaging and energetic personality and desire to contribute to the team and win.
 - Goal driven and self-motivated individual that challenges self to exceed targets.
 - Excellent written, verbal, communication and interpersonal skills.
 - Minimum 2 years' experience in sales, preferably in media sales.
 - Ability to multi-task and work in a high pressured, fast paced environment with tight deadlines.
 - Strong marketing, presentation and closing skills.
 - Digital sales experience preferred but not required.
 - Bilingual: English/Spanish preferred but not required.
 - Bachelor's degree preferred.
 - Knowledge of MS Office products: MS Word, Excel and PowerPoint
-
- Interested candidates must submit their resume to hmartinez@estrellamedia.com.
 - Must be willing to work in Houston, TX.
 - Must have a valid driver's license, good driving record and insurance.
 - Must be willing to undergo a pre-employment background investigation
 - Must have legal authorization to work in the United States
 - Must be 18 years or older

Disclaimer:The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Free Post **Sponsor job**

Edit job

Open

[View public job page](#)

Details

Posted: January 10, 2023

Ref #: 825

Views: 1040

Sent: 6 

Use Indeed Apply to make it easy for job seekers to apply from any device—at no extra cost.

Budget

Job budget: Not sponsored

Sponsor job

Promote this job for more candidates:



KZJL(TV)/KTJM(FM)/ KQQK(FM)/KNTE-FM/KEYH(AM)

ABBREVIATED VACANCY DATA FORM

Full-Time Job Title: Account Executive	Date Filled: 7/18/2023
Recruitment Source (“RS”) Referring Hiree: Company Website	Total Number of Interviewees: <i>See Note Below</i>

Note: Please see the Vacancy Data Form for the Account Executive position filled on 4/3/2023 for recruitment source information and related documentation. The recruitment efforts used to fill that position, as well as the same interviewees, also apply to this position.

KZJL(TV)/KTJM(FM)/KQQK(FM)/KNTE-FM/KEYH(AM)**VACANCY DATA FORM**

Full-Time Job Title: Account Coordinator	Date Filled: 04/10/2023
Recruitment Source ("RS") Referring Hiree: Company Website	Total Number of Interviewees: 6

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
2	Employee Referral	N	1
7	Company Website (www.estrellamedia.com)	N	4
9	Indeed www.indeed.com	N	0
11	LinkedIn www.linkedin.com	N	1




Sponsorship updates for career site jobs can take up to 48 hours to display.

← [Back to all jobs](#)

Account Coordinator (Houston)

Estrella Media – Houston, TX

Clicks

 Your job

Gathering data...

Check back tomorrow to see how your job is performing.


10

8

5

3

0

Clicks this week 

—

[Sponsor job for more clicks](#)

[Improve job description](#)

0

Views

0

Budget

0

Cost

Job description

Summary

The Account Coordinator position at Estrella TV is an entry level role that can get you on the

path to a Sales Associate career in radio and/or television sales at any of our locations across the country. Sales Coordinators provide sales support to Sales Managers and Account Executives for the Estrella TV local TV and Radio Stations.

Estrella Media, Inc., is a leading vertically integrated, multi-platform, Spanish-language media company operating across top U.S. Hispanic markets. Producing over 2,500 hours annually of original TV programming at the Estrella Studios in Burbank, CA, the company is one of the largest U.S. producers of Spanish-language TV content. The company's EstrellaTV Network is distributed through owned and operated TV stations, TV network affiliates and related digital media properties. The EstrellaTV programming catalog, consisting of over 7,500 hours of original Spanish-language television programming, is one of the largest libraries of content produced in the U.S. for the U.S. Hispanic marketplace. Additionally, Estrella Media is one of the most prolific developers and producers of Spanish-language radio talent and programming.

- Establish strong business relationships and act as liaison with advertising agency counterparts and internal departments, including Traffic, Marketing, Accounting and Research.
- Respond to all client requests in a timely manner.
- Execute all client orders ensuring that they are in compliance with client and station requirements.
- Handle program and commercial changes and issue change notices to clients.
- Communicate effectively with multiple departments to coordinate sales packages for sales meetings.
- Assist Sales Managers and Account Executives in creating PowerPoint presentations and presentation sheets.
- Assist Account Executive on gathering promotional assets, approvals within tight deadlines.
- Assist with reception coverage as needed.
- Work closely with Traffic to schedule promotional assets.
- Proficient in web-based programs: Marketron, OSI, Wide Orbit
- Reconcile billing discrepancies with agencies and billing department as needed.
- Perform other tasks as directed by Manager.
- Strong computer knowledge (Microsoft Office Word, Excel, PowerPoint).
- Organizational skills and the ability to prioritize.
- Excellent verbal and written communications skills with a strong customer service orientation.
- Problem solving skills with the ability to troubleshoot and resolve issues.
- Detail oriented and ability to meet tight deadlines.
- Data entry accuracy is essential.
- Bilingual: ability to read, write and speak English/Spanish is a plus.
- Bachelor's degree preferred.
- Must be willing to work in Houston, TX
- Must be willing to undergo a pre-employment background investigation.
- Must have legal authorization to work in the United States.
- Must be willing to work overtime on short notice.

- Must be 18 years or older.

Interested candidates must submit their resumes to careers@estrellamedia.com. In the "Subject Line", please reference "Sales Coordinator" and also the source/location of where you saw the job posting.

Disclaimer:The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Free Post **Sponsor job**

Edit job

Open


View public job page

Details

Posted: March 21, 2023

Ref #: 844

Views: 0

Sent: 0 

Use Indeed Apply to make it easy for job seekers to apply from any device—at no extra cost.

Budget

Job budget: Not sponsored

Sponsor job

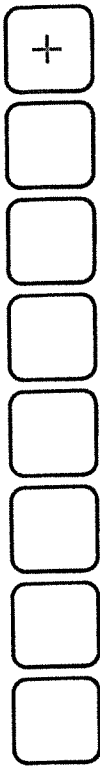
Promote this job for more candidates:

KZJL(TV)/KTJM(FM)/KJOJ-FM/KQQK(FM)/KNTE-FM/KEYH(AM)

VACANCY DATA FORM


Full-Time Job Title: Account Coordinator	Date Filled: 05/22/2023
Recruitment Source ("RS") Referring Hiree: Company Website	Total Number of Interviewees: 6

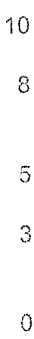
RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
7	Company Website (www.estrellamedia.com)	N	4
9	Indeed www.indeed.com	N	2
11	LinkedIn www.linkedin.com	N	0




 Sponsorship updates for career site jobs can take up to 48 hours to display.

[← Back to all jobs](#)
Account Coordinator (Houston)
Estrella Media – Houston, TX

Clicks
 Your job
Gathering data...
Check back tomorrow to see how your job is performing.



Clicks this week 

0

Sponsor job for more clicks

Improve job description

0
Views

0
Budget

0
Cost

Job description

Summary
The Account Coordinator position at Estrella TV is an entry level role that can get you on the

path to a Sales Associate career in radio and/or television sales at any of our locations across the country. Sales Coordinators provide sales support to Sales Managers and Account Executives for the Estrella TV local TV and Radio Stations.

Estrella Media, Inc., is a leading vertically integrated, multi-platform, Spanish-language media company operating across top U.S. Hispanic markets. Producing over 2,500 hours annually of original TV programming at the Estrella Studios in Burbank, CA, the company is one of the largest U.S. producers of Spanish-language TV content. The company's EstrellaTV Network is distributed through owned and operated TV stations, TV network affiliates and related digital media properties. The EstrellaTV programming catalog, consisting of over 7,500 hours of original Spanish-language television programming, is one of the largest libraries of content produced in the U.S. for the U.S. Hispanic marketplace. Additionally, Estrella Media is one of the most prolific developers and producers of Spanish-language radio talent and programming.

- Establish strong business relationships and act as liaison with advertising agency counterparts and internal departments, including Traffic, Marketing, Accounting and Research.
- Respond to all client requests in a timely manner.
- Execute all client orders ensuring that they are in compliance with client and station requirements.
- Handle program and commercial changes and issue change notices to clients.
- Communicate effectively with multiple departments to coordinate sales packages for sales meetings.
- Assist Sales Managers and Account Executives in creating PowerPoint presentations and presentation sheets.
- Assist Account Executive on gathering promotional assets, approvals within tight deadlines.
- Assist with reception coverage as needed.
- Work closely with Traffic to schedule promotional assets.
- Proficient in web-based programs: Marketron, OSI, Wide Orbit
- Reconcile billing discrepancies with agencies and billing department as needed.
- Perform other tasks as directed by Manager.

- Strong computer knowledge (Microsoft Office Word, Excel, PowerPoint).
- Organizational skills and the ability to prioritize.
- Excellent verbal and written communications skills with a strong customer service orientation.
- Problem solving skills with the ability to troubleshoot and resolve issues.
- Detail oriented and ability to meet tight deadlines.
- Data entry accuracy is essential.
- Bilingual: ability to read, write and speak English/Spanish is a plus.
- Bachelor's degree preferred.

- Must be willing to work in Houston, TX
- Must be willing to undergo a pre-employment background investigation.
- Must have legal authorization to work in the United States.
- Must be willing to work overtime on short notice.

- Must be 18 years or older.

Interested candidates must submit their resumes to careers@estrellamedia.com. In the "Subject Line", please reference "Sales Coordinator" and also the source/location of where you saw the job posting.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Free Post **Sponsor job**

Open


[View public job page](#)

Details

Posted: March 21, 2023

Ref #: 844

Views: 0

Sent: 0 

Use Indeed Apply to make it easy for job seekers to apply from any device—at no extra cost.

Budget

Job budget: Not sponsored

Sponsor job

Promote this job for more candidates:

KZJL(TV)/KTJM(FM)/KQQK(FM)/KNTE-FM/KEYH(AM)**VACANCY DATA FORM**

Full-Time Job Title: Account Coordinator	Date Filled: 10/09/2023
Recruitment Source ("RS") Referring Hiree: Employee Referral	Total Number of Interviewees: 6

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
2	Employee Referral	N	1
7	Company Website (www.estrellamedia.com)	N	3
8	Job Fairs/Community Events (<i>See Section III of Report</i>)	N	0
9	Indeed www.indeed.com	N	2
11	LinkedIn www.linkedin.com	N	0



Account Coordinator

Account Coordinator

AUGUST 29, 2023

Estrella Media Houston

5 active jobs [\(view\)](#)

Published	August 29, 2023
Location	3000 Bering DR, Houston, Texas
Category	Sales
Job Type	Full-time

DESCRIPTION

Estrella Media, Inc., is a leading vertically integrated, multi-platform, Spanish-language media company operating across top U.S. Hispanic markets. Producing over 2,500 hours annually of original TV programming at the Estrella Studios in Burbank, CA, the company is one of the largest U.S. producers of Spanish-language TV content. The company's EstrellaTV Network is distributed through owned and operated TV stations, TV network affiliates and related digital media properties. The EstrellaTV programming catalog, consisting of over 7,500 hours of original Spanish-language television programming, is one of the largest libraries of content produced in the U.S. for the U.S. Hispanic marketplace. Additionally, Estrella Media is one of the most prolific developers and producers of Spanish-language radio talent and programming.

Position Summary:

The Account Coordinator position at Estrella TV is an entry level role that can get you on the path to a Sales Associate career in radio and/or television sales at any of our locations across the country. Sales Coordinators provide sales support to Sales Managers and Account Executives for the Estrella TV local TV and Radio Stations.

Responsibilities:

- Establish strong business relationships and act as liaison with advertising agency counterparts and internal departments, including Traffic, Marketing, Accounting and Research.
- Respond to all client requests in a timely manner.
- Execute all client orders ensuring that they are in compliance with client and station requirements.
- Handle program and commercial changes and issue change notices to clients.
- Communicate effectively with multiple departments to coordinate sales packages for sales meetings.
- Assist Sales Managers and Account Executives in creating PowerPoint presentations and presentation sheets.
- Assist Account Executive on gathering promotional assets, approvals within tight deadlines.
- Assist with reception coverage as needed.
- Work closely with Traffic to schedule promotional assets.
- Proficient in web-based programs: Marketron, OSI, Wide Orbit
- Reconcile billing discrepancies with agencies and billing department as needed
- Perform other tasks as directed by Manager.

Requirements:

- Strong computer knowledge (Microsoft Office Word, Excel, PowerPoint).
- Organizational skills and the ability to prioritize.
- Excellent verbal and written communications skills with a strong customer service orientation.
- Problem solving skills with the ability to troubleshoot and resolve issues.
- Detail oriented and ability to meet tight deadlines.
- Data entry accuracy is essential.
- Bilingual: ability to read, write and speak English/Spanish is a plus.
- Bachelor's degree preferred.

Eligibility Requirements:

- Must be willing to work in Houston, TX

- Must be willing to undergo a pre-employment background investigation.
- Must have legal authorization to work in the United States.
- Must be willing to work overtime on short notice.
- Must be 18 years or older.

Interested candidates must submit their resumes to careers@estrellamedia.com. In the "Subject Line", please reference "Sales Coordinator" and also the source/location of where you saw the job posting.







Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Estrella Media is an Equal Opportunity Employer.

[Apply Online](#) 

RELATED JOBS

Media Traffic Coordinator	 3000 Bering Dr, Houston, Texas	 September 12, 2023
National Sales Manager -TV Dallas/Houston Texas	 2410 Gateway Drive, Irving, Texas	 July 5, 2023
Sales Account Executive	 Miami, United States of America	 March 6, 2023

CONTACT	NAVIGATE	POWER RANK
CONTACT NAME	CONTACT	CONTACT NAME
CONTACT LOCATION	CONTACT	
CONTACT PHONE	CONTACT	
CONTACT EMAIL ADDRESS	CONTACT	
CONTACT TITLE	CONTACT	
	CONTACT	
	CONTACT	
	CONTACT	

KZJL(TV)/KTJM(FM)/KQQK(FM)/KNTE-FM/KEYH(AM)**VACANCY DATA FORM**

Full-Time Job Title: Account Coordinator	Date Filled: 11/20/2023
Recruitment Source ("RS") Referring Hiree Indeed	Total Number of Interviewees: 7

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
7	Company Website (www.estrellamedia.com)	N	5
9	Indeed www.indeed.com	N	2
11	LinkedIn www.linkedin.com	N	0

← Back to jobs

Account Coordinator

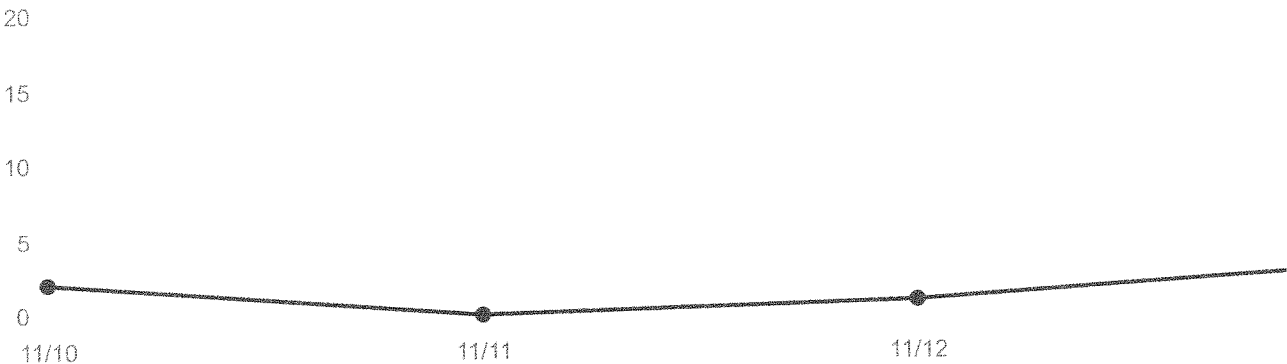
Estrella Media – Houston, TX

Managed by Estrella Media

Not the correct company account?

Clicks

■ Your job



Clicks this week ⓘ

0

0

Views

0

Budget

0

Cost

Sponsor job for more clicks

Improve job description

Candidates

Awaiting review

21

Total (excluding rejected)

21

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

Estrella Media Houston

- 3 active jobs (view)

Published

September 29, 2023

Location

3000 Bering Dr, Houston, Texas

Category

Sales

Job Type

Full-time

Description

Estrella Media, Inc., is a leading vertically integrated, multi-platform, Spanish-language media company operating across top U.S. Hispanic markets. Producing over 2,500 hours annually of original TV programming at the Estrella Studios in Burbank, CA, the company is one of the largest U.S. producers of Spanish-language TV content. The company's EstrellaTV Network is distributed through owned and operated TV stations, TV network affiliates and related digital media properties. The EstrellaTV programming catalog, consisting of over 7,500 hours of original Spanish-language television programming, is one of the largest libraries of content produced in the U.S. for the U.S. Hispanic marketplace. Additionally, Estrella Media is one of the most prolific developers and producers of Spanish-language radio talent and programming.

Position Summary:

The Account Coordinator position at Estrella TV is an entry level role that can get you on the path to a Sales Associate career in radio and/or television sales at any of our locations across the

country. Sales Coordinators provide sales support to Sales Managers and Account Executives for the Estrella TV local TV and Radio Stations.

Responsibilities:

- Establish strong business relationships and act as liaison with advertising agency counterparts and internal departments, including Traffic, Marketing, Accounting and Research.
- Respond to all client requests in a timely manner.
- Execute all client orders ensuring that they are in compliance with client and station requirements.
- Handle program and commercial changes and issue change notices to clients.
- Communicate effectively with multiple departments to coordinate sales packages for sales meetings.
- Assist Sales Managers and Account Executives in creating PowerPoint presentations and presentation sheets.
- Assist Account Executive on gathering promotional assets, approvals within tight deadlines.
- Assist with reception coverage as needed.
- Work closely with Traffic to schedule promotional assets.
- Proficient in web-based programs: Marketron, OSI, Wide Orbit
- Reconcile billing discrepancies with agencies and billing department as needed
- Perform other tasks as directed by Manager.

Requirements:

- Strong computer knowledge (Microsoft Office Word, Excel, PowerPoint).
- Organizational skills and the ability to prioritize.
- Excellent verbal and written communications skills with a strong customer service orientation.
- Problem solving skills with the ability to troubleshoot and resolve issues.
- Detail oriented and ability to meet tight deadlines.
- Data entry accuracy is essential.
- Bilingual: ability to read, write and speak English/Spanish is a plus.
- Bachelor's degree preferred.

Eligibility Requirements:

- Must be willing to work in Houston, TX
- Must be willing to undergo a pre-employment background investigation.
- Must have legal authorization to work in the United States.
- Must be willing to work overtime on short notice.
- Must be 18 years or older.

Interested candidates must submit their resumes to careers@estrellamedia.com. In the "Subject Line", please reference "Sales Coordinator" and also the source/location of where you saw the job posting.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Estrella Media is an Equal Opportunity Employer.

Job Type: Full-time

[Edit job](#)

[Open](#)

[View public job page](#)

Application Settings

Application method

Email

Require resume

Give option to include a resume

Application updates

careers@estrellamedia.com

Also send an individual email update each time someone applies.

Candidates contact you (email)

Yes, at email address provided

Details

Posted: August 29, 2023

Ref #: account-coordinator-3

Views: 5886

Applications received: 21 total

[Add a candidate](#)

KZJL(TV)/KTJM(FM)/KQQK(FM)/KNTE-FM/KEYH(AM)

VACANCY DATA FORM

Full-Time Job Title: National Sales Coordinator	Date Filled: 01/08/2024
Recruitment Source ("RS") Referring Hiree Indeed	Total Number of Interviewees: 6

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
7	Company Website (www.estrellamedia.com)	N	0
9	Indeed www.indeed.com	N	6
11	LinkedIn www.linkedin.com	N	0


 You posted this job on November 3, 2023


Manage job post





National Sales Coordinator

Estrella Media, Inc. · Houston, TX · 1 minute ago · 0 applicants


 Starting at \$18/hr · On-site · Full-time

 501-1,000 employees

 8 connections work here

 Hilda Martinez is hiring for this job

 See recent hiring trends for Estrella Media, Inc.. [Retry Premium for \\$0](#)

 Skills: VBA Excel, Events, +8 more

Easy Apply

Save

Meet the hiring team



Hilda Martinez
Human Resources Manager at Estrella Media, Inc.
Job poster · LinkedIn member since July 2022

Message

About the job

We are Estrella Media, the largest privately held, Spanish-language broadcaster in the United States with TV and radio stations operating in several top Hispanic markets. We are looking for high energy and passionate people who want to grow with us.

Position Summary:

The National Sales coordinator provides sales support our National Radio Sales Manager and National Rep and their clients. We seek a dynamic individual who is detailed and customer oriented and enjoys working in a team environment. We are also looking for an individual who will work with our Houston radio stations on promotions and events.

Responsibilities:

- Assist National Sales in preparing sales proposals, preparing, and submitting sales orders to Traffic department.
- Enter, confirm accuracy, and track sales contracts and generate management reports as needed.
- Maintain Client Contact lists; file and maintain an organized filing system.
- Daily communication with sales team members, alerting them of any outstanding or pending issues; assist in trouble shooting problems.
- Daily interaction with our traffic, promotion, production, and programming departments as it relates to order confirmations, production, copy, scripts, invoices, remote requirements, events, etc.
- Daily/weekly communication to various agencies on account stewardship.
- Create promotional sheets for National remotes and events.



Messaging



- Interact with on-air personalities and clients in a professional manner.

Requirements:

- Excellent written, verbal, communication, and interpersonal skills.
- Positive attitude, detail, and customer oriented. Outgoing with a passion for meeting people; marketing experience is a plus.
 - Organized and creative
 - Familiarity with WideOrbit, a plus.
- Working knowledge of Microsoft Office: Word, Excel, PowerPoint; a plus if you have Adobe or PhotoShop experience.
- Bachelor's degree preferred; HS graduate a must
- Strong verbal communication and interpersonal skills.
- Ability to work in a fast-paced environment with tight deadlines.
- Bilingual: English/Spanish required.

Eligibility Requirements:

- Must be available to work 40 hours/week.
- Must be willing to work in Houston, TX.
- Must be willing to undergo a pre-employment background investigation
- Must have legal authorization to work in the United States
- Must be 18 years or older

Disclaimer


The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Estrella Media is an Equal Opportunity Employer.

Posted on Nov 3, 2023.

See less ^

Set alert for similar jobs

 Set alert



KZJL(TV)/KTJM(FM)/KQQK(FM)/KNTE-FM/KEYH(AM)

VACANCY DATA FORM

Full-Time Job Title: Radio Traffic Assistant	Date Filled: 02/05/2024
Recruitment Source ("RS") Referring Hiree: Indeed	Total Number of Interviewees: 6

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
6	On-Air Radio Job Announcements <i>(one or more stations)</i>	N	0
7	Company Website (www.estrellamedia.com)	N	3
9	Indeed www.indeed.com	N	3



Homepage / Radio Traffic Assistant

Radio Traffic Assistant

JANUARY 11, 2024

✓ This job posting was marked by employer as filled and is probably no longer available

Estrella Media Houston

3 active jobs [\(view\)](#) [Estrella Media](#)

Published	January 11, 2024
Location	3000 Bering Dr, Houston, TX, TX
Category	Administrative
Job Type	Full-time

DESCRIPTION

We are Estrella Media the largest privately held, minority-owned Spanish-language broadcaster in the United States, which owns TV and radio stations operating in top Hispanic markets throughout the country; parent company of the Estrella TV Network, one of the fastest growing television networks in the U.S. We are currently looking for talented and passionate people who want to grow with us.

Position Summary:

Traffic Assistants provide sales support to the Traffic Department, Sales Managers and Account Executives for our radio stations.

Responsibilities:

- Assist with entering commercial copy for all markets.
- Assist with traffic logs for all markets.
- Assist with processing sales orders.
- Communicate with various departments within the company.
- Will cross train for backup of other areas of traffic and continuity

Requirements:




- Strong computer knowledge (Microsoft Office Word, Excel, PowerPoint).
- Organizational skills and the ability to prioritize.
- Excellent verbal and written communications skills with a strong customer service orientation.
- Ability to multitask.
- Radio broadcast traffic and/or agency experience preferred.
- Detail oriented and ability to meet tight deadlines.
- Prior experience working with WideOrbit preferred.
- Bilingual: ability to read, write and speak English/Spanish.

Eligibility Requirements:











- Must be willing to work in Houston, TX
- Must be willing to undergo a pre-employment background investigation.
- Must have legal authorization to work in the United States.
- Must be willing to work overtime on short notice.
- Must be 18 years or older.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Estrella Media is an Equal Opportunity Employer.

[Apply Now](#) 

RELATED JOBS

Accounts Receivable Assistant	 1 Estrella Way, Burbank, California	 MARCH 19, 2024
Master Control Operator	 2410 Gateway Drive, Irving, TX	 FEBRUARY 21, 2024
Promotion Tech	 2410 Gateway Drive, Irving, TX	 FEBRUARY 21, 2024
Field Camera Operator	 1 Estrella Way, Burbank, California	 FEBRUARY 16, 2024
Master Control Operator	 1 Estrella Way, Burbank, California	 FEBRUARY 15, 2024



CONTACT

1 Estrella Way
Burbank, CA 91504

(818) 729-6300
info@estrellamedia.com

[Show Map](#)

NAVIGATE

[Contacts](#)

[Careers](#)

[Community](#)

[Compliance](#)

[Press Room](#)

[Ad Sales](#)

[Studios](#)

QUICK LINKS

[EEO Reports](#)

2023 © Estrella Media Inc



KZJL(TV)/KTJM(FM)/KQQK(FM)/KNTE-FM/KEYH(AM)**VACANCY DATA FORM**

Full-Time Job Title: Promotions Coordinator	Date Filled: 02/20/2024
Recruitment Source ("RS") Referring Hiree: Indeed	Total Number of Interviewees: 6

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
7	Company Website (www.estrellamedia.com)	N	6
9	Indeed www.indeed.com	N	0
12	Offer Up Jobs www.offerup.com	N	0

[← Back to jobs](#)

Promotions Coordinator

Estrella Media – Houston, TX

[Manage job on Indeed](#)

Performance summary

Free post (data shown between Feb 1, 2024 - Feb 13, 2024)

For more detailed data, visit the [performance report](#).

879

[Impressions](#)

90

[Clicks](#)

19

[Started applications](#)

Sponsor job

Improve job description

Metrics over time

Day

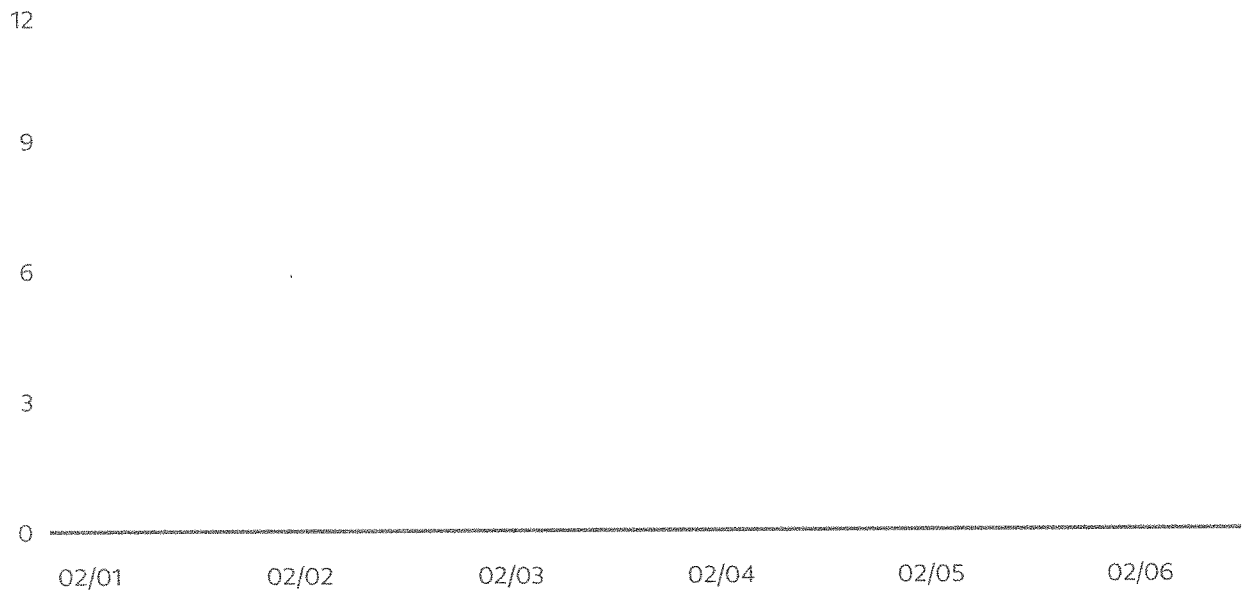
Week



Started applications



 Add metric to compare



Job description

Estrella Media Houston

- [5 active jobs \(view\)](#)
- [Estrell%20Media](#)

Published

February 8, 2024

Location

3000 Bering Dr, Houston, Texas

Category

Radio Promotions

Job Type

Full-time

Description

We are Estrella Media, the largest privately held, minority-owned Spanish-language broadcaster in the United States, which owns TV and radio stations operating in top Hispanic markets throughout the country; parent company of the Estrella TV Network, one of the fastest growing television networks in the U.S. We are currently looking for talented and passionate people who want to grow with us.

Position Summary:

The primary job of the Promotions Coordinator is to handle the coordination and execution of all KTJM/KJOJ, KQQK and KEYH/KNTE promotional operations. This job description is intended for

positions where the responsibilities are routine in nature. This position is responsible for the daily activities that promote the station(s), clients or events.

Responsibilities:

- Responsible for logistics and execution of promotional field operations for special events.
- Distribute contest rules, winner affidavits and prizes on the streets or events.
- Collaborates with multiple departments to create and execute promotions such as remotes, events, van hits and other street team activities from start to finish.
- Drives promotional vehicles.
- Sets up, breaks down and transports promotional event equipment as required.
- Performs basic office administrative functions and updates station web site.
- Be creative and entertain a crowd in public with games, music and trivia.
- Interact with station listeners, on-air personalities and clients in a professional manner at all times.
- Operate broadcast equipment, Microsoft computers, and PA (Public Announcement) Systems.
- Daily communication with Promotions Director and entire promotions
- Attend weekly staff meetings with promotions street.
- Executes phone calls for logistical planning of events.
- Pulls maps for
- Be creative with games and
- Provide Account Executives with recap from every remote and event within 24 hours of event.
- Maintain vehicles stocked at all times with prize premiums and
- Inspects and keeps maintenance of station vehicles, paperwork (registration & insurance).
- Abides by organizational norms and supports organizational.
- Remains calm and professional through stressful
- Perform other duties as assigned.

Requirements:

- Outgoing with a passion for meeting people; experience dealing with large crowds a plus.
- Physical ability to stand for multiple hours and lift or move 40-pound objects.
- Actively listens; clearly and effectively conveys information; demonstrates effective business writing skills; shows excellent grasp of grammar.
- Strong verbal communication and interpersonal skills.
- Requires working knowledge of Word, Excel, PowerPoint, Adobe, Photo Shop & Outlook software.
- Requires ability to comprehend and write reports/recap summaries of remotes and van.
- Ability to work in a fast-paced environment with tight deadlines.
- Bilingual: English/Spanish required.

Eligibility Requirements:

- Must be willing to work in Houston, TX. [no relocations]

- Must be able to lift equipment of 25+ pounds.
- Must be available to work on holidays and weekends.
- Must be willing to undergo a pre-employment background investigation.
- Must have legal authorization to work in the United States.
- Requires a valid Texas Driver's License and a good driving record.

Interested candidates must submit their resume to hmartinez@estrellamedia.com

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

LBI is an Equal Opportunity Employer.

Apply Now

Apply

Full Name *

Your e-mail address *

Message

Resume (PDF or DOCX) *

Drop files here browse files ...

Related Jobs

Account Executive 3000 Bering Dr, Houston, Texas

February 2, 2024

National Sales Coordinator 655 Third Avenue Suit 801 New Yor, NY 10017, New York, New York

January 18, 2024

Promotions Assistant 2410 Gateway Drive, Irving, TX

January 17, 2024

National Sales Coordinator 2410 Gateway Drive, Irving, TX

January 4, 2024

Promotion Tech - Part Time Houston, United States of America

December 6, 2023

Free Post **Sponsor job**

[Edit job](#)

Open