

KKTWVW-DT, KTVW-CD, KFPH-DT, KFPH-CD, KHOT-FM, KQMR(FM),  
KKMR(FM), KOMR(FM), KHOV-FM Employment Unit

2020 FCC Audit Response

**EXHIBIT B**

**Table of Contents – Summary Full-Time Hires**

2017-2018 Period

B-1:	Assignment Desk/VJ
B-2:	Producer/Editor
B-3:	Promotions Technician (2)
B-4:	Promotions Coordinator
B-5:	Account Executive
B-6:	Account Coordinator
B-7:	Multimedia Journalist

2018-2019 Period

B-8:	Account Coordinator
B-9:	Activations Technician
B-10:	Broadcast Engineer
B-11:	Digital Content Producer
B-12:	National Sales Manager
B-13:	News Editor

B-1: Assignment Desk/VJ

Date of Hire:	7/31/2017
Referral Source of Hire:	Employee Referral
#of Interviews for Position	5
and referral sources of	
interviewees	LinkedIn (1)
	Univision Career Site (2)
	Indeed.com (1)
	Employee Referral (1)

Job Title: News Assignment Desk/VJ  
Department: News  
Reports To: News Director  
Location: Phoenix, AZ  
Job Number: PHX-17-05

### **News Assignment Desk/VJ**

#### **Position Summary**

Univision-KTVW in Phoenix is seeking a News Assignment Desk/Video Journalist to join the News Department team. The Assignment desk duties include coordinating the news gathering process, researching, verifying and bringing breaking stories and relevant digital content. The ideal candidate will monitor Social Media and Digital platforms such as law enforcement, firefighting and other agencies. Beat-checks to determine coverage of breaking news, spot news, check wires, and special reports from all digital and Social Media platforms. Develop stories using solid editorial judgment. Maintain and support Univision AZ Social Media presence. Generate Digital content and perform video journalism duties.

Video Journalist duties include covering news, generating story ideas, establishing and maintaining contacts with community leaders, government officials, and local authorities with solid news judgment. Candidate will independently complete a story from beginning to end and operate video camera, write, and edit own story. Interact with the viewers through all Univision's media platforms. Candidate will have functional to advanced knowledge in the use of field cameras, gear and editing systems. Make sound decisions while working under extreme deadlines and have the ability to follow directions and incorporate constructive criticism into work results.

#### **Job Responsibilities**

- Strong organization and motivational skills, creative and assertive.
- Must be able to perform well under breaking news and deadline situations
- Must have a strong sense of editorial content/ story value
- Close communication with Video Journalists and news photographers at all times
- Establish and generate a pool of contacts for news stories and elements
- Maintain a continued agenda of daily and futures stories for upcoming events or investigations
- Track of daily editorial meetings and contacts gathered during the day for i-news database maintenance
- Plan next day's resources as necessary
- Keep the news room updated on all up-to-minute breaking news events and post on social media for the same event.
- Share a daily note with producers on possible stories to be covered for the coming shifts
- Follow up with reporters for upcoming story ideas
- Present reports in a clear, concise, objective manner and present stories and sweeps series ideas
- Gather information, conduct interviews, shoot video, produce, report and edit assigned stories daily
- Post video, pictures and stories to website and other social media outlets
- Maintain strong familiarity with local, state, and national news and events across our coverage area;
- Establish and maintain news contacts in the community
- Generate Digital content and monitor all social media platforms and other media outlets
- Schedule Live-U news stories or interviews.

#### **Required Skills & Experience**

- Minimum 1-year news room experience or equivalent combination of education and experience
- Must have previous television assignment desk experience
- Must be English proficient (read, write, speak) and fluent in Spanish with superior written/spoken skills
- Must be able to drive and have a valid driver's license with a good driving record
- Must poses high ethical and journalistic standards

- Must be able to work flexible hours including nights, weekends and holidays
- Detail oriented with ability to work with tight deadlines and juggle multiple projects simultaneously
- Must be comfortable working in a fast paced environment
- Willingness to take feedback/criticism and improve upon skills

**Desired Skills & Experience**

- Bachelor's degree in communication, journalism, television broadcasting or equivalent work experience preferred
- Knowledge of iNews and Adobe Premiere programs.

**Physical Requirements:**

- Ability to sit, stand and walk for up to 8 hours without restrictions
- Ability to lift and carry up to 30 lbs. for extended periods of time

**Please apply through UCI Careers at:**

<https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=1767>

*Univision Local Media in Arizona is an equal opportunity employer, dedicated to ensuring a diverse workforce by providing broad outreach to all qualified applicants regarding job vacancies at the station. Organizations that regularly distribute information about employment opportunities to job seekers or provide employment referrals that wish to receive notices of our job vacancies may do so by contacting Univision Human Resources at (602) 232-3500*

**EQUAL OPPORTUNITY EMPLOYER**

6006 South 30<sup>th</sup> Street  
Phoenix, AZ 85042  
(602) 243-3333



June 08, 2017

Job Placement Services  
South Mountain Community College  
7050 South 24th Street  
Phoenix, AZ 85042

Dear Job Placement Services:

This letter is to notify your organization of the positions that are available with Univision Television and Radio Stations in Phoenix and Tucson: **News Assignment Desk-VJ PHX-17-05 & Production Assistant PHX-17-06 & Account Coordinator KUVI-17-01.**

You are encouraged to convey this job opportunity to any interested and qualified individuals via distribution or posting. Organizations like yours are integral in supporting Univision's commitment to affirmative action. Any assistance you can provide in referring interested and qualified candidates will be greatly appreciated.

Qualified candidate should send resume to:

**News Assignment Desk-VJ (PHX-17-05)**

<https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=1767>

**Production Assistant (PHX-17-06)**

<https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=1768>

**Account Coordinator (KUVI-17-01)**

<https://univision.csod.com/ats/careersite/JobDetails.aspx?id=1752>

A copy of the job announcement is enclosed.

Sincerely,

*Laura Wright*

Laura Wright  
Human Resources Manager  
Enclosure

**EEO RESOURCE LIST - LETTERS VIA  
MAIL:**

Req.  
Notif.

x	AARP WorkSearch	Attn: Career/Job Placement	5119 N 19th Avenue, Suite A	Phoenix	AZ	85015	
x	Alliance for Women in Media	Attn: Job Placement Services	1250 24th Street NW Suite 300	Washington	DC	20037	
x	Arizona At Work	Attn: Job Placement Services	515 E. 7th Street	Douglas	AZ	85607	
x	Arizona Department of Economic Sec.	Attn: Juan M. Gomez	1140 F. Avenue	Douglas	AZ	85607	
x	Arizona Department of Economic Sec.	Attn: Job Placemnet Services	1701 N. 4th Street	Flagstaff	AZ	86004	
x	Arizona State University	Attn: Employment Services	P.O. Box 861312 - Student Svs Bldg. #C359	Tempe	AZ	85287	
x	Arizona State University West	Attn: Allison Wallance, HR	4701 W. Thunderbir Road	Phoenix	AZ	85069	
x	Arizona Veterans Employment Advocate	Attn: Veterans Program Supervisor	195 W. Irvington Rd.	Tucson	AZ	85714	
x	Arizona Western College	Attn: Program Director	P. O. Box 929	Yuma	AZ	85366-0929	
x	AZ Commission of Indian Affairs	Attn: Kristine Fire Thunder, Director	1700 W. Washington St., #430	Phoenix	AZ	85007	
x	AZ Women's Ed & Employment (AWEE)	Attn: Pam Paulsen	914 W. Hatcher Road	Phoenix	AZ	85021	
x	CPLC Community Connect	Attn: Career Services	6850 W. Indian School Road	Phoenix	AZ	85033	
x	Coalition for African American Health & Wel	Attn: Job Placement Services	P.O. BOX 85424	Tucson	AZ	85754	
x	Cochise College Career Services Ctr.	Attn: Diana Davila	4190 W.State Hwy 80	Douglas	AZ	85607	
x	Department of Economic Security	Attn: Leo Verdugo	195 W. Irvington	Tucson	AZ	85730	
x	Dine' College	Attn: Job Coordinator	1 Circle Drive	Tsaile	AZ	86556	
x	Gateway Community College	Attn: Job Placement Services	108 N. 40th Street	Phoenix	AZ	85034	
x	Governor's Office of Equal Oppty	Attn: Shannon	1700 W. Washington St., #158	Phoenix	AZ	85007	
x	NAACP	Attn: Job Placement Services	1818 S. 16th Street	Phoenix	AZ	85034	
x	NATAS Rocky Mountain Southwest	Attn: Patricia Emmert	621 N. La Loma Ave.	Litchfield Park	AZ	85340	
x	National Assoc. of Hispanic Journalists	Attn: Recruitment Mgr.	1050 Connecticut Ave. NW., 18th Floor	Washington	DC	20036	
x	National Education Center of Arizona	Attn: Job Placement Services	6829 N. 46th Avenue	Glendale	AZ	85301	
x	Native American Connections	Attn: Job Placemnet Services	4520 N. Central Ave., Ste 600	Phoenix	AZ	85012	
x	Phoenix College	Attn: Job Placement Services	1202 W. Thomas Road	Phoenix	AZ	85013	
x	Phoenix Job Corps	Attn: Job Placement Services	518 S. 3rd Street	Phoenix	AZ	85004	
x	Phoenix OIC	Attn: Joe Allen, Job Developer	39 E. Jackson Street	Phoenix	AZ	85004	

x	Pima Community College	Attn: Job Placement Services	4905 East Broadway Blvd.	Tucson	AZ	85709	
x	South Mountain College **	Attn: Job Placement Services	7050 South 24th Street	Phoenix	AZ	85042	*
x	South Mountain Job Service	Attn: DES Job Serv.	4635 S. Central Ave	Phoenix	AZ	85040	
x	Town of Guadalupe	Attn: Tom Morales	9241 S. Avenida del Yaqui	Guadalupe	AZ	85281	
x	Tucson Hispanic Chamber of Commerce	Attn: Ms. Alma Peralta	823 E. Speedway Blvd.	Tucson	AZ	85719	
x	University of Advancing Technology	Attn: Career/Job Placement	2625 W. Baseline Road	Tempe	AZ	85283	
x	Valle del Sol	Attn: Personnel/Job Placement	3807 N. 7th Street	Phoenix	AZ	85014-5005	
x	YWCA of Maricopa County	Attn: Job Placement Services	2999 N. 44th Street, Suite 250	Phoenix	AZ	85018	

602-252-

NCSA/PEP

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4833 | [info@azbroadcasters.org](mailto:info@azbroadcasters.org)

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## News Assignment Desk/VJ

[Home](#) / [News Assignment Desk/VJ](#)

Full Time

Phoenix

Posted 1 min ago



Univision

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EQUAL OPPORTUNITY EMPLOYER

Apply for Job

**From:** Chloe Park  
**Sent:** Thursday, June 8, 2017 4:50 PM  
**To:** Academy of Radio & TV; Area Agency on Aging; Arizona DES/South Phoenix; ASU Sundevil CareerLink; Chicanos Por La Causa; City of Phoenix; DeVry Institute of Tech.; East Valley Institute; Friendly House; Gerardo Higginson; Glendale Comm College; Goodwill of Arizona; Grand Canyon University; Greater Phoenix Urban League; Isela Bhakta; ITT Tech of Inst. of Tucson; Maria Berrelleza; Maricopa Skill Center; Noticias 33 - Bolsa de Trabajo; Univision Maria Murillo; Univision - TV KFTU Douglas; Univision Juan Villa; Univision Miguel Calvillo; Univision Patricio Gutierrez; Univision Radio Building; Univision Radio KHOV-Wickenburg; Univision Radio KKMR-Casa Grande; Univision Radio KQMR-Apache Junction; Univision TV KFPHX Flagstaff; Univision TV Receptionist; Univision Tv/Radio HR; Will Robedee  
**Subject:** Job Postings For Univision Local Media Phoenix & Tucson  
**Attachments:** Assignment Desk-VJ\_PHX-17-05.pdf; Production Assistant - PT (PHX-17-06).pdf; Account Coordinator - Office Coordinator KUE-17-01.pdf

Hello

Please post at your organization the attached job announcements for employment opportunity available at our Univision Local Media station in Phoenix and Tucson: **Assignment Desk-VJ PHX-17-05 & Production Assistant PHX-17-06 & Account Coordinator KUE-17-01.**

Any assistance you can provide in referring interested and qualified candidates will be greatly appreciated.

Feel free to contact me should you need additional information.

Thank you,  
Chloe

## Chloe Park

---

**From:** Microsoft Outlook  
**To:** Academy of Radio & TV; Area Agency on Aging; Arizona DES/South Phoenix; ASU Sundevil CareerLink; Chicanos Por La Causa; City of Phoenix; DeVry Institute of Tech.; East Valley Institute; Friendly House; Glendale Comm College; Goodwill of Arizona; Grand Canyon University; Greater Phoenix Urban League; ITT Tech of Inst. of Tucson; Maricopa Skill Center; Will Robedee  
**Sent:** Thursday, June 8, 2017 4:50 PM  
**Subject:** Relayed: Job Postings For Univision Local Media Phoenix & Tucson

**Delivery to these recipients or groups is complete, but no delivery notification was sent by the destination server:**

[Academy of Radio & TV \(frankakacisco@earthlink.net\)](mailto:frankakacisco@earthlink.net)

[Area Agency on Aging \(yolanda.locher@aaaphx.org\)](mailto:yolanda.locher@aaaphx.org)

[Arizona DES/South Phoenix \(phoenixemployerservices@azdes.gov\)](mailto:phoenixemployerservices@azdes.gov)

[ASU Sundevil CareerLink \(careerservices@asu.edu\)](mailto:careerservices@asu.edu)

[Chicanos Por La Causa \(mariajesus.cervantes@cplc.org\)](mailto:mariajesus.cervantes@cplc.org)

[City of Phoenix \(mary.alejandro@phoenix.gov\)](mailto:mary.alejandro@phoenix.gov)

[DeVry Institute of Tech. \(gdames@devry.edu\)](mailto:gdames@devry.edu)

[East Valley Institute \(sgrosz@evit.com\)](mailto:sgrosz@evit.com)

[Friendly House \(sandrae@friendlyhouse.org\)](mailto:sandrae@friendlyhouse.org)

[Glendale Comm College \(career.services@gccaz.edu\)](mailto:career.services@gccaz.edu)

[Goodwill of Arizona \(employerexperienceteam@goodwillaz.org\)](mailto:employerexperienceteam@goodwillaz.org)

[Grand Canyon University \(careerservices@gcu.edu\)](mailto:careerservices@gcu.edu)

[Greater Phoenix Urban League \(info@gphxul.org\)](mailto:info@gphxul.org)

[ITT Tech of Inst. of Tucson \(kcueter@itt-tech.edu\)](mailto:kcueter@itt-tech.edu)

[Maricopa Skill Center \(katy.mendoza@gatewaycc.edu\)](mailto:katy.mendoza@gatewaycc.edu)

[Will Robedee \(cbjob@mailman.rice.edu\)](mailto:cbjob@mailman.rice.edu)

**Subject:** Job Postings For Univision Local Media Phoenix & Tucson



Job Postings For  
Univision Loc...

Chloe Park

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**From:** Career Services <careerservices@asu.edu>  
**Sent:** Thursday, June 8, 2017 4:51 PM  
**To:** Chloe Park  
**Subject:** Email Received Case Number 03952256



Dear Chloe Park,

Thank you for contacting us. We have received your email and are working on responding to you as soon as possible.

For security reasons, if you are a student and have requested information specific to your records at ASU, responses will be sent to your ASU email account. ASU students may also view all cases and email responses by logging into My ASU and visiting your Service Center. For instructions on how to access your ASU email, please visit this help article about ASU Email for Students.

If you have any additional information to add to this case, please reply to this email.

**Case Number:** 03952256

**Subject:** Job Postings For Univision Local Media Phoenix & Tucson

**Description:** Hello

Please post at your organization the attached job announcements for employment opportunity available at our Univision Local Media station in Phoenix and Tucson: Assignment Desk-VJ PHX-17-05 & Production Assistant PHX-17-06 & Account Coordinator KUVI-17-01.

Any assistance you can provide in referring interested and qualified candidates will be greatly appreciated.

Feel free to contact me should you need additional information.

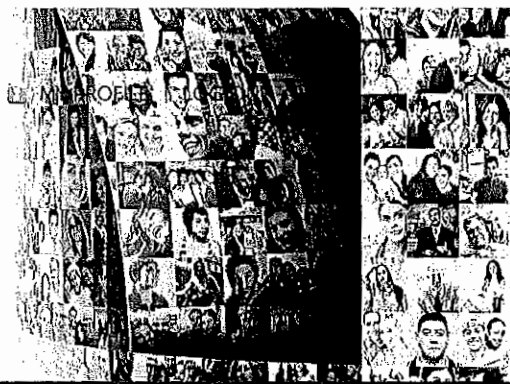
Thank you,  
Chloe

Hyo Jin Park | Accounting Assistant | Univision Communications Inc. | 6006 South 30th Street,  
Phoenix, AZ 85042  
Direct: (602) 232-3506 | [cpark@univision.net](mailto:cpark@univision.net) <<mailto:cpark@univision.net>> | <http://www.univision.net>

[cid:b2beda.png@7e16b63b.4f9d5d28]<<http://www.univision.net>>

UCI CULTURE

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## REQUISITION ID

req1767

## POSTING DATE

6/8/2017

## JOB TITLE

News Assignment Desk/VJ

## LOCATION

Phoenix, AZ

## BUSINESS UNIT

Local Media

## JOB DESCRIPTION

Job Number: PHX-17-05

Univision-KTVW in Phoenix is seeking a News Assignment Desk/Video Journalist to join the News Department team. The Assignment desk duties include coordinating the news gathering process, researching, verifying and bringing breaking stories and relevant digital content. The ideal candidate will monitor Social Media and Digital platforms such as law enforcement, firefighting and other agencies. Beat-checks to determine coverage of breaking news, spot news, check wires, and special reports from all digital and Social Media platforms. Develop stories using solid editorial judgment. Maintain and support Univision AZ Social Media presence. Generate Digital content and perform video journalism duties.

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- Maintain strong familiarity with local, state, and national news and events across our coverage area;
- Establish and maintain news contacts in the community
- Generate Digital content and monitor all social media platforms and other media outlets
- Schedule Live-U news stories or interviews

#### MINIMUM QUALIFICATIONS

##### **Required Skills & Experience:**

- Minimum 1-year news room experience or equivalent combination of education and experience
- Must have previous television assignment desk experience
- Must be English proficient (read, write, speak) and fluent in Spanish with superior written/spoken skills
- Must be able to drive and have a valid driver's license with a good driving record
- Must pose high ethical and journalistic standards
- Must be able to work flexible hours including nights, weekends and holidays
- Detail oriented with ability to work with tight deadlines and juggle multiple projects simultaneously
- Must be comfortable working in a fast paced environment
- Willingness to take feedback/criticism and improve upon skills

##### **Desired Skills & Experience:**

- Bachelor's degree in communication, journalism, television broadcasting or equivalent work experience
- Knowledge of iNews and Adobe Premiere programs

##### **Physical Requirements:**

- Ability to sit, stand and walk for up to 8 hours without restrictions
- Ability to lift and carry up to 30 lbs. for extended periods of time

#### Eligibility

Regular full-time and part-time employees may apply for a posted job provided that (1) they meet the experience and qualifications of the position, as specified in the job posting; (2) they have been in their present position at least twelve months; (3) they have a satisfactory performance record; and (4) they discuss their interest in a posted position with their current supervisor or manager. Employees may apply for open positions without repercussions in their current position.

who WE ARE

what WE DO

why JOIN?



Univision Communications Inc. is the leading media company serving Hispanic America. Our powerhouse portfolio includes Television, Radio, and Interactive offerings that entertain and inform more Hispanics each day than any other media company in the country. Our Company values serve as a compass for our actions and the foundation for our interactions with employees, customers, and suppliers. They are our defining principles that state what we believe



Univision Communications Inc. has evolved into a top-tier multimedia company with 16 broadcast, cable and digital networks; 62 television stations; 69 radio stations; an array of online and mobile apps, products and content creation facilities in Miami, New York and Los Angeles. Univision Communications Inc. has an unmatched position at the intersection of two primary business growth opportunities in the U.S. today: Hispanics and digital, which coupled with our strong brand equity and diversified businesses, makes us the gateway to



Univision Communications Inc. provides opportunities for people to grow, both personally and professionally. We invite you to explore career opportunities with us and become part of a growing dynamic, vital organization and friendly conscientious team.

Follow Univision Communications Inc.



B-2:            Producer/Editor

Date of Hire: 1

9/20/2017

Referral Source of Hiree:

Job Board – Indeed.com

#of Interviews for Position  
and referral sources of  
interviewees:

9

Employee Referral (1)

Job Board – Indeed.com (5)

LinkedIn (2)

UCI Company Career Site (1)



Job Title: Producer/Editor  
Job Number: PHX-17-07  
Department: Commercial Promotions  
Reports To: Operations Manager  
Location: Phoenix, AZ

### **Producer/Editor**

#### **Position Summary**

Univision is seeking a talented and creative Producer/Editor. The right candidate will be responsible for writing, producing, shooting and editing a wide range of content including commercials, promos, marketing videos, as well as locally produced programming. He or she will manage multiple production tasks simultaneously and have the ability to work in a fast-paced, deadline driven, team-oriented environment. The Producer/Editor position should be proficient at shooting, producing and editing HD content. Working independently and on quick turnarounds a must. The successful candidate will be highly a motivated person who strives to develop and produce compelling and award worthy creative products.

#### **Job Responsibilities**

- Conceive, write, produce, direct and edit Marketing and Sales projects, commercials and station promos as well as long form programs for Univision Arizona
- Have an understanding of market research, station brands, and marketing agendas
- Work will require expert level editing skills in Adobe Premiere and associated software (Adobe Creative Suite)
- On location production experience a plus including hands-on lighting and videography
- Sound editing plus the integration of music and graphics is required
- Fluency with Microsoft Suite and other typical office software a must, both MAC and PC proficient
- Other duties as deemed necessary

#### **Required Skills & Experience**

- Minimum 2-3 years television station or production house experience in every facet of high end video and/or film production and post production services
- Must have superior knowledge of Adobe Premiere Editing Systems and knowledge of video/film/graphics/audio production and post-production techniques and equipment
- Must have the ability to perform tasks under tight deadlines, work independently and manage simultaneous projects
- Candidate must be bilingual (Spanish and English) both written and spoken
- Regularly take part in generating ideas, new content development, and production approaches
- Must have a valid Arizona driver's license and good driving record

#### **Desired Skills & Experience**

- Bachelor's degree or equivalent work related experience
- Flexibility, ability to work nights, weekends, and holidays if necessary
- The right candidate will possess dedication, passion, and a strong work ethic.

Please apply to: <https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=1823>

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**EQUAL OPPORTUNITY EMPLOYER**

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June 08, 2017

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**News Assignment Desk-VJ (PHX-17-05)**

<https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=1767>

**Production Assistant (PHX-17-06)**

<https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=1768>

**Account Coordinator (KUVI-17-01)**

<https://univision.csod.com/ats/careersite/JobDetails.aspx?id=1752>

A copy of the job announcement is enclosed.

Sincerely,

*Laura Wright*

Laura Wright  
Human Resources Manager  
Enclosure

**EEO RESOURCE LIST - LETTERS VIA  
MAIL:**

Req.  
Notif.

x	AARP WorkSearch	Attn: Career/Job Placement	5119 N 19th Avenue, Suite A	Phoenix	AZ	85015	
x	Alliance for Women in Media	Attn: Job Placement Services	1250 24th Street NW Suite 300	Washington	DC	20037	
x	Arizona At Work	Attn: Job Placement Services	515 E. 7th Street	Douglas	AZ	85607	
x	Arizona Department of Economic Sec.	Attn: Juan M. Gomez	1140 F. Avenue	Douglas	AZ	85607	
x	Arizona Department of Economic Sec.	Attn: Job Placemnet Services	1701 N. 4th Street	Flagstaff	AZ	86004	
x	Arizona State University	Attn: Employment Services	P.O. Box 861312 - Student Svs Bldg. #C359	Tempe	AZ	85287	
x	Arizona State University West	Attn: Allison Wallance, HR	4701 W. Thunderbir Road	Phoenix	AZ	85069	
x	Arizona Veterans Employment Advocate	Attn: Veterans Program Supervisor	195 W. Irvington Rd.	Tucson	AZ	85714	
x	Arizona Western College	Attn: Program Director	P. O. Box 929	Yuma	AZ	85366-0929	
x	AZ Commission of Indian Affairs	Attn: Kristine Fire Thunder, Director	1700 W. Washington St., #430	Phoenix	AZ	85007	
x	AZ Women's Ed & Employment (AWEE)	Attn: Pam Paulsen	914 W. Hatcher Road	Phoenix	AZ	85021	
x	CPLC Community Connect	Attn: Career Services	6850 W. Indian School Road	Phoenix	AZ	85033	
x	Coalition for African American Health & Wel	Attn: Job Placement Services	P.O. BOX 85424	Tucson	AZ	85754	
x	Cochise College Career Services Ctr.	Attn: Diana Davila	4190 W.State Hwy 80	Douglas	AZ	85607	
x	Department of Economic Security	Attn: Leo Verdugo	195 W. Irvington	Tucson	AZ	85730	
x	Dine' College	Attn: Job Coordinator	1 Circle Drive	Tsaile	AZ	86556	
x	Gateway Community College	Attn: Job Placement Services	108 N. 40th Street	Phoenix	AZ	85034	
x	Governor's Office of Equal Oppty	Attn: Shannon	1700 W. Washington St., #158	Phoenix	AZ	85007	
x	NAACP	Attn: Job Placement Services	1818 S. 16th Street	Phoenix	AZ	85034	
x	NATAS Rocky Mountain Southwest	Attn: Patricia Emmert	621 N. La Loma Ave.	Litchfield Park	AZ	85340	
x	National Assoc. of Hispanic Journalists	Attn: Recruitment Mgr.	1050 Connecticut Ave. NW., 18th Floor	Washington	DC	20036	
x	National Education Center of Arizona	Attn: Job Placement Services	6829 N. 46th Avenue	Glendale	AZ	85301	
x	Native American Connections	Attn: Job Placemnet Services	4520 N. Central Ave., Ste 600	Phoenix	AZ	85012	
x	Phoenix College	Attn: Job Placement Services	1202 W. Thomas Road	Phoenix	AZ	85013	
x	Phoenix Job Corps	Attn: Job Placement Services	518 S. 3rd Street	Phoenix	AZ	85004	
x	Phoenix OIC	Attn: Joe Allen, Job Developer	39 E. Jackson Street	Phoenix	AZ	85004	

x	Pima Community College	Attn: Job Placement Services	4905 East Broadway Blvd.	Tucson	AZ	85709	
x	South Mountain College **	Attn: Job Placement Services	7050 South 24th Street	Phoenix	AZ	85042	*
x	South Mountain Job Service	Attn: DES Job Serv.	4635 S. Central Ave	Phoenix	AZ	85040	
x	Town of Guadalupe	Attn: Tom Morales	9241 S. Avenida del Yaqui	Guadalupe	AZ	85281	
x	Tucson Hispanic Chamber of Commerce	Attn: Ms. Alma Peralta	823 E. Speedway Blvd.	Tucson	AZ	85719	
x	University of Advancing Technology	Attn: Career/Job Placement	2625 W. Baseline Road	Tempe	AZ	85283	
x	Valle del Sol	Attn: Personnel/Job Placement	3807 N. 7th Street	Phoenix	AZ	85014-5005	
x	YWCA of Maricopa County	Attn: Job Placement Services	2999 N. 44th Street, Suite 250	Phoenix	AZ	85018	

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## Producer/Editor

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Full Time

Phoenix

Posted 1 min ago



Univision

### Position Summary

Univision is seeking a talented and creative Producer/Editor. The right candidate will be responsible for writing, producing, shooting and editing a wide range of content including commercials, promos, marketing videos, as well as locally produced programming. He or she will manage multiple production tasks simultaneously and have the ability to work in a fast-paced, deadline driven, team-oriented environment. The Producer/Editor position should be proficient at shooting, producing and editing HD content. Working independently and on quick turnarounds a must. The successful candidate will be highly a motivated person who strives to develop and produce compelling and award worthy creative products.

### Job Responsibilities

Conceive, write, produce, direct and edit Marketing and Sales projects, commercials and station promos as well as long form programs for Univision Arizona  
 Have an understanding of market research, station brands, and marketing agendas  
 Work will require expert level editing skills in Adobe Premiere and associated software (Adobe Creative Suite)  
 On location production experience a plus including hands-on lighting and videography  
 Sound editing plus the integration of music and graphics is required  
 Fluency with Microsoft Suite and other typical office software a must, both MAC and PC proficient  
 Other duties as deemed necessary  
 Required Skills & Experience

Minimum 2-3 years television station or production house experience in every facet of high end video and/or film production and post production services  
 Must have superior knowledge of Adobe Premiere Editing Systems and knowledge of video/film/graphics/audio production and post-production techniques and equipment  
 Must have the ability to perform tasks under tight deadlines, work independently and manage simultaneous projects  
 Candidate must be bilingual (Spanish and English) both written and spoken  
 Regularly take part in generating ideas, new content development, and production approaches  
 Must have a valid Arizona driver's license and good driving record

### Desired Skills & Experience

Bachelor's degree or equivalent work related experience  
 Flexibility, ability to work nights, weekends, and holidays if necessary  
 The right candidate will possess dedication, passion, and a strong work ethic.  
 Please apply to: <https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=1823>

Univision KTVW/KUVE, an equal opportunity employer, dedicated to ensuring a diverse workforce by providing broad outreach to all qualified applicants regarding job vacancies at the station.  
 Organizations that regularly distribute information about employment opportunities to job seekers or provide employment referrals that wish to receive notices of our job vacancies may do so by contacting Univision at [lwright2@univision.net](mailto:lwright2@univision.net)

EQUAL OPPORTUNITY EMPLOYER

[Apply for job](#)

## ABOUT ABA

The Arizona Broadcasters Association (ABA) is a 501-c(6) non-profit corporation founded in 1952. Membership includes radio stations, television stations and associate members.

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> The Wrap – The Best of This Week's Industry News –  
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One media analyst says advanced TV advertising could mean \$ :  
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## CONTACT INFO

426 N. 44th St., #310

Phoenix, AZ 85008

Phone: 602-252-4833

Fax: 602.252.5265

Email:

[info@azbroadcasters.org](mailto:info@azbroadcasters.org)



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**From:** Chloe Park  
**Sent:** Wednesday, July 19, 2017 9:52 AM  
**To:** Academy of Radio & TV; Area Agency on Aging; Arizona DES/South Phoenix; ASU Sundevil CareerLink; Chicanos Por La Causa; City of Phoenix; DeVry Institute of Tech.; East Valley Institute; Friendly House; Gerardo Higginson; Glendale Comm College; Goodwill of Arizona; Grand Canyon University; Greater Phoenix Urban League; Greater Phoenix Urban League Kathy Johnson; Isela Bhakta; ITT Tech of Inst. of Tucson; Maricopa Skill Center; Noticias 33 - Bolsa de Trabajo; Noticias 33 - Tucson Office; Univision Maria Murillo; Univision - TV KFTU Douglas; Univision Juan Villa; Univision Miguel Calvillo; Univision Radio KHOV-Wickenburg; Univision Radio KKMR-Casa Grande; Univision Radio KQMR-Apache Junction; Univision TV KFPHX Flagstaff; Will Robedee  
**Subject:** Job Postings for Univision Local Media Phoenix  
**Attachments:** Producer-Editor\_PHX-17-07.pdf; Promotions Technician\_PHX-17-08.pdf; Promotions Technician PT\_PHX-17-9.pdf.

Hello

Please post at your organization the attached job announcements for employment opportunities available at our Univision Local Media Station in Phoenix: Producer/Editor PHX-17-07 & Promotions Technician (FT) PHX-17-08 & Promotions Technician (PT) PHX-17-09.

Any assistance you can provide in referring interested and qualified candidates will be greatly appreciated.

Feel free to contact me should you need additional information.

Thanks,  
Chloe

## Chloe Park

---

**From:** Career Services <careerservices@asu.edu>  
**Sent:** Wednesday, July 19, 2017 9:53 AM  
**To:** Chloe Park  
**Subject:** Email Received Case Number 04233145



Dear Chloe Park,

Thank you for contacting us. We have received your email and are working on responding to you as soon as possible.

For security reasons, if you are a student and have requested information specific to your records at ASU, responses will be sent to your ASU email account. ASU students may also view all cases and email responses by logging into My ASU and visiting your [Service Center](#). For instructions on how to access your ASU email, please visit this help article about [ASU Email for Students](#).

If you have any additional information to add to this case, please reply to this email.

**Case Number:** 04233145

**Subject:** Job Postings for Univision Local Media Phoenix

**Description:** Hello

Please post at your organization the attached job announcements for employment opportunities available at our Univision Local Media Station in Phoenix: Producer/Editor PHX-17-07 & Promotions Technician (FT) PHX-17-08 & Promotions Technician (PT) PHX-17-09.

Any assistance you can provide in referring interested and qualified candidates will be greatly appreciated.

Feel free to contact me should you need additional information.

Thanks,  
Chloe

Hyo Jin Park | Accounting Assistant | Univision Communications Inc. | 6006 South 30th Street,  
Phoenix, AZ 85042  
Direct: (602) 232-3506 | [cpark@univision.net](mailto:cpark@univision.net) <<mailto:cpark@univision.net>> | <http://www.univision.net>

[cid:73c52d.png@0d6c1699.489bb815]<<http://www.univision.net>>

**Chloe Park**

---

**From:** postmaster@aaaphx.org  
**Sent:** Wednesday, July 19, 2017 9:52 AM  
**To:** prvs=3663471e9=cpark@univision.net  
**Subject:** Undeliverable: Job Postings for Univision Local Media Phoenix  
**Attachments:** Undeliverable: Job Postings for Univision Local Media Phoenix

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## Chloe Park

---

**From:** Microsoft Outlook  
**To:** Academy of Radio & TV; Area Agency on Aging; Arizona DES/South Phoenix; ASU Sundevil CareerLink; Chicanos Por La Causa; City of Phoenix; DeVry Institute of Tech.; East Valley Institute; Friendly House; Glendale Comm College; Goodwill of Arizona; Grand Canyon University; Greater Phoenix Urban League; Greater Phoenix Urban League Kathy Johnson; ITT Tech of Inst. of Tucson; Maricopa Skill Center; Will Robedee  
**Sent:** Wednesday, July 19, 2017 9:52 AM  
**Subject:** Relayed: Job Postings for Univision Local Media Phoenix

**Delivery to these recipients or groups is complete, but no delivery notification was sent by the destination server:**

[Academy of Radio & TV \(frankakacisco@earthlink.net\)](mailto:frankakacisco@earthlink.net)

[Area Agency on Aging \(yolanda.locher@aaaphx.org\)](mailto:yolanda.locher@aaaphx.org)

[Arizona DES/South Phoenix \(phoenixemployerservices@azdes.gov\)](mailto:phoenixemployerservices@azdes.gov)

[ASU Sundevil CareerLink \(careerservices@asu.edu\)](mailto:careerservices@asu.edu)

[Chicanos Por La Causa \(mariajesus.cervantes@cplc.org\)](mailto:mariajesus.cervantes@cplc.org)

[City of Phoenix \(mary.alejandro@phoenix.gov\)](mailto:mary.alejandro@phoenix.gov)

[DeVry Institute of Tech. \(gdames@devry.edu\)](mailto:gdames@devry.edu)

[East Valley Institute \(sgrosz@evit.com\)](mailto:sgrosz@evit.com)

[Friendly House \(sandrae@friendlyhouse.org\)](mailto:sandrae@friendlyhouse.org)

[Glendale Comm College \(career.services@gccaz.edu\)](mailto:career.services@gccaz.edu)

[Goodwill of Arizona \(employerexperienceteam@goodwillaz.org\)](mailto:employerexperienceteam@goodwillaz.org)

[Grand Canyon University \(careerservices@gcu.edu\)](mailto:careerservices@gcu.edu)

[Greater Phoenix Urban League \(info@gphxul.org\)](mailto:info@gphxul.org)

[Greater Phoenix Urban League Kathy Johnson \(kjohnson@gphxul.org\)](mailto:kjohnson@gphxul.org)

[ITT Tech of Inst. of Tucson \(kcueter@itt-tech.edu\)](mailto:kcueter@itt-tech.edu)

[Maricopa Skill Center \(katy.mendoza@gatewaycc.edu\)](mailto:katy.mendoza@gatewaycc.edu)

[Will Robedee \(cbjob@mailman.rice.edu\)](mailto:cbjob@mailman.rice.edu)

Subject: Job Postings for Univision Local Media Phoenix



Job Postings for  
Univision Loc...

6006 South 30<sup>th</sup> Street  
Phoenix, AZ 85042  
(602) 243-3333



July 18, 2017

Job Placement Services  
AZ Hispanic Chamber of Commerce  
255 East Osborn Road, #201  
Phoenix, AZ 85012-2358

Dear Job Placement Services:

This letter is to notify your organization of the positions that are available with Univision Television and Radio Stations in Phoenix: **Producer/Editor PHX 17-07 & Promotions Technician (FT) PHX-17-08 & Promotions Technician (PT) PHX-17-09.**

You are encouraged to convey this job opportunity to any interested and qualified individuals via distribution or posting. Organizations like yours are integral in supporting Univision's commitment to affirmative action. Any assistance you can provide in referring interested and qualified candidates will be greatly appreciated.

Qualified candidate should send resume to:

**Producer/Editor PHX-17-07**

<https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=1823>

**Promotions Technician (FT) PHX-17-08**

<https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=1824>

**Promotions Technician (PT) PHX-17-09**

<https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=1825>

A copy of the job announcement is enclosed.

Sincerely,

*Laura Wright*

Laura Wright  
Human Resources Manager  
Enclosure

# UCI CULTURE

## UCI Careers



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REQUISITION ID

req1823

POSTING DATE

7/13/2017

JOB TITLE

Producer/Editor

LOCATION

Phoenix, AZ

BUSINESS UNIT

Local Media

JOB DESCRIPTION

Job Number: PHX-17-07

Univision is seeking a talented and creative Producer/Editor. The right candidate will be responsible for writing, producing, shooting and editing a wide range of content including commercials, promos, marketing videos, as well as locally produced programming. He or she will manage multiple production tasks simultaneously and have the ability to work in a fast-paced, deadline driven, team-oriented environment. The Producer/Editor position should be proficient at shooting, producing and editing HD content. Working independently and on quick turnarounds a must. The successful candidate will be highly a motivated person who strives to develop and produce compelling and award worthy creative products.

**Job Responsibilities**

- 1. Conceive, write, produce, direct and edit Marketing and Sales projects, commercials and station promos as well as long form programs for Univision Arizona
- 2. Have an understanding of market research, station brands, and marketing agendas
- 3. Work will require expert level editing skills in Adobe Premiere and associated software (Adobe Creative Suite)
- 4. On location production experience a plus including hands-on lighting and videography
- 5. Sound editing plus the integration of music and graphics is required
- 6. Fluency with Microsoft Suite and other typical office software a must, both MAC and PC proficient
- 7. Other duties as deemed necessary

MINIMUM QUALIFICATIONS

**Required Skills & Experience**

- 1. Minimum 2-3 years television station or production house experience in every facet of high end video and/or film production and post production services

Must have superior knowledge of Adobe Premiere Editing Systems and knowledge of video/film/graphics/audio production and post-production techniques and equipment

- Must have the ability to perform tasks under tight deadlines, work independently and manage simultaneous projects
- Candidate must be bilingual (Spanish and English) both written and spoken
- Regularly take part in generating ideas, new content development, and production approaches
- Must have a valid Arizona driver's license and good driving record

#### Desired Skills & Experience

- Bachelor's degree or equivalent work related experience
- Flexibility, ability to work nights, weekends, and holidays if necessary
- The right candidate will possess dedication, passion, and a strong work ethic.

Please apply to: <https://univision.csod.com/ats/careersite/JobDetails.aspx?id=1823>

#### Eligibility

Regular full-time and part-time employees may apply for a posted job provided that (1) they meet the experience and qualifications of the position, as specified in the job posting; (2) they have been in their present position at least twelve months; (3) they have a satisfactory performance record; and (4) they discuss their interest in a posted position with their current supervisor or manager. Employees may apply for open positions without repercussions in their current position.

#### who WE ARE



Univision Communications Inc. is the leading media company serving Hispanic America. Our powerhouse portfolio includes Television, Radio, and Interactive offerings that entertain and inform more Hispanics each day than any other media company in the country. Our Company values serve as a compass for our actions and the foundation for our interactions with employees, customers, and suppliers. They are our defining principles that state what we believe.

#### what WE DO



Univision Communications Inc. has evolved into a top-tier multimedia company with 16 broadcast, cable and digital networks; 62 television stations; 68 radio stations; an array of online and mobile apps, products and content creation facilities in Miami, New York and Los Angeles. Univision Communications Inc. has an unmatched position at the intersection of two primary business growth opportunities in the U.S. today: Hispanics and digital, which coupled with our strong brand equity and diversified businesses, makes us the gateway to Hispanic America for any company looking to connect with this important audience.

#### why JOIN?



Univision Communications Inc. provides opportunities for people to grow, both personally and professionally. We invite you to explore career opportunities with us and become part of a growing dynamic, vital organization and friendly conscientious team.

Follow Univision Communications Inc.



B-3: Promotions Technician (2)

Date of Hire:

10/23/2017

10/30/2017

Referral Source of Hiree:

UCI Company Career Site & Job  
Board- Indeed.com

#of Interviews for Position  
and referral sources of  
interviewees:

7

UCI Company Career Site (3)  
Chicanos Por La Causa (1)  
Job Board – Indeed.com (3)

Job Title: Promotions Technician (FT)  
Job #: PHX-17-08  
Department: Promotions  
Reports to: Operations Manager  
Location: Phoenix, AZ

### **Promotions Technician**

#### **Position Summary**

Univision Local Media in Phoenix is currently seeking a Promotions Technician (FT). The successful candidate will have excellent interpersonal skills, be bilingual, and have a flexible schedule. The Promotions Technician is responsible for set up of promotional items, banners, tables, tents and sound equipment for remotes, special events and station appearances. Interface with clients, listeners and general public during off site promotional activities. Remote technicians must be able to collaborate creatively with the Sales & Promotions staff.

#### **Job Responsibilities**

- Assisting in the carrying out of station in-field promotions.
- Assist the On-Air Talent and Sales Executives with on-site requests, contests, prizes etc.
- Pick up after event and load equipment and promotional items in vehicle.
- Provide customer service by ascertaining the client needs before any event.
- Follow all station promotions policies and guidelines.
- Greet listeners and distribute prizes to winners.
- Conduct on-air announcements in Spanish from remote or appearance locations.
- Drive station vehicles including oversized trucks and vans.
- Maintain vehicle and promotional item appearance at all times.
- Maintain, organize, and perform routine inventory of all promotional remote and station equipment.
- Enter promo announcements in White Orbit when directed by promotion manager
- Other duties as deemed necessary.

#### **Required Skills & Experience**

- Must be highly motivated, assertive, creative, and proactive.
- Must have excellent interpersonal/customer service skills.
- Must be able to lift up to 50-70lbs.
- Must have a valid Arizona driver's license and a clean driving record.
- Must be able to work flexible shifts including nights, weekends and holidays.
- Proficient with MS Word, Excel, and Outlook
- Ability to communicate effectively in Spanish (read, write, speak)

#### **Desired Skills & Experience**

- High School graduate, or equivalent.
- Previous experience in similar position.
- Knowledge of digital social media

Please apply to: <https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=1824>

Univision KTVW-KUVE, an equal opportunity employer, dedicated to ensuring a diverse workforce by providing broad outreach to all qualified applicants regarding job vacancies at the station. Organizations that regularly distribute information about employment opportunities to job seekers or provide employment referrals that wish to receive notices of our job vacancies may do so by contacting Univision at [lwright2@univision.net](mailto:lwright2@univision.net)

**EQUAL OPPORTUNITY EMPLOYER**

6006 South 30<sup>th</sup> Street  
Phoenix, AZ 85042  
(602) 243-3333



June 08, 2017

Job Placement Services  
South Mountain Community College  
7050 South 24th Street  
Phoenix, AZ 85042

Dear Job Placement Services:

This letter is to notify your organization of the positions that are available with Univision Television and Radio Stations in Phoenix and Tucson: **News Assignment Desk-VJ PHX-17-05 & Production Assistant PHX-17-06 & Account Coordinator KUVI-17-01.**

You are encouraged to convey this job opportunity to any interested and qualified individuals via distribution or posting. Organizations like yours are integral in supporting Univision's commitment to affirmative action. Any assistance you can provide in referring interested and qualified candidates will be greatly appreciated.

Qualified candidate should send resume to:

**News Assignment Desk-VJ (PHX-17-05)**

<https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=1767>

**Production Assistant (PHX-17-06)**

<https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=1768>

**Account Coordinator (KUVI-17-01)**

<https://univision.csod.com/ats/careersite/JobDetails.aspx?id=1752>

A copy of the job announcement is enclosed.

Sincerely,

*Laura Wright*

Laura Wright  
Human Resources Manager  
Enclosure

**EEO RESOURCE LIST - LETTERS VIA  
MAIL:**

Req.  
Notif.

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x	Arizona At Work	Attn: Job Placement Services	515 E. 7th Street	Douglas	AZ	85607	
x	Arizona Department of Economic Sec.	Attn: Juan M. Gomez	1140 F. Avenue	Douglas	AZ	85607	
x	Arizona Department of Economic Sec.	Attn: Job Placemnet Services	1701 N. 4th Street	Flagstaff	AZ	86004	
x	Arizona State University	Attn: Employment Services	P.O. Box 861312 - Student Svs Bldg. #C359	Tempe	AZ	85287	
x	Arizona State University West	Attn: Allison Wallance, HR	4701 W. Thunderbir Road	Phoenix	AZ	85069	
x	Arizona Veterans Employment Advocate	Attn: Veterans Program Supervisor	195 W. Irvington Rd.	Tucson	AZ	85714	
x	Arizona Western College	Attn: Program Director	P. O. Box 929	Yuma	AZ	85366-0929	
x	AZ Commission of Indian Affairs	Attn: Kristine Fire Thunder, Director	1700 W. Washington St., #430	Phoenix	AZ	85007	
x	AZ Women's Ed & Employment (AWEE)	Attn: Pam Paulsen	914 W. Hatcher Road	Phoenix	AZ	85021	
x	CPLC Community Connect	Attn: Career Services	6850 W. Indian School Road	Phoenix	AZ	85033	
x	Coalition for African American Health & Wel	Attn: Job Placement Services	P.O. BOX 85424	Tucson	AZ	85754	
x	Cochise College Career Services Ctr.	Attn: Diana Davila	4190 W.State Hwy 80	Douglas	AZ	85607	
x	Department of Economic Security	Attn: Leo Verdugo	195 W. Irvington	Tucson	AZ	85730	
x	Dine' College	Attn: Job Coordinator	1 Circle Drive	Tsaile	AZ	86556	
x	Gateway Community College	Attn: Job Placement Services	108 N. 40th Street	Phoenix	AZ	85034	
x	Governor's Office of Equal Oppty	Attn: Shannon	1700 W. Washington St., #158	Phoenix	AZ	85007	
x	NAACP	Attn: Job Placement Services	1818 S. 16th Street	Phoenix	AZ	85034	
x	NATAS Rocky Mountain Southwest	Attn: Patricia Emmert	621 N. La Loma Ave.	Litchfield Park	AZ	85340	
x	National Assoc. of Hispanic Journalists	Attn: Recruitment Mgr.	1050 Connecticut Ave. NW., 18th Floor	Washington	DC	20036	
x	National Education Center of Arizona	Attn: Job Placement Services	6829 N. 46th Avenue	Glendale	AZ	85301	
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x	Phoenix OIC	Attn: Joe Allen, Job Developer	39 E. Jackson Street	Phoenix	AZ	85004	

x	Pima Community College	Attn: Job Placement Services	4905 East Broadway Blvd.	Tucson	AZ	85709	
x	South Mountain College **	Attn: Job Placement Services	7050 South 24th Street	Phoenix	AZ	85042	*
x	South Mountain Job Service	Attn: DES Job Serv.	4635 S. Central Ave	Phoenix	AZ	85040	
x	Town of Guadalupe	Attn: Tom Morales	9241 S. Avenida del Yaqui	Guadalupe	AZ	85281	
x	Tucson Hispanic Chamber of Commerce	Attn: Ms. Alma Peralta	823 E. Speedway Blvd.	Tucson	AZ	85719	
x	University of Advancing Technology	Attn: Career/Job Placement	2625 W. Baseline Road	Tempe	AZ	85283	
x	Valle del Sol	Attn: Personnel/Job Placement	3807 N. 7th Street	Phoenix	AZ	85014-5005	
x	YWCA of Maricopa County	Attn: Job Placement Services	2999 N. 44th Street, Suite 250	Phoenix	AZ	85018	

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## Promotions Technician

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Full Time

Phoenix

Posted 1 min ago

UNIVISION  
ARIZONA

Univision

### Position Summary

Univision Local Media in Phoenix is currently seeking a Promotions Technician (FT). The successful candidate will have excellent interpersonal skills, be bilingual, and have a flexible schedule. The Promotions Technician is responsible for set up of promotional items, banners, tables, tents and sound equipment for remotes, special events and station appearances. Interface with clients, listeners and general public during off site promotional activities. Remote technicians must be able to collaborate creatively with the Sales & Promotions staff.

### Job Responsibilities

Assisting in the carrying out of station in-field promotions.  
Assist the On-Air Talent and Sales Executives with on-site requests, contests, prizes etc.  
Pick up after event and load equipment and promotional items in vehicle.  
Provide customer service by ascertaining the client needs before any event.  
Follow all station promotions policies and guidelines.  
Greet listeners and distribute prizes to winners.  
Conduct on-air announcements in Spanish from remote or appearance locations.  
Drive station vehicles including oversized trucks and vans.  
Maintain vehicle and promotional item appearance at all times.  
Maintain, organize, and perform routine inventory of all promotional remote and station equipment.  
Enter promo announcements in White Orbit when directed by promotion manager  
Other duties as deemed necessary.

### Required Skills & Experience

Must be highly motivated, assertive, creative, and proactive.  
Must have excellent interpersonal/customer service skills.  
Must be able to lift up to 50-70lbs.  
Must have a valid Arizona driver's license and a clean driving record.  
Must be able to work flexible shifts including nights, weekends and holidays.  
Proficient with MS Word, Excel, and Outlook  
Ability to communicate effectively in Spanish (read, write, speak)

### Desired Skills & Experience

High School graduate, or equivalent.  
Previous experience in similar position.  
Knowledge of digital social media  
Please apply to: <https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=1824>

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One media analyst says advanced TV advertising could mean \$: [bit.ly/2uzN8rL](http://bit.ly/2uzN8rL)

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## CONTACT INFO

426 N. 44th St., #310

Phoenix, AZ 85008

Phone: 602-252-4833

Fax: 602.252.5265

Email:

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Chloe Park

---

**From:** Career Services <careerservices@asu.edu>  
**Sent:** Wednesday, July 19, 2017 9:53 AM  
**To:** Chloe Park  
**Subject:** Email Received Case Number 04233145



Dear Chloe Park,

Thank you for contacting us. We have received your email and are working on responding to you as soon as possible.

For security reasons, if you are a student and have requested information specific to your records at ASU, responses will be sent to your ASU email account. ASU students may also view all cases and email responses by logging into My ASU and visiting your Service Center. For instructions on how to access your ASU email, please visit this help article about ASU Email for Students.

If you have any additional information to add to this case, please reply to this email.

**Case Number:** 04233145

**Subject:** Job Postings for Univision Local Media Phoenix

**Description:** Hello

Please post at your organization the attached job announcements for employment opportunities available at our Univision Local Media Station in Phoenix: Producer/Editor PHX-17-07 & Promotions Technician (FT) PHX-17-08 & Promotions Technician (PT) PHX-17-09.

Any assistance you can provide in referring interested and qualified candidates will be greatly appreciated.

Feel free to contact me should you need additional information.

Thanks,  
Chloe

Hyo Jin Park | Accounting Assistant | Univision Communications Inc. | 6006 South 30th Street,  
Phoenix, AZ 85042  
Direct: (602) 232-3506 | [cpark@univision.net](mailto:cpark@univision.net) <<mailto:cpark@univision.net>> | <http://www.univision.net>

[cid:73c52d.png@0d6c1699.489bb815]<<http://www.univision.net>>

**From:** Chloe Park  
**Sent:** Wednesday, July 19, 2017 9:52 AM  
**To:** Academy of Radio & TV; Area Agency on Aging; Arizona DES/South Phoenix; ASU Sundevil CareerLink; Chicanos Por La Causa; City of Phoenix; DeVry Institute of Tech.; East Valley Institute; Friendly House; Gerardo Higginson; Glendale Comm College; Goodwill of Arizona; Grand Canyon University; Greater Phoenix Urban League; Greater Phoenix Urban League Kathy Johnson; Isela Bhakta; ITT Tech of Inst. of Tucson; Maricopa Skill Center; Noticias 33 - Bolsa de Trabajo; Noticias 33 - Tucson Office; Univision Maria Murillo; Univision - TV KFTU Douglas; Univision Juan Villa; Univision Miguel Calvillo; Univision Radio KHOV-Wickenburg; Univision Radio KKMR-Casa Grande; Univision Radio KQMR-Apache Junction; Univision TV KFPHX Flagstaff; Will Robedee  
**Subject:** Job Postings for Univision Local Media Phoenix  
**Attachments:** Producer-Editor\_PHX-17-07.pdf; Promotions Technician\_PHX-17-08.pdf; Promotions Technician PT\_PHX-17-9.pdf

Hello

Please post at your organization the attached job announcements for employment opportunities available at our Univision Local Media Station in Phoenix: Producer/Editor PHX-17-07 & Promotions Technician (FT) PHX-17-08 & Promotions Technician (PT) PHX-17-09.

Any assistance you can provide in referring interested and qualified candidates will be greatly appreciated.

Feel free to contact me should you need additional information.

Thanks,  
Chloe

**Chloe Park**

---

**From:** postmaster@aaaphx.org  
**Sent:** Wednesday, July 19, 2017 9:52 AM  
**To:** prvs=3663471e9=cpark@univision.net  
**Subject:** Undeliverable: Job Postings for Univision Local Media Phoenix  
**Attachments:** Undeliverable: Job Postings for Univision Local Media Phoenix

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## Chloe Park

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**From:** Microsoft Outlook  
**To:** Academy of Radio & TV; Area Agency on Aging; Arizona DES/South Phoenix; ASU Sundevil CareerLink; Chicanos Por La Causa; City of Phoenix; DeVry Institute of Tech.; East Valley Institute; Friendly House; Glendale Comm College; Goodwill of Arizona; Grand Canyon University; Greater Phoenix Urban League; Greater Phoenix Urban League Kathy Johnson; ITT Tech of Inst. of Tucson; Maricopa Skill Center; Will Robedee  
**Sent:** Wednesday, July 19, 2017 9:52 AM  
**Subject:** Relayed: Job Postings for Univision Local Media Phoenix

**Delivery to these recipients or groups is complete, but no delivery notification was sent by the destination server:**

[Academy of Radio & TV \(frankakacisco@earthlink.net\)](mailto:frankakacisco@earthlink.net)

[Area Agency on Aging \(yolanda.locher@aaaphx.org\)](mailto:yolanda.locher@aaaphx.org)

[Arizona DES/South Phoenix \(phoenixemployerservices@azdes.gov\)](mailto:phoenixemployerservices@azdes.gov)

[ASU Sundevil CareerLink \(careerservices@asu.edu\)](mailto:careerservices@asu.edu)

[Chicanos Por La Causa \(mariajesus.cervantes@cplc.org\)](mailto:mariajesus.cervantes@cplc.org)

[City of Phoenix \(mary.alejandro@phoenix.gov\)](mailto:mary.alejandro@phoenix.gov)

[DeVry Institute of Tech. \(gdames@devry.edu\)](mailto:gdames@devry.edu)

[East Valley Institute \(sgrosz@evit.com\)](mailto:sgrosz@evit.com)

[Friendly House \(sandrae@friendlyhouse.org\)](mailto:sandrae@friendlyhouse.org)

[Glendale Comm College \(career.services@gccaz.edu\)](mailto:career.services@gccaz.edu)

[Goodwill of Arizona \(employerexperienceteam@goodwillaz.org\)](mailto:employerexperienceteam@goodwillaz.org)

[Grand Canyon University \(careerservices@gcu.edu\)](mailto:careerservices@gcu.edu)

[Greater Phoenix Urban League \(info@gphxul.org\)](mailto:info@gphxul.org)

[Greater Phoenix Urban League Kathy Johnson \(kjohnson@gphxul.org\)](mailto:kjohnson@gphxul.org)

[ITT Tech of Inst. of Tucson \(kcueter@itt-tech.edu\)](mailto:kcueter@itt-tech.edu)

[Maricopa Skill Center \(katy.mendoza@gatewaycc.edu\)](mailto:katy.mendoza@gatewaycc.edu)

[Will Robedee \(cbjob@mailman.rice.edu\)](mailto:cbjob@mailman.rice.edu)

**Subject:** Job Postings for Univision Local Media Phoenix



Job Postings for  
Univision Loc...

6006 South 30<sup>th</sup> Street  
Phoenix, AZ 85042  
(602) 243-3333



July 18, 2017

Job Placement Services  
AZ Hispanic Chamber of Commerce  
255 East Osborn Road, #201  
Phoenix, AZ 85012-2358

Dear Job Placement Services:

This letter is to notify your organization of the positions that are available with Univision Television and Radio Stations in Phoenix: **Producer/Editor PHX 17-07 & Promotions Technician (FT) PHX-17-08 & Promotions Technician (PT) PHX-17-09.**

You are encouraged to convey this job opportunity to any interested and qualified individuals via distribution or posting. Organizations like yours are integral in supporting Univision's commitment to affirmative action. Any assistance you can provide in referring interested and qualified candidates will be greatly appreciated.

Qualified candidate should send resume to:

**Producer/Editor PHX-17-07**

<https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=1823>

**Promotions Technician (FT) PHX-17-08**

<https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=1824>

**Promotions Technician (PT) PHX-17-09**

<https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=1825>

A copy of the job announcement is enclosed.

Sincerely,

*Laura Wright*

Laura Wright  
Human Resources Manager  
Enclosure

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### REQUISITION ID

req1824

### POSTING DATE

7/13/2017

### JOB TITLE

Promotions Technician (F/T)

### LOCATION

Phoenix, AZ

### BUSINESS UNIT

Local Media

### JOB DESCRIPTION

PHX-17-08

Univision Local Media in Phoenix is currently seeking a Promotions Technician (FT). The successful candidate will have excellent interpersonal skills, be bilingual, and have a flexible schedule. The Promotions Technician is responsible for set up of promotional items, banners, tables, tents and sound equipment for remotes, special events and station appearances. Interface with clients, listeners and general public during off site promotional activities. Remote technicians must be able to collaborate creatively with the Sales & Promotions staff.

### **Job Responsibilities**

- Assisting in the carrying out of station In-field promotions.
- Assist the On-Air Talent and Sales Executives with on-site requests, contests, prizes etc.
- Pick up after event and load equipment and promotional items in vehicle.
- Provide customer service by ascertaining the client needs before any event.
- Follow all station promotions policies and guidelines.
- Greet listeners and distribute prizes to winners.
- Conduct on-air announcements in Spanish from remote or appearance locations.
- Drive station vehicles including oversized trucks and vans.
- Maintain vehicle and promotional item appearance at all times.
- Maintain, organize, and perform routine inventory of all promotional remote and station equipment.
- Enter promo announcements in White Orbit when directed by promotion manager
- Other duties as deemed necessary.

### MINIMUM QUALIFICATIONS

#### **Required Skills & Experience**

- Must be highly motivated, assertive, creative, and proactive
- Must have excellent interpersonal/customer service skills
- Must be able to lift up to 50-70lbs
- Must have a valid Arizona driver's license and a clean driving record
- Must be able to work flexible shifts including nights, weekends and holidays

- Proficient with MS Word, Excel, and Outlook
- Ability to communicate effectively in Spanish (read, write, speak)

#### Desired Skills & Experience

- High School graduate, or equivalent
- Previous experience in similar position
- Knowledge of digital social media

Please apply to: <https://univision.csod.com/ats/careersite/JobDetails.aspx?id=1824>

#### Eligibility

Regular full-time and part-time employees may apply for a posted job provided that (1) they meet the experience and qualifications of the position, as specified in the job posting; (2) they have been in their present position at least twelve months; (3) they have a satisfactory performance record; and (4) they discuss their interest in a posted position with their current supervisor or manager. Employees may apply for open positions without repercussions in their current position.

#### who WE ARE



Univision Communications Inc. is the leading media company serving Hispanic America. Our powerhouse portfolio includes Television, Radio, and Interactive offerings that entertain and inform more Hispanics each day than any other media company in the country. Our Company values serve as a compass for our actions and the foundation for our interactions with employees, customers, and suppliers. They are our defining principles that state what we believe.

#### what WE DO



Univision Communications Inc. has evolved into a top-tier multimedia company with 16 broadcast, cable and digital networks; 62 television stations; 68 radio stations; an array of online and mobile apps, products and content creation facilities in Miami, New York and Los Angeles. Univision Communications Inc. has an unmatched position at the intersection of two primary business growth opportunities in the U.S. today: Hispanics and digital, which coupled with our strong brand equity and diversified businesses, makes us the gateway to Hispanic America for any company looking to connect with this important audience.

#### why JOIN?



Univision Communications Inc. provides opportunities for people to grow, both personally and professionally. We invite you to explore career opportunities with us and become part of a growing dynamic, vital organization and friendly conscientious team.

Follow Univision Communications Inc.



B-4: Promotions Coordinator

Date of Hire:

10/2/17

Referral Source of Hiree:

UCI Company Career Site

#of Interviews for Position  
and referral sources of  
interviewees:

9

Employee Referral (1)

Social Media (1)

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LinkedIn (1)

Chicanos Por La Causa (1)

Internal Posting (2)

UCI Company Career Site (2)

Job Title: Promotions Coordinator  
Job #: PHX-17-10  
Department: Promotions  
Reports to: Operations Manager  
Location: Phoenix, AZ

### **Promotions Coordinator**

#### **Position Summary**

Univision Local Media in Phoenix, Arizona is currently seeking a Promotions Coordinator who is sociable, organized and motivated. The successful candidate will be assertive, customer service oriented and bilingual English/Spanish. The Promotions Coordinator will be responsible for implementing station promotions, contesting, and coordinating the promotions team.

#### **Job Responsibilities**

- Assist in organization and execution of all station promotions, events, and community support activities
- Execute the documentation process of all on-air contests, including creating winner forms, distributing forms to appropriate control rooms, making prizes available for winners in an efficient manner for front desk pick up, mailing, etc.
- Ensure complete integrity of prize distribution process, maintain winner files, and keep these records
- Assist with writing Official Rules for all contests to be distributed to Program Directors, Air Talent, Reception, and Sales Management
- Create and maintain records of performance for all remotes, station events, promotional and liner announcements and other station activities in the specific Promotional File
- Copy writing of promotional spots and translation of documents such as commercial copy, letters, as needed
- Assist with on-site Promotional activities including set up, banner placement, inflatables, tents, P.A. systems and other promotional displays
- Manage Promotions street team duties including scheduling, materials inventory, vehicle/equipment care log
- Ability to create basic presentations and proposals for sales and promotions
- Manage logistics for station events and compile documentation as needed
- Other duties as deemed necessary.

#### **Required Skills & Experience**

- Must be able to work evenings, weekends, and holidays
- Ability to implement station promotions
- Proficient with MS Word, Excel, PowerPoint, Outlook with ability to easily learn project specific software
- Must have excellent organizational skills and able to work within tight deadlines
- Bilingual (English/Spanish - written and spoken)
- Must be able to drive and have a valid Arizona driver's license with a good driving record

#### **Desired Skills & Experience**

- High School Diploma or GED
- Prior Experience in similar position desired
- Knowledge of social media, posting applications
- Ability to work in a fast paced environment and on multiple tasks simultaneously

**Apply on-line at Univision's career page:**

<https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=1838>

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**EQUAL OPPORTUNITY EMPLOYER**

6006 South 30<sup>th</sup> Street  
Phoenix, AZ 85042  
(602) 243-3333



July 20, 2017

Job Placement Services  
South Mountain Community College  
7050 South 24th Street  
Phoenix, AZ 85042

Dear Job Placement Services:

This letter is to notify your organization of the positions that are available with Univision Television and Radio Stations in Phoenix: **Promotions Coordinator PHX-17-10 & Receptionist PHX-17-11.**

You are encouraged to convey this job opportunity to any interested and qualified individuals via distribution or posting. Organizations like yours are integral in supporting Univision's commitment to affirmative action. Any assistance you can provide in referring interested and qualified candidates will be greatly appreciated.

Qualified candidate should send resume to:

**Promotions Coordinator PHX-17-10**

<https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=1836>

**Receptionist PHX-17-11**

<https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=1836>

A copy of the job announcement is enclosed.

Sincerely,

*Laura Wright*

Laura Wright  
Human Resources Manager  
Enclosure

**EEO RESOURCE LIST - LETTERS VIA  
MAIL:**

Req.  
Notif.

x	AARP WorkSearch	Attn: Career/Job Placement	5119 N 19th Avenue, Suite A	Phoenix	AZ	85015	
x	Alliance for Women in Media	Attn: Job Placement Services	1250 24th Street NW Suite 300	Washington	DC	20037	
x	Arizona At Work	Attn: Job Placement Services	515 E. 7th Street	Douglas	AZ	85607	
x	Arizona Department of Economic Sec.	Attn: Juan M. Gomez	1140 F. Avenue	Douglas	AZ	85607	
x	Arizona Department of Economic Sec.	Attn: Job Placemnet Services	1701 N. 4th Street	Flagstaff	AZ	86004	
x	Arizona State University	Attn: Employment Services	P.O. Box 861312 - Student Svs Bldg. #C359	Tempe	AZ	85287	
x	Arizona State University West	Attn: Allison Wallance, HR	4701 W. Thunderbir Road	Phoenix	AZ	85069	
x	Arizona Veterans Employment Advocate	Attn: Veterans Program Supervisor	195 W. Irvington Rd.	Tucson	AZ	85714	
x	Arizona Western College	Attn: Program Director	P. O. Box 929	Yuma	AZ	85366-0929	
x	AZ Commission of Indian Affairs	Attn: Kristine Fire Thunder, Director	1700 W. Washington St., #430	Phoenix	AZ	85007	
x	AZ Women's Ed & Employment (AWEE)	Attn: Pam Paulsen	914 W. Hatcher Road	Phoenix	AZ	85021	
x	CPLC Community Connect	Attn: Career Services	6850 W. Indian School Road	Phoenix	AZ	85033	
x	Coalition for African American Health & Wel	Attn: Job Placement Services	P.O. BOX 85424	Tucson	AZ	85754	
x	Cochise College Career Services Ctr.	Attn: Diana Davila	4190 W.State Hwy 80	Douglas	AZ	85607	
x	Department of Economic Security	Attn: Leo Verdugo	195 W. Irvington	Tucson	AZ	85730	
x	Dine' College	Attn: Job Coordinator	1 Circle Drive	Tsaile	AZ	86556	
x	Gateway Community College	Attn: Job Placement Services	108 N. 40th Street	Phoenix	AZ	85034	
x	Governor's Office of Equal Oppty	Attn: Shannon	1700 W. Washington St., #158	Phoenix	AZ	85007	
x	NAACP	Attn: Job Placement Services	1818 S. 16th Street	Phoenix	AZ	85034	
x	NATAS Rocky Mountain Southwest	Attn: Patricia Emmert	621 N. La Loma Ave.	Litchfield Park	AZ	85340	
x	National Assoc. of Hispanic Journalists	Attn: Recruitment Mgr.	1050 Connecticut Ave. NW., 18th Floor	Washington	DC	20036	
x	National Education Center of Arizona	Attn: Job Placement Services	6829 N. 46th Avenue	Glendale	AZ	85301	
x	Native American Connections	Attn: Job Placemnet Services	4520 N. Central Ave., Ste 600	Phoenix	AZ	85012	
x	Phoenix College	Attn: Job Placement Services	1202 W. Thomas Road	Phoenix	AZ	85013	
x	Phoenix Job Corps	Attn: Job Placement Services	518 S. 3rd Street	Phoenix	AZ	85004	
x	Phoenix OIC	Attn: Joe Allen, Job Developer	39 E. Jackson Street	Phoenix	AZ	85004	

x	Pima Community College	Attn: Job Placement Services	4905 East Broadway Blvd.	Tucson	AZ	85709	
x	South Mountain College **	Attn: Job Placement Services	7050 South 24th Street	Phoenix	AZ	85042	*
x	South Mountain Job Service	Attn: DES Job Serv.	4635 S. Central Ave	Phoenix	AZ	85040	
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x	Tucson Hispanic Chamber of Commerce	Attn: Ms. Alma Peralta	823 E. Speedway Blvd.	Tucson	AZ	85719	
x	University of Advancing Technology	Attn: Career/Job Placement	2625 W. Baseline Road	Tempe	AZ	85283	
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## Promotions Coordinator

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Full Time

 Phoenix

 Posted 1 min ago



Univision

### Position Summary

Univision Local Media in Phoenix, Arizona is currently seeking a Promotions Coordinator who is sociable, organized and motivated. The successful candidate will be assertive, customer service oriented and bilingual English/Spanish. The Promotions Coordinator will be responsible for implementing station promotions, contesting, and coordinating the promotions team.

### Job Responsibilities

Assist in organization and execution of all station promotions, events, and community support activities

Execute the documentation process of all on-air contests, including creating winner forms, distributing forms to appropriate control rooms, making prizes available for winners in an efficient manner for front desk pick up, mailing, etc.

Ensure complete integrity of prize distribution process, maintain winner files, and keep these records

Assist with writing Official Rules for all contests to be distributed to Program Directors, Air Talent, Reception, and Sales Management

Create and maintain records of performance for all remotes, station events, promotional and liner announcements and other station activities in the specific Promotional File

Copy writing of promotional spots and translation of documents such as commercial copy, letters, as needed

Assist with on-site Promotional activities including set up, banner placement, inflatables, tents, P.A. systems and other promotional displays

Manage Promotions street team duties including scheduling, materials inventory, vehicle/equipment care log

Ability to create basic presentations and proposals for sales and promotions

Manage logistics for station events and compile documentation as needed

Other duties as deemed necessary.

#### Required Skills & Experience

Must be able to work evenings, weekends, and holidays

Ability to implement station promotions

Proficient with MS Word, Excel, PowerPoint, Outlook with ability to easily learn project specific software

Must have excellent organizational skills and able to work within tight deadlines

Bilingual (English/Spanish – written and spoken)

Must be able to drive and have a valid Arizona driver's license with a good driving record

#### Desired Skills & Experience

High School Diploma or GED

Prior Experience in similar position desired

Knowledge of social media, posting applications

Ability to work in a fast paced environment and on multiple tasks simultaneously

Apply on-line at Univision's career page:

<https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=1836>

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Organizations that regularly distribute information about employment opportunities to job seekers or provide employment referrals that wish to receive notices of our job vacancies may do so by contacting Univision at [lwright2@univision.net](mailto:lwright2@univision.net)

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July 7, 2017

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Art Brooks  
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## CONTACT INFO

426 N. 44th St., #310

Phoenix, AZ 85008

Phone: 602-252-4833

Fax: 602.252.5265

Email:

[info@azbroadcasters.org](mailto:info@azbroadcasters.org)



**From:** Chloe Park  
**Sent:** Thursday, July 20, 2017 10:02 AM  
**To:** Academy of Radio & TV; Area Agency on Aging; Arizona DES/South Phoenix; ASU Sundevil CareerLink; Chicanos Por La Causa; City of Phoenix; DeVry Institute of Tech.; East Valley Institute; Friendly House; Gerardo Higginson; Glendale Comm College; Goodwill of Arizona; Grand Canyon University; Greater Phoenix Urban League; Greater Phoenix Urban League Kathy Johnson; Isela Bhakta; ITT Tech of Inst. of Tucson; Maricopa Skill Center; Noticias 33 - Bolsa de Trabajo; Noticias 33 - Tucson Office; Univision Maria Murillo; Univision - TV KFTU Douglas; Univision Juan Villa; Univision Miguel Calvillo; Univision Radio KHOV-Wickenburg; Univision Radio KKMR-Casa Grande; Univision Radio KQMR-Apache Junction; Univision TV KFPHX Flagstaff; Will Robedee  
**Subject:** Job Postings for Univision Local Media Phoenix  
**Attachments:** Promotions Coord - PHX-17-10.pdf; Receptionist - PHX-17-11.pdf

Hello

Please post at your organization the attached job announcements for employment opportunities available at our Univision Local Media Station in Phoenix: Promotions Coordinator PHX-17-10 & Receptionist PHX-17-11.

Any assistance you can provide in referring interested and qualified candidates will be greatly appreciated.

Feel free to contact me should you need additional information.

Thanks,  
Chloe

## Chloe Park

---

**From:** Microsoft Outlook  
**To:** Academy of Radio & TV; Area Agency on Aging; Arizona DES/South Phoenix; ASU Sundevil CareerLink; Chicanos Por La Causa; City of Phoenix; DeVry Institute of Tech.; East Valley Institute; Friendly House; Glendale Comm College; Goodwill of Arizona; Grand Canyon University; Greater Phoenix Urban League; Greater Phoenix Urban League Kathy Johnson; ITT Tech of Inst. of Tucson; Maricopa Skill Center; Will Robedee  
**Sent:** Thursday, July 20, 2017 10:02 AM  
**Subject:** Relayed: Job Postings for Univision Local Media Phoenix

**Delivery to these recipients or groups is complete, but no delivery notification was sent by the destination server:**

[Academy of Radio & TV \(frankakacisco@earthlink.net\)](mailto:frankakacisco@earthlink.net)

[Area Agency on Aging \(yolanda.locher@aaaphx.org\)](mailto:yolanda.locher@aaaphx.org)

[Arizona DES/South Phoenix \(phoenixemployerservices@azdes.gov\)](mailto:phoenixemployerservices@azdes.gov)

[ASU Sundevil CareerLink \(careerservices@asu.edu\)](mailto:careerservices@asu.edu)

[Chicanos Por La Causa \(mariajesus.cervantes@cplc.org\)](mailto:mariajesus.cervantes@cplc.org)

[City of Phoenix \(mary.alejandro@phoenix.gov\)](mailto:mary.alejandro@phoenix.gov)

[DeVry Institute of Tech. \(gdames@devry.edu\)](mailto:gdames@devry.edu)

[East Valley Institute \(sgrosz@evit.com\)](mailto:sgrosz@evit.com)

[Friendly House \(sandrae@friendlyhouse.org\)](mailto:sandrae@friendlyhouse.org)

[Glendale Comm College \(career.services@gccaz.edu\)](mailto:career.services@gccaz.edu)

[Goodwill of Arizona \(employerexperienceteam@goodwillaz.org\)](mailto:employerexperienceteam@goodwillaz.org)

[Grand Canyon University \(careerservices@gcu.edu\)](mailto:careerservices@gcu.edu)

[Greater Phoenix Urban League \(info@gphxul.org\)](mailto:info@gphxul.org)

[Greater Phoenix Urban League Kathy Johnson \(kjohnson@gphxul.org\)](mailto:kjohnson@gphxul.org)

[ITT Tech of Inst. of Tucson \(kcueter@itt-tech.edu\)](mailto:kcueter@itt-tech.edu)

[Maricopa Skill Center \(katy.mendoza@gatewaycc.edu\)](mailto:katy.mendoza@gatewaycc.edu)

[Will Robedee \(cbjob@mailman.rice.edu\)](mailto:cbjob@mailman.rice.edu)

**Subject:** Job Postings for Univision Local Media Phoenix



Job Postings for  
Univision Loc...

6006 South 30<sup>th</sup> Street  
Phoenix, AZ 85042  
(602) 243-3333



July 20, 2017

Job Placement Services  
AZ Hispanic Chamber of Commerce  
255 East Osborn Road, #201  
Phoenix, AZ 85012-2358

Dear Job Placement Services:

This letter is to notify your organization of the positions that are available with Univision Television and Radio Stations in Phoenix: **Promotions Coordinator PHX-17-10 & Receptionist PHX-17-11.**

You are encouraged to convey this job opportunity to any interested and qualified individuals via distribution or posting. Organizations like yours are integral in supporting Univision's commitment to affirmative action. Any assistance you can provide in referring interested and qualified candidates will be greatly appreciated.

Qualified candidate should send resume to:

**Promotions Coordinator PHX-17-10**

<https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=1836>

**Receptionist PHX-17-11**

<https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=1836>

A copy of the job announcement is enclosed.

Sincerely,

*Laura Wright*

Laura Wright  
Human Resources Manager  
Enclosure

**Chloe Park**

---

**From:** Career Services <careerservices@asu.edu>  
**Sent:** Thursday, July 20, 2017 10:08 AM  
**To:** Chloe Park  
**Subject:** Email Received Case Number 04246264



Dear Chloe Park,

Thank you for contacting us. We have received your email and are working on responding to you as soon as possible.

For security reasons, if you are a student and have requested information specific to your records at ASU, responses will be sent to your ASU email account. ASU students may also view all cases and email responses by logging into My ASU and visiting your [Service Center](#). For instructions on how to access your ASU email, please visit this help article about [ASU Email for Students](#).

If you have any additional information to add to this case, please reply to this email.

**Case Number:** 04246264  
**Subject:** Job Postings for Univision Local Media Phoenix  
**Description:** Hello

Please post at your organization the attached job announcements for employment opportunities available at our Univision Local Media Station in Phoenix: Promotions Coordinator PHX-17-10 & Receptionist PHX-17-11.

Any assistance you can provide in referring interested and qualified candidates will be greatly appreciated.

Feel free to contact me should you need additional information.

Thanks,  
Chloe

Hyo Jin Park | Accounting Assistant | Univision Communications Inc. | 6006 South 30th Street,  
Phoenix, AZ 85042  
Direct: (602) 232-3506 | [cpark@univision.net](mailto:cpark@univision.net) <<mailto:cpark@univision.net>> | <http://www.univision.net>

[cid:39d9e8.png@d92c6eee.4dada26c]<<http://www.univision.net>>

**REQUISITION ID**

req1838

**POSTING DATE**

7/19/2017

**JOB TITLE**

Promotions Coordinator

**LOCATION**

Phoenix, AZ

**BUSINESS UNIT**

Local Media

**JOB DESCRIPTION**

Univision Local Media in Phoenix, Arizona is currently seeking a Promotions Coordinator who is sociable, organized and motivated. The successful candidate will be assertive, customer service oriented and bilingual English/Spanish. The Promotions Coordinator will be responsible for implementing station promotions, contesting, and coordinating the promotions team.

**Job Responsibilities:**

- Assist in organization and execution of all station promotions, events, and community support activities
- Execute the documentation process of all on-air contests, including creating winner forms, distributing forms to appropriate control rooms, making prizes available for winners in an efficient manner for front desk pick up, mailing, etc.
- Ensure complete integrity of prize distribution process, maintain winner files, and keep these records
- Assist with writing Official Rules for all contests to be distributed to Program Directors, Air Talent, Reception, and Sales Management
- Create and maintain records of performance for all remotes, station events, promotional and liner announcements and other station activities in the specific Promotional File
- Copy writing of promotional spots and translation of documents such as commercial copy, letters, as needed
- Assist with on-site Promotional activities including set up, banner placement, inflatables, tents, P.A. systems and other promotional displays
- Manage Promotions street team duties including scheduling, materials inventory, vehicle/equipment care log
- Ability to create basic presentations and proposals for sales and promotions
- Manage logistics for station events and compile documentation as needed
- Other duties as deemed necessary

**MINIMUM QUALIFICATIONS**

- Must be able to work evenings, weekends, and holidays
- Ability to implement station promotions
- Proficient with MS Word, Excel, PowerPoint, Outlook with ability to easily learn project specific software
- Must have excellent organizational skills and able to work within tight deadlines
- Bilingual (English/Spanish - written and spoken)
- Must be able to drive and have a valid Arizona driver's license with a good driving record

**Desired Skills & Experience:**

- High School Diploma or GED
- Prior Experience in similar position desired
- Knowledge of social media, posting applications
- Ability to work in a fast paced environment and on multiple tasks simultaneously

Please apply directly on our Careers site: <https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=1838>

**About Univision Communications Inc.**

Univision Communications Inc. (UCI) is a top-tier multimedia company with 17 broadcast, cable and digital networks; 59 TV stations; 67 radio stations; online and mobile apps, products and content creation facilities. UCI focuses on delivering a branded experience everywhere its audience is, reaching 89 million unduplicated consumers monthly across its portfolio. As a mission-driven Company, UCI is committed to informing, entertaining and empowering Hispanic America.

Univision Communications Inc. (UCI) es una empresa multimedia del más alto nivel, con 17 cadenas de televisión de señal abierta, por cable y digital; 59 estaciones de TV; 67 emisoras de radio; aplicaciones en línea y para dispositivos móviles, productos y sedes para creación de contenido. UCI se centra en ofrecer una experiencia con la marca dondequiera que esté su audiencia, alcanzando a más de 89M de consumidores mensuales en todas las plataformas. Como Compañía impulsada por una misión, UCI se centra en informar, entretener y empoderar a la comunidad hispana en los Estados Unidos.

For more information, please visit [www.Univision.net](http://www.Univision.net).

Univision is an Equal Opportunity Employer

B-5: Account Executive

Date of Hire: 2/26/2018

Referral Source of Hire: LinkedIn

#of Interviews for Position 13

and referral sources of  
interviewees:

Job Board – Indeed.com (3)

UCI Company Career Site (1)

LinkedIn (5)

AZ Broadcasters Association (1)

Internal Posting (2)

Employee Referral (1)

**Job Title:** Account Executive  
**Department:** Sales  
**Location:** Phoenix, AZ  
**Job Number:** PHX-17-12

Represent Univision Local Media in the role of advertising and marketing sales person whose primary responsibility is to develop new business as well as maintain and grow existing accounts through prospecting, cultivating client relationships, and thorough account servicing.

**Job Responsibilities:**

- Cultivate relationships and service new and existing key accounts in order to increase revenue
- Prospect new business through self-generated leads via existing contacts, cold calling, networking, etc.
- Strong understanding of and ability to create, present and sell multi-media proposals including all marketing assets such as radio and TV broadcast commercials, event sponsorships, digital advertising, etc.
- Must be able to manage business plan, pipeline, business reports, and revenue projections with attention to detail by set deadlines as required by management
- Achieve individual monthly, quarterly, and annual sales goals
- Must be accountable for accuracy and all aspects of campaigns' implementation including but not limited to client orders, commercial traffic instructions, promotions, proof of performance, recaps, invoices, collections, etc. in accordance with company guidelines
- Work closely with support staff and other departments to ensure smooth execution of all campaigns
- Maintain detailed and organized account records (i.e.: names and contact information, communication records, contracts, production orders, account presentations, etc.)
- Treat station and client information with loyal discretion, confidentiality and common sense
- Understand and proficiently use of all research and marketing resources and information provided by the station
- Be available for weekend and evening supervision of and participation in station and or client events in addition to normal business hours of 8am-5pm Monday – Friday
- Other duties as deemed necessary

**Required Skills and Experience:**

- Minimum 2 years relevant sales experience
- Some college
- Dynamic personality with ability to work well with others in a team environment
- Proven track record in new business development and revenue achievement in a similar position
- Excellent written and verbal communication skills
- Excellent interpersonal and organizational skills as well as ability to multi-task and meet deadlines
- Proficient with PowerPoint, Excel, Outlook and Word
- Must have experience and strong ability to create and present PowerPoint proposals
- Must have a valid AZ driver's license and a good driving record
- Reliable transportation

**Desired Skills and Experience:**

- Minimum 2 years media sales experience in a similar position



- Working knowledge of Nielsen/Tapscan, Dem32/Proposer, Scarborough, Polk, Miller Kaplan (Kantar & X-Ray), Media Monitors, Matrix, and Wide Orbit
- Undergraduate degree
- Fluency in Spanish is a plus

**Please apply to** <https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=2074>

*Univision Local Media - Arizona, an equal opportunity employer, is dedicated to ensuring a diverse workforce by providing broad outreach to all qualified applicants regarding job vacancies at the station. Organizations that regularly distribute information about employment opportunities to job seekers or provide employment referrals that wish to receive notices of our job vacancies may do so by contacting Univision at (602) 232-3500*

**EQUAL OPPORTUNITY EMPLOYER**

6006 South 30<sup>th</sup> Street  
Phoenix, AZ 85042  
(602) 243-3333



November 09, 2017

Job Placement Services  
South Mountain Community College  
7050 South 24th Street  
Phoenix, AZ 85042

Dear Job Placement Services:

This letter is to notify your organization of the position that is available with Univision Television and Radio Stations in Phoenix: **Account Executive PHX-17-12**.

You are encouraged to convey this job opportunity to any interested and qualified individuals via distribution or posting. Organizations like yours are integral in supporting Univision's commitment to affirmative action. Any assistance you can provide in referring interested and qualified candidates will be greatly appreciated.

Qualified candidate should send resume to:

**Account Executive (PHX-17-12)**

<https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=2074>

A copy of the job announcement is enclosed.

Sincerely,

***Laura Wright***

Laura Wright  
Human Resources Manager  
Enclosure

**EEO RESOURCE LIST - LETTERS VIA  
MAIL:**

Req.  
Notif.

x	AARP WorkSearch	Attn: Career/Job Placement	5119 N 19th Avenue, Suite A	Phoenix	AZ	85015	
x	Alliance for Women in Media	Attn: Job Placement Services	1250 24th Street NW Suite 300	Washington	DC	20037	
x	Arizona At Work	Attn: Job Placement Services	515 E. 7th Street	Douglas	AZ	85607	
x	Arizona Department of Economic Sec.	Attn: Juan M. Gomez	1140 F. Avenue	Douglas	AZ	85607	
x	Arizona Department of Economic Sec.	Attn: Job Placemnet Services	1701 N. 4th Street	Flagstaff	AZ	86004	
x	Arizona State University	Attn: Employment Services	P.O. Box 861312 - Student Svs Bldg. #C359	Tempe	AZ	85287	
x	Arizona State University West	Attn: Allison Wallance, HR	4701 W. Thunderbir Road	Phoenix	AZ	85069	
x	Arizona Veterans Employment Advocate	Attn: Veterans Program Supervisor	195 W. Irvington Rd.	Tucson	AZ	85714	
x	Arizona Western College	Attn: Program Director	P. O. Box 929	Yuma	AZ	85366-0929	
x	AZ Commission of Indian Affairs	Attn: Kristine Fire Thunder, Director	1700 W. Washington St., #430	Phoenix	AZ	85007	
x	AZ Women's Ed & Employment (AWEE)	Attn: Pam Paulsen	914 W. Hatcher Road	Phoenix	AZ	85021	
x	CPLC Community Connect	Attn: Career Services	6850 W. Indian School Road	Phoenix	AZ	85033	
x	Coalition for African American Health & Wel	Attn: Job Placement Services	P.O. BOX 85424	Tucson	AZ	85754	
x	Cochise College Career Services Ctr.	Attn: Diana Davila	4190 W.State Hwy 80	Douglas	AZ	85607	
x	Department of Economic Security	Attn: Leo Verdugo	195 W. Irvington	Tucson	AZ	85730	
x	Dine' College	Attn: Job Coordinator	1 Circle Drive	Tsaile	AZ	86556	
x	Gateway Community College	Attn: Job Placement Services	108 N. 40th Street	Phoenix	AZ	85034	
x	Governor's Office of Equal Oppty	Attn: Shannon	1700 W. Washington St., #158	Phoenix	AZ	85007	
x	NAACP	Attn: Job Placement Services	1818 S. 16th Street	Phoenix	AZ	85034	
x	NATAS Rocky Mountain Southwest	Attn: Patricia Emmert	621 N. La Loma Ave.	Litchfield Park	AZ	85340	
x	National Assoc. of Hispanic Journalists	Attn: Recruitment Mgr.	1050 Connecticut Ave. NW., 18th Floor	Washington	DC	20036	
x	National Education Center of Arizona	Attn: Job Placement Services	6829 N. 46th Avenue	Glendale	AZ	85301	
x	Native American Connections	Attn: Job Placemnet Services	4520 N. Central Ave., Ste 600	Phoenix	AZ	85012	
x	Phoenix College	Attn: Job Placement Services	1202 W. Thomas Road	Phoenix	AZ	85013	
x	Phoenix Job Corps	Attn: Job Placement Services	518 S. 3rd Street	Phoenix	AZ	85004	
x	Phoenix OIC	Attn: Joe Allen, Job Developer	39 E. Jackson Street	Phoenix	AZ	85004	

x	Pima Community College	Attn: Job Placement Services	4905 East Broadway Blvd.	Tucson	AZ	85709	
x	South Mountain College **	Attn: Job Placement Services	7050 South 24th Street	Phoenix	AZ	85042	*
x	South Mountain Job Service	Attn: DES Job Serv.	4635 S. Central Ave	Phoenix	AZ	85040	
x	Town of Guadalupe	Attn: Tom Morales	9241 S. Avenida del Yaqui	Guadalupe	AZ	85281	
x	Tucson Hispanic Chamber of Commerce	Attn: Ms. Alma Peralta	823 E. Speedway Blvd.	Tucson	AZ	85719	
x	University of Advancing Technology	Attn: Career/Job Placement	2625 W. Baseline Road	Tempe	AZ	85283	
x	Valle del Sol	Attn: Personnel/Job Placement	3807 N. 7th Street	Phoenix	AZ	85014-5005	
x	YWCA of Maricopa County	Attn: Job Placement Services	2999 N. 44th Street, Suite 250	Phoenix	AZ	85018	

602-252-

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## Account Executive

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Full Time



Phoenix



Posted 1 min ago

Univision Communications Inc.

Job Title: Account Executive

Department: Sales

Location: Phoenix, AZ

Job Number: PHX-17-12

Represent Univision Local Media in the role of advertising and marketing sales person whose primary responsibility is to develop new business as well as maintain and grow existing accounts through prospecting, cultivating client relationships, and thorough account servicing.

#### Job Responsibilities:

Cultivate relationships and service new and existing key accounts in order to increase revenue  
Prospect new business through self-generated leads via existing contacts, cold calling, networking, etc.  
Strong understanding of and ability to create, present and sell multi-media proposals including all marketing assets such as radio and TV broadcast commercials, event sponsorships, digital advertising, etc.  
Must be able to manage business plan, pipeline, business reports, and revenue projections with attention to detail by set deadlines as required by management  
Achieve individual monthly, quarterly, and annual sales goals  
Must be accountable for accuracy and all aspects of campaigns' implementation including but not limited to client orders, commercial traffic instructions, promotions, proof of performance, recaps, invoices, collections, etc. in accordance with company guidelines  
Work closely with support staff and other departments to ensure smooth execution of all campaigns  
Maintain detailed and organized account records (i.e.: names and contact information, communication records, contracts, production orders, account presentations, etc.)  
Treat station and client information with loyal discretion, confidentiality and common sense  
Understand and proficiently use of all research and marketing resources and information provided by the station  
Be available for weekend and evening supervision of and participation in station and or client events in addition to normal business hours of 8am-5pm Monday – Friday  
Other duties as deemed necessary

#### Required Skills and Experience:

Minimum 2 years relevant sales experience  
Some college  
Dynamic personality with ability to work well with others in a team environment  
Proven track record in new business development and revenue achievement in a similar position  
Excellent written and verbal communication skills  
Excellent interpersonal and organizational skills as well as ability to multi-task and meet deadlines

Proficient with PowerPoint, Excel, Outlook and Word  
 Must have experience and strong ability to create and present PowerPoint proposals  
 Must have a valid AZ driver's license and a good driving record  
 Reliable transportation

Desired Skills and Experience:

Minimum 2 years media sales experience in a similar position  
 Working knowledge of Nielsen/Tapscan, Dem32/Proposer, Scarborough, Polk, Miller Kaplan (Kantar & X-Ray), Media Monitors, Matrix, and Wide Orbit  
 Undergraduate degree  
 Fluency in Spanish is a plus

Please apply to <https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=2074>

Univision Local Media – Arizona, an equal opportunity employer, is dedicated to ensuring a diverse workforce by providing broad outreach to all qualified applicants regarding job vacancies at the station. Organizations that regularly distribute information about employment opportunities to job seekers or provide employment referrals that wish to receive notices of our job vacancies may do so by contacting Univision at (602) 232-3500

EQUAL OPPORTUNITY EMPLOYER

Apply for job

ABOUT ABA

The Arizona Broadcasters Association (ABA) is a 501-c(6) non-profit

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426 N. 44th St., #310  
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 Phone: 602-252-4833  
 Fax: 602.252.5265

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November 3, 2017

> The Wrap – this week's top industry news – 10/27/17  
October 27, 2017

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Email:  
info@azbroadcasters.org



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## Chloe Park

---

**From:** Microsoft Outlook  
**To:** Academy of Radio & TV; Area Agency on Aging; Arizona DES/South Phoenix; ASU Sundevil CareerLink; Chicanos Por La Causa; City of Phoenix; DeVry Institute of Tech.; East Valley Institute; Friendly House; Glendale Comm College; Goodwill of Arizona; Grand Canyon University; Greater Phoenix Urban League; Greater Phoenix Urban League Kathy Johnson; ITT Tech of Inst. of Tucson; Maricopa Skill Center; Will Robedee  
**Sent:** Thursday, November 9, 2017 3:58 PM  
**Subject:** Relayed: Job Postings for Univision Local Media Phoenix

**Delivery to these recipients or groups is complete, but no delivery notification was sent by the destination server:**

[Academy of Radio & TV \(frankakacisco@earthlink.net\)](mailto:frankakacisco@earthlink.net)

[Area Agency on Aging \(yolanda.locher@aaaphx.org\)](mailto:yolanda.locher@aaaphx.org)

[Arizona DES/South Phoenix \(phoenixemployerservices@azdes.gov\)](mailto:phoenixemployerservices@azdes.gov)

[ASU Sundevil CareerLink \(careerservices@asu.edu\)](mailto:careerservices@asu.edu)

[Chicanos Por La Causa \(mariajesus.cervantes@cplc.org\)](mailto:mariajesus.cervantes@cplc.org)

[City of Phoenix \(mary.alejandro@phoenix.gov\)](mailto:mary.alejandro@phoenix.gov)

[DeVry Institute of Tech. \(gdames@devry.edu\)](mailto:gdames@devry.edu)

[East Valley Institute \(sgrosz@evit.com\)](mailto:sgrosz@evit.com)

[Friendly House \(sandrae@friendlyhouse.org\)](mailto:sandrae@friendlyhouse.org)

[Glendale Comm College \(career.services@gccaz.edu\)](mailto:career.services@gccaz.edu)

[Goodwill of Arizona \(employerexperienceteam@goodwillaz.org\)](mailto:employerexperienceteam@goodwillaz.org)

[Grand Canyon University \(careerservices@gcu.edu\)](mailto:careerservices@gcu.edu)

[Greater Phoenix Urban League \(info@gphxul.org\)](mailto:info@gphxul.org)

[Greater Phoenix Urban League Kathy Johnson \(kjohnson@gphxul.org\)](mailto:kjohnson@gphxul.org)

[ITT Tech of Inst. of Tucson \(kcueter@itt-tech.edu\)](mailto:kcueter@itt-tech.edu)

[Maricopa Skill Center \(katy.mendoza@gatewaycc.edu\)](mailto:katy.mendoza@gatewaycc.edu)

[Will Robedee \(cbjob@mailman.rice.edu\)](mailto:cbjob@mailman.rice.edu)

**Subject:** Job Postings for Univision Local Media Phoenix

**Chloe Park**

---

**From:** postmaster@aaaphx.org  
**Sent:** Thursday, November 9, 2017 3:58 PM  
**To:** prvs=47973cecf=cpark@univision.net  
**Subject:** Undeliverable: Job Postings for Univision Local Media Phoenix  
**Attachments:** Undeliverable: Job Postings for Univision Local Media Phoenix

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**Chloe Park**

---

**From:** Microsoft Outlook  
**To:** Univision Juan Villa  
**Sent:** Thursday, November 9, 2017 3:58 PM  
**Subject:** Delivered: Job Postings for Univision Local Media Phoenix

**Your message has been delivered to the following recipients:**

Univision Juan Villa (jvilla@univision.net)

**Subject:** Job Postings for Univision Local Media Phoenix



Job Postings for  
Univision Loc...

## Chloe Park

---

**From:** Career Services <careerservices@asu.edu>  
**Sent:** Thursday, November 9, 2017 3:58 PM  
**To:** Chloe Park  
**Subject:** Email Received Case Number 05011501



Dear Chloe Park,

Thank you for contacting us. We have received your email and are working on responding to you as soon as possible.

For security reasons, if you are a student and have requested information specific to your records at ASU, responses will be sent to your ASU email account. ASU students may also view all cases and email responses by logging into My ASU and visiting your Service Center. For instructions on how to access your ASU email, please visit this help article about ASU Email for Students.

If you have any additional information to add to this case, please reply to this email.

**Case Number:** 05011501

**Subject:** Job Postings for Univision Local Media Phoenix

**Description:** Hello

Please post at your organization the attached job announcement for employment opportunity available at our Univision Local Media Station in Phoenix: Account Executive PHX-17-12.

Any assistance you can provide in referring interested and qualified candidates will be greatly appreciated.

Feel free to contact me should you need additional information.

Thanks,  
Chloe

Hyo Jin Park | Financial Analyst | Univision Communications Inc. | 6006 South 30th Street, Phoenix, AZ 85042  
Direct: (602) 232-3506 | [cpark@univision.net](mailto:cpark@univision.net) <<mailto:cpark@univision.net>> | <http://www.univision.net>

[cid:2fc3c2.png@d76b4de1.4f86033f]<<http://www.univision.net>>

This email and any attachments may contain confidential or privileged information entitled to protection against disclosure. Please do not forward except as authorized. If you are not the intended recipient, your receipt of this email was inadvertent, and there was no intent to disclose the information herein. Inadvertent recipients may not use or disclose this information. Please notify the sender by replying to this message and then delete it and discard any copies.

## Laura Wright

---

**From:** UCicareers@csod.univision.net  
**Sent:** Monday, February 12, 2018 2:45 PM  
**To:** Laura Wright  
**Subject:** Your Requisition Has Been Posted - Account Executive (req2221)

Dear Laura Wright,

**Account Executive** has now been created and posted.

ReqID = **req2221**

Business Unit - **Local Media**

You will be able to review applicants as they apply via **UCI Central > HR > Talent Management > Review Applicants**.

We suggest being in regular contact with your HR Partner/TA Recruiter to assist your talent search. The recruitment process can be further streamlined by providing prompt feedback when candidates have been submitted/interviewed.

**Note:** When sharing the internal &/or external job description to your network &/or social media sites, please use the following url's by adding req2221 number at the end of the url:

- For **internal** applicants (UCI employees only):  
[https://univision.csod.com/ats/careersite/jobdetails.aspx?site=1&c=univision&id=\\$\\$\\$\\$](https://univision.csod.com/ats/careersite/jobdetails.aspx?site=1&c=univision&id=$$$$)
- For **external** applicants: [https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=\\$\\$\\$\\$](https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=$$$$)

**"\$\$\$\$" = numerical value of "ReqID"**

E.g. If the "ReqID" is req1234, add "1234" only. External posting would be as follows: <https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=1234>

(the above url is an example only, not an active link!)

If you have any questions, please contact your HR partner (noted as: Laura Wright) or a Talent Acquisition team member.

Thank you,

**Univision Talent Acquisition Team**

**Chloe Park**

---

**From:** Microsoft Outlook  
**To:** Noticias 33 - Bolsa de Trabajo  
**Sent:** Thursday, November 9, 2017 3:58 PM  
**Subject:** Delivered: Job Postings for Univision Local Media Phoenix

**Your message has been delivered to the following recipients:**

Noticias 33 - Bolsa de Trabajo (svarela@univision.net)

**Subject:** Job Postings for Univision Local Media Phoenix



Job Postings for  
Univision Loc...

## Chloe Park

---

**From:** Microsoft Outlook  
**To:** Colette Nolan; Gerardo Higginson  
**Sent:** Thursday, November 9, 2017 3:58 PM  
**Subject:** Delivered: Job Postings for Univision Local Media Phoenix

**Your message has been delivered to the following recipients:**

Colette Nolan (colettenolan@UNIVISION.NET)

Gerardo Higginson (ghigginson@UNIVISION.NET)

Subject: Job Postings for Univision Local Media Phoenix



Job Postings for  
Univision Loc...

**Chloe Park**

---

**From:** Microsoft Outlook  
**To:** Univision TV KFPHX Flagstaff  
**Sent:** Thursday, November 9, 2017 3:58 PM  
**Subject:** Delivered: Job Postings for Univision Local Media Phoenix

**Your message has been delivered to the following recipients:**

Univision TV KFPHX Flagstaff (avague@univision.net)

Subject: Job Postings for Univision Local Media Phoenix



Job Postings for  
Univision Loc...



## Chloe Park

---

**From:** Microsoft Outlook  
**To:** Univision Maria Murillo  
**Sent:** Thursday, November 9, 2017 3:58 PM  
**Subject:** Delivered: Job Postings for Univision Local Media Phoenix

**Your message has been delivered to the following recipients:**

Univision Maria Murillo (mmurillo@univision.net)

Subject: Job Postings for Univision Local Media Phoenix



Job Postings for  
Univision Loc...

**Chloe Park**

---

**From:** Microsoft Outlook  
**To:** Isela Bhakta; Univision Radio KHOV-Wickenburg; Univision Radio KKMR-Casa Grande  
**Sent:** Thursday, November 9, 2017 3:58 PM  
**Subject:** Delivered: Job Postings for Univision Local Media Phoenix

**Your message has been delivered to the following recipients:**

Isela Bhakta (ibhakta@univision.net)

Univision Radio KHOV-Wickenburg (cbarna@UNIVISION.NET)

Univision Radio KKMR-Casa Grande (sdreyes@UNIVISION.NET)

Subject: Job Postings for Univision Local Media Phoenix



Job Postings for  
Univision Loc...

**Chloe Park**

---

**From:** Microsoft Outlook  
**To:** Univision Miguel Calvillo  
**Sent:** Thursday, November 9, 2017 3:58 PM  
**Subject:** Delivered: Job Postings for Univision Local Media Phoenix

**Your message has been delivered to the following recipients:**

Univision Miguel Calvillo (mcalvillo@univision.net)

Subject: Job Postings for Univision Local Media Phoenix



Job Postings for  
Univision Loc...

**Chloe Park**

---

**From:** Microsoft Outlook  
**To:** Univision Radio KQMR-Apache Junction  
**Sent:** Thursday, November 9, 2017 3:58 PM  
**Subject:** Delivered: Job Postings for Univision Local Media Phoenix

**Your message has been delivered to the following recipients:**

Univision Radio KQMR-Apache Junction (RJONES@UNIVISION.NET)

Subject: Job Postings for Univision Local Media Phoenix



Job Postings for  
Univision Loc...

**Chloe Park**

---

**From:** Microsoft Outlook  
**To:** Noticias 33 - Tucson Office  
**Sent:** Thursday, November 9, 2017 3:58 PM  
**Subject:** Delivered: Job Postings for Univision Local Media Phoenix

**Your message has been delivered to the following recipients:**

Noticias 33 - Tucson Office (lcolston@univision.net)

Subject: Job Postings for Univision Local Media Phoenix



Job Postings for  
Univision Loc...

**Chloe Park**

---

**From:** Microsoft Outlook  
**To:** Univision - TV KFTU Douglas  
**Sent:** Thursday, November 9, 2017 3:58 PM  
**Subject:** Delivered: Job Postings for Univision Local Media Phoenix

**Your message has been delivered to the following recipients:**

Univision - TV KFTU Douglas (socano@univision.net)

**Subject:** Job Postings for Univision Local Media Phoenix



Job Postings for  
Univision Loc...

6006 South 30<sup>th</sup> Street  
Phoenix, AZ 85042  
(602) 243-3333



November 09, 2017

Job Placement Services  
AZ Hispanic Chamber of Commerce  
255 East Osborn Road, #201  
Phoenix, AZ 85012-2358

Dear Job Placement Services:

This letter is to notify your organization of the position that is available with Univision Television and Radio Stations in Phoenix: **Account Executive PHX-17-12.**

You are encouraged to convey this job opportunity to any interested and qualified individuals via distribution or posting. Organizations like yours are integral in supporting Univision's commitment to affirmative action. Any assistance you can provide in referring interested and qualified candidates will be greatly appreciated.

Qualified candidate should send resume to:

**Account Executive (PHX-17-12)**

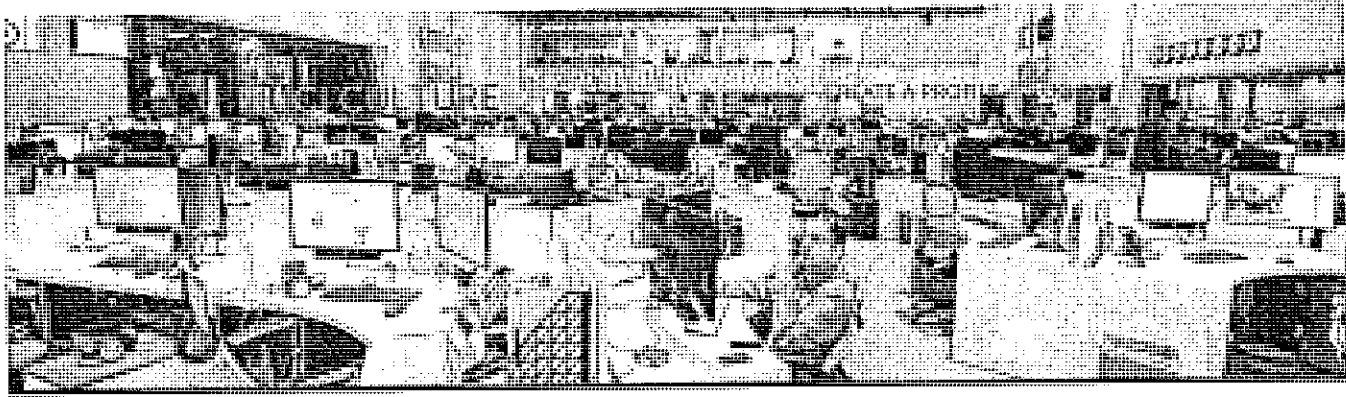
<https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=2074>

A copy of the job announcement is enclosed.

Sincerely,

***Laura Wright***

Laura Wright  
Human Resources Manager  
Enclosure



**Apply Now**

Or apply with these other sources

Apply with LinkedIn

Refer Job:

Add to Saved Jobs

Back

REQUISITION ID

req2074

POSTING DATE

11/8/2017

JOB TITLE

Account Executive

LOCATION

Phoenix, AZ

BUSINESS UNIT

Local Media

JOB DESCRIPTION

Job Number: PHX-17-1Z

Univision Local Media looking for a dedicated Account Executive that will drive and develop revenue for the business. The role of advertising and marketing sales person will have the primary responsibility of developing new business as well as maintain and grow existing accounts through prospecting, cultivating client relationships, and thorough account servicing.

**Job Responsibilities**

- Cultivate relationships and service new and existing key accounts in order to increase revenue.
- Prospect new business through self-generated leads via existing contacts, cold calling, networking, etc.
- Strong understanding of and ability to create, present and sell multi-media proposals including all marketing assets such as radio and TV broadcast commercials, event sponsorship, digital advertising, etc.
- Must be able to manage business plan, pipeline, business reports, and revenue projections with attention to detail by set deadlines as required by management.
- Achieve individual monthly, quarterly, and annual sales goals.
- Must be accountable for accuracy and all aspects of campaigns' implementation including but not limited to client orders, commercial traffic instructions, promotions, proof of performance, recaps, invoices, collections, etc. in accordance with company guidelines.
- Work closely with support staff and other departments to ensure smooth execution of all campaigns.
- Maintain detailed and organized account records (i.e.: names and contact information, communication records, contracts, production orders, account presentations, etc.).
- Treat station and client information with loyal discretion, confidentiality and common sense.
- Understand and proficiently use of all research and marketing resources and information provided by the station.
- Be available for weekend and evening supervision of and participation in station and or client events in addition to normal business hours of 8am-5pm Monday – Friday.
- Other duties as deemed necessary.

MINIMUM QUALIFICATIONS

Required Skills and Experience



Minimum 2 years relevant sales experience

Some college

- Dynamic personality with ability to work well with others in a team environment
  - Proven track record in new business development and revenue achievement in a similar position
  - Excellent written and verbal communication skills
  - Excellent interpersonal and organizational skills as well as ability to multi-task and meet deadlines
  - Proficient with PowerPoint, Excel, Outlook and Word
- Must have experience and strong ability to create and present PowerPoint proposals
- Must have a valid AZ driver's license and a good driving record
- Reliable transportation

#### Desired Skills and Experience

Minimum 2 years media sales experience in a similar position

- Working knowledge of Nielsen/Tapscan, Dem32/Proposer, Scarborough, Polk, Miller Kaplan (Kantar & X-Ray), Media Monitors, Matrix, and Wide Orbit
- Undergraduate degree
- Fluency in Spanish is a plus

#### Eligibility Requirements

- Must be willing to work from Office in Phoenix, AZ
- Must be willing to submit to a background investigation
- Must have unrestricted authorization to work in the United States

#### About Univision Communications Inc.

Univision Communications Inc. (UCI) is a top-tier multimedia company with 17 broadcast, cable and digital networks; 59 TV stations; 67 radio stations; online and mobile apps, products and content creation facilities. UCI focuses on delivering a branded experience everywhere its audience is, reaching 89 million unduplicated consumers monthly across its portfolio. As a mission-driven Company, UCI is committed to informing, entertaining and empowering Hispanic America.

Univision Communications Inc. (UCI) es una empresa multimedia del más alto nivel, con 17 cadenas de televisión de señal abierta, por cable y digital; 59 estaciones de TV; 67 emisoras de radio; aplicaciones en línea y para dispositivos móviles, productos y sedes para creación de contenido. UCI se centra en ofrecer una experiencia con la marca dondequiera que esté su audiencia, alcanzando a más de 89M de consumidores mensuales en todas las plataformas. Como Compañía impulsada por una misión, UCI se centra en informar, entretener y empoderar a la comunidad hispana en los Estados Unidos.

For more information, please visit [www.Univision.net](http://www.Univision.net).

Univision is an Equal Opportunity Employer

#### who WE ARE



Univision Communications Inc. is the leading media company serving Hispanic

#### what WE DO



Univision Communications Inc. has evolved into a top-tier multimedia company with 16

#### why JOIN?



Univision Communications Inc. provides opportunities for people to grow, both

America. Our powerhouse portfolio includes Television, Radio, and Interactive offerings that entertain and inform more Hispanics each day than any other media company in the country. Our Company values serve as a compass for our actions and the foundation for our interactions with employees, customers, and suppliers. They are our defining principles that state what we believe.

broadcast, cable and digital networks; 62 television stations; 68 radio stations; an array of online and mobile apps, products and content creation facilities in Miami, New York and Los Angeles. Univision Communications Inc. has an unmatched position at the intersection of two primary business growth opportunities in the U.S. today: Hispanics and digital, which coupled with our strong brand equity and diversified businesses, makes us the gateway to Hispanic America for any company looking to connect with this important audience.

personally and professionally. We invite you to explore career opportunities with us and become part of a growing dynamic, vital organization and friendly conscientious team.

Follow Univision Communications Inc.

B-6:

Account Coordinator

Date of Hire:

4/2/2018

Referral Source of Hire:

Employee Referral

#of Interviews for Position  
and referral sources of  
interviewees:

7

Employee Referral (1)

UCI Company Career Site (3)

Job Board – Indeed.com (2)

Grand Canyon University Career  
Services (1)

Date: February 2, 2018  
Job #: PHX-18-01  
Department: Sales  
Location: Phoenix, AZ

### **Account Coordinator**

#### **Position Summary**

The Account Coordinator will assist Account Executives in transactional support and be responsible for the overall administrative duties. Key tasks include: entering orders, creating packages, assisting with make-goods, communicating commercial air times, coordinating ad copy, responding to incoming requests, getting credit approvals, following up on invoice discrepancies/collections, screen incoming calls and correspondence. This is a demanding position in a high pressure and fast pace environment involving all platforms (TV, Radio and Digital).

#### **Job Responsibilities**

- Will be responsible for entering orders, creating packages, assisting with make-goods
- Responsible for communicating commercial air times, coordinating ad copy, and responding to incoming requests
- Responsible for getting credit approvals and following up on invoice discrepancies/collections
- Enter orders into Wide Orbit system and verifying accuracy
- Assist with avails, linking with historical rates, and creating packages/proposals for account executive approval
- Pulling daily pre-emption reports and contacting clients for make good approval
- Assist account executives with posting and pre-posting
- Responsible for receiving ad copy from client or production department and communicating air times to clients.
- Obtaining credit approval and creating profile for new accounts, responding to incoming requests
- Follow up with agencies and customers on invoice discrepancies and collections, general administrative tasks
- Represent Univision at Front Desk as needed. Greet customers and answer phone(s) directing callers to appropriate extension, answer questions, and note viewer.
- Ability to maintain confidential information
- Ability to multi-task and meet deadlines
- Other duties as deemed necessary

#### **Required Skills & Experience**

- Proficiency in Excel, Word, PowerPoint, and Microsoft Outlook
- Strong analytical, organizational, verbal, and written communication skills
- Reliable work ethic and must be punctual

#### **Desired Skills & Experience**

- Prior data entry and/or customer service experience preferred
- Previous advertising/media experience and exposure to Nielsen
- Social media savvy
- Knowledge of Donovan, Media Ocean, Matrix, Concur, a plus
- Bilingual (English/Spanish)

Please apply:

- For internal applicants (UCI employees only):  
<https://univision.csod.com/ats/careersite/jobdetails.aspx?site=1&c=univision&id=2200>
- For external applicants: <https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=2200>

Univision Local Media -Arizona, an equal opportunity employer, dedicated to ensuring a diverse workforce by providing broad outreach to all qualified applicants regarding job vacancies at the station. Organizations that regularly distribute information about employment opportunities to job seekers or provide employment referrals that wish to receive notices of our job vacancies may do so by contacting Univision at [lwright2@univision.net](mailto:lwright2@univision.net)

**EQUAL OPPORTUNITY EMPLOYER**

6006 South 30<sup>th</sup> Street  
Phoenix, AZ 85042  
(602) 243-3333



February 02, 2018

Job Placement Services  
South Mountain Community College  
7050 South 24th Street  
Phoenix, AZ 85042

Dear Job Placement Services:

This letter is to notify your organization of the position that is available with Univision Television and Radio Stations in Phoenix: **Account Coordinator PHX-18-01**.

You are encouraged to convey this job opportunity to any interested and qualified individuals via distribution or posting. Organizations like yours are integral in supporting Univision's commitment to affirmative action. Any assistance you can provide in referring interested and qualified candidates will be greatly appreciated.

Qualified candidate should send resume to:

**Account Coordinator PHX-18-01**

<https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=2200>

A copy of the job announcement is enclosed.

Sincerely,

***Laura Wright***

Laura Wright  
Human Resources Manager  
Enclosure

**EEO RESOURCE LIST - LETTERS VIA  
MAIL:**

Req.  
Notif.

x	AARP WorkSearch	Attn: Career/Job Placement	5119 N 19th Avenue, Suite A	Phoenix	AZ	85015	
x	Alliance for Women in Media	Attn: Job Placement Services	1250 24th Street NW Suite 300	Washington	DC	20037	
x	Arizona At Work	Attn: Job Placement Services	515 E. 7th Street	Douglas	AZ	85607	
x	Arizona Department of Economic Sec.	Attn: Juan M. Gomez	1140 F. Avenue	Douglas	AZ	85607	
x	Arizona Department of Economic Sec.	Attn: Job Placemnet Services	1701 N. 4th Street	Flagstaff	AZ	86004	
x	Arizona State University	Attn: Employment Services	P.O. Box 861312 - Student Svs Bldg. #C359	Tempe	AZ	85287	
x	Arizona State University West	Attn: Allison Wallance, HR	4701 W. Thunderbir Road	Phoenix	AZ	85069	
x	Arizona Veterans Employment Advocate	Attn: Veterans Program Supervisor	195 W. Irvington Rd.	Tucson	AZ	85714	
x	Arizona Western College	Attn: Program Director	P. O. Box 929	Yuma	AZ	85366-0929	
x	AZ Commission of Indian Affairs	Attn: Kristine Fire Thunder, Director	1700 W. Washington St., #430	Phoenix	AZ	85007	
x	AZ Women's Ed & Employment (AWEE)	Attn: Pam Paulsen	914 W. Hatcher Road	Phoenix	AZ	85021	
x	CPLC Community Connect	Attn: Career Services	6850 W. Indian School Road	Phoenix	AZ	85033	
x	Coalition for African American Health & Wel	Attn: Job Placement Services	P.O. BOX 85424	Tucson	AZ	85754	
x	Cochise College Career Services Ctr.	Attn: Diana Davila	4190 W.State Hwy 80	Douglas	AZ	85607	
x	Department of Economic Security	Attn: Leo Verdugo	195 W. Irvington	Tucson	AZ	85730	
x	Dine' College	Attn: Job Coordinator	1 Circle Drive	Tsaile	AZ	86556	
x	Gateway Community College	Attn: Job Placement Services	108 N. 40th Street	Phoenix	AZ	85034	
x	Governor's Office of Equal Oppty	Attn: Shannon	1700 W. Washington St., #158	Phoenix	AZ	85007	
x	NAACP	Attn: Job Placement Services	1818 S. 16th Street	Phoenix	AZ	85034	
x	NATAS Rocky Mountain Southwest	Attn: Patricia Emmert	621 N. La Loma Ave.	Litchfield Park	AZ	85340	
x	National Assoc. of Hispanic Journalists	Attn: Recruitment Mgr.	1050 Connecticut Ave. NW., 18th Floor	Washington	DC	20036	
x	National Education Center of Arizona	Attn: Job Placement Services	6829 N. 46th Avenue	Glendale	AZ	85301	
x	Native American Connections	Attn: Job Placemnet Services	4520 N. Central Ave., Ste 600	Phoenix	AZ	85012	
x	Phoenix College	Attn: Job Placement Services	1202 W. Thomas Road	Phoenix	AZ	85013	
x	Phoenix Job Corps	Attn: Job Placement Services	518 S. 3rd Street	Phoenix	AZ	85004	
x	Phoenix OIC	Attn: Joe Allen, Job Developer	39 E. Jackson Street	Phoenix	AZ	85004	

x	Pima Community College	Attn: Job Placement Services	4905 East Broadway Blvd.	Tucson	AZ	85709	
x	South Mountain College **	Attn: Job Placement Services	7050 South 24th Street	Phoenix	AZ	85042	*
x	South Mountain Job Service	Attn: DES Job Serv.	4635 S. Central Ave	Phoenix	AZ	85040	
x	Town of Guadalupe	Attn: Tom Morales	9241 S. Avenida del Yaqui	Guadalupe	AZ	85281	
x	Tucson Hispanic Chamber of Commerce	Attn: Ms. Alma Peralta	823 E. Speedway Blvd.	Tucson	AZ	85719	
x	University of Advancing Technology	Attn: Career/Job Placement	2625 W. Baseline Road	Tempe	AZ	85283	
x	Valle del Sol	Attn: Personnel/Job Placement	3807 N. 7th Street	Phoenix	AZ	85014-5005	
x	YWCA of Maricopa County	Attn: Job Placement Services	2999 N. 44th Street, Suite 250	Phoenix	AZ	85018	

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## Arizona Broadcasters Association

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#### ACCOUNT COORDINATOR PHX-18-01

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2 Feb 2018 1:13 PM    Message # 5714940

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Higginson

#### Account Coordinator

##### Position Summary

The Account Coordinator will assist Account Executives in transactional support and be responsible for the overall administrative duties. Key tasks include: entering orders, creating packages, assisting with make-goods, communicating commercial air times, coordinating ad copy, responding to incoming requests, getting credit approvals, following up on invoice discrepancies/collections, screen incoming calls and correspondence. This is a demanding position in a high pressure and fast pace environment involving all platforms (TV, Radio and Digital).

##### Job Responsibilities

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- Represent Univision at Front Desk as needed. Greet customers and answer phone(s) directing callers to appropriate extension, answer questions, and note viewer.
- Ability to maintain confidential information
- Ability to multi-task and meet deadlines
- Other duties as deemed necessary

### **Required Skills & Experience**

- Proficiency in Excel, Word, PowerPoint, and Microsoft Outlook
- Strong analytical, organizational, verbal, and written communication skills
- Reliable work ethic and must be punctual
- **Desired Skills & Experience**
  - • Prior data entry and/or customer service experience preferred
  - • Previous advertising/media experience and exposure to Nielsen
- Social media savvy
- Knowledge of Donovan, Media Ocean, Matrix, Concur, a plus
- • Bilingual (English/Spanish)

Please apply:

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For **external**  
applicants: <https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=2200>

Univision Local Media -Arizona, an equal opportunity employer, dedicated to ensuring a diverse workforce by providing broad outreach to all qualified applicants regarding job vacancies at the station. Organizations that regularly distribute information about employment opportunities to job seekers or provide employment referrals that wish to receive notices of our job vacancies may do so by contacting Univision at [lwright2@univision.net](mailto:lwright2@univision.net)


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426 North 44th Street, #310, Phoenix, AZ 85008 | Phone: 602-252-4833 | Fax: 602-252-5265



# Account Coordinator

Univision-KTVW-Channel 33

View Business Info

## Contact Information

- Univision-KTVW-Channel 33
- 6006 S. 30th St.  
Phoenix, AZ 85042-4802
- <http://www.univision.net>

## Job Description

### Account Coordinator

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**EQUAL OPPORTUNITY EMPLOYER**

[\(http://www.onecommunity.co/\)](http://www.onecommunity.co/)[Home \(/\)](#) / [Jobs \(/jobs\)](#) / [Account Coordinator](#)

Posted by Univision Arizona (/united-states/phoenix/marketing-advertising-pr/univision-arizona-) on 02/02/2018 in Other (/jobs?category[]=Other)

Hi, Gerardo ▾

[Contact This Member](#)

## Account Coordinator

**Company** - Univision Communications Inc  
6006 South 30th Street, Phoenix, AZ, 85042

**Salary**  
\$0.00

**Employment Type**  
Full-Time

**Start Date**  
02/02/2018

[More Details](#) ↗

(<https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=2200>)

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### Account Coordinator

#### Position Summary

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#### Job Responsibilities

- Will be responsible for entering orders, creating packages, assisting with make-goods
- Responsible for communicating commercial air times, coordinating ad copy, and responding to incoming requests
- Responsible for getting credit approvals and following up on invoice discrepancies/collections
- Enter orders into Wide Orbit system and verifying accuracy
- Assist with avails, linking with historical rates, and creating packages/proposals for account executive approval
- Pulling daily pre-emption reports and contacting clients for make good approval
- Assist account executives with posting and pre-posting
- Responsible for receiving ad copy from client or production department and communicating air times to clients.
- Obtaining credit approval and creating profile for new accounts, responding to incoming requests
- Follow up with agencies and customers on invoice discrepancies and collections, general administrative tasks

- Represent Univision at Front Desk as needed. Greet customers and answer phone(s) directing callers to appropriate extension, answer questions, and note viewer.
- Ability to maintain confidential information
- Ability to multi-task and meet deadlines
- Other duties as deemed necessary

#### Required Skills & Experience

- Proficiency in Excel, Word, PowerPoint, and Microsoft Outlook
- Strong analytical, organizational, verbal, and written communication skills
- Reliable work ethic and must be punctual

#### Desired Skills & Experience

- Prior data entry and/or customer service experience preferred
- Previous advertising/media experience and exposure to Nielsen
- Social media savvy
- Knowledge of Donovan, Media Ocean, Matrix, Concur, a plus
- Bilingual (English/Spanish)

Please apply:

- For **internal** applicants (UCI employees only):  
(<https://univision.csod.com/ats/careersite/jobdetails.aspx?site=1&c=univision&id=2200>)  
<https://univision.csod.com/ats/careersite/jobdetails.aspx?site=1&c=univision&id=2200>  
(<https://univision.csod.com/ats/careersite/jobdetails.aspx?site=1&c=univision&id=2200>)
- For **external** applicants:  
(<https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=2200>)  
<https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=2200>  
(<https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=2200>)

Univision Local Media -Arizona, an equal opportunity employer, dedicated to ensuring a diverse workforce by providing broad outreach to all qualified applicants regarding job vacancies at the station. Organizations that regularly distribute information about employment opportunities to job seekers or provide employment referrals that wish to receive notices of our job vacancies may do so by contacting Univision at [lwright2@univision.net](mailto:lwright2@univision.net) (mailto:lwright2@univision.net)

**EQUAL OPPORTUNITY EMPLOYER**



Let's talk



(/about/https://www.univision.com/atlanta)

Website

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[Password Retrieval \(/login/retrieval\)](#)

[Contact Us \(/about/contact\)](#)

**From:** Chloe Park [mailto:cpark@UNIVISION.NET]

**Sent:** Friday, February 02, 2018 9:34 AM

**To:** Academy of Radio & TV <frankakacisco@earthlink.net>; Area Agency on Aging <yolanda.locher@aaaphx.org>; Arizona DES/South Phoenix <phoenixemployerservices@azdes.gov>; ASU Sundevil CareerLink <careerservices@asu.edu>; Chicanos Por La Causa <mariajesus.cervantes@cplc.org>; City of Phoenix <mary.alejandro@phoenix.gov>; DeVry Institute of Tech. <gdames@devry.edu>; East Valley Institute <sgrosz@evit.com>; Friendly House <sandrae@friendlyhouse.org>; Gerardo Higginson <ghigginson@UNIVISION.NET>; Glendale Comm College <career.services@gccaz.edu>; Community Relations <CommunityRelations@goodwillaz.org>; Grand Canyon University <careerservices@gcu.edu>; Greater Phoenix Urban League <info@gphxul.org>; Greater Phoenix Urban League Kathy Johnson <kjohnson@gphxul.org>; Isela Bhakta <ibhakta@UNIVISION.NET>; ITT Tech of Inst. of Tucson <kcueter@itt-tech.edu>; Maricopa Skill Center <katy.mendoza@gatewaycc.edu>; Sheila Varela <svarela@UNIVISION.NET>; Lorena Colston <lcolston@UNIVISION.NET>; Maria Murillo <mmurillo@UNIVISION.NET>; Salvador Ocano <socano@UNIVISION.NET>; Juan Villa <jvilla@univision.net>; Miguel Calvillo <mcalvillo@UNIVISION.NET>; Christopher Barna <cbarna@UNIVISION.NET>; Univision Radio KKMR-Casa Grande <sdreyes@univisionradio.com>; Randy Jones <RJONES@UNIVISION.NET>; Arlette Vague <avague@univision.net>; Will Robedee <cbjob@mailman.rice.edu>

**Subject:** Job Posting for Univision Local Media Phoenix

Hello

Please post at your organization the attached job announcement for employment opportunity available at our Univision Local Media Station in Phoenix: Account Coordinator PHX-18-01.

Any assistance you can provide in referring interested and qualified candidates will be greatly appreciated. Please do not hesitate to contact me if you need additional information.

Thanks,  
Chloe

Chloe Park | Financial Analyst | Univision Communications Inc. | 6006 South 30th Street, Phoenix, AZ, 85042  
Direct: (602) 232-3506 | [cpark@univision.net](mailto:cpark@univision.net) | <http://www.univision.com>





## Laura Wright

---

**From:** UCicareers@csod.univision.net  
**Sent:** Friday, February 2, 2018 9:04 AM  
**To:** Laura Wright  
**Subject:** Your Requisition Has Been Posted - Account Coordinator (req2200)

Dear Laura Wright,

**Account Coordinator** has now been created and posted.

ReqID = **req2200**

Business Unit - **Local Media**

You will be able to review applicants as they apply via **UCI Central > HR > Talent Management > Review Applicants**.

We suggest being in regular contact with your HR Partner/TA Recruiter to assist your talent search. The recruitment process can be further streamlined by providing prompt feedback when candidates have been submitted/interviewed.

**Note:** When sharing the internal &/or external job description to your network &/or social media sites, please use the following url's by adding req2200 number at the end of the url:

- For **internal** applicants (UCI employees only):  
[https://univision.csod.com/ats/careersite/jobdetails.aspx?site=1&c=univision&id=\\$\\$\\$\\$](https://univision.csod.com/ats/careersite/jobdetails.aspx?site=1&c=univision&id=$$$$)
- For **external** applicants: [https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=\\$\\$\\$\\$](https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=$$$$)

**"\$\$\$\$" = numerical value of "ReqID"**

E.g. If the "ReqID" is req1234, add "1234" only. External posting would be as follows: <https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=1234>

(the above url is an example only, not an active link!)

If you have any questions, please contact your HR partner (noted as: Laura Wright) or a Talent Acquisition team member.

Thank you,

**Univision Talent Acquisition Team**

**Laura Wright**

---

**From:** Eric Di Monte  
**Sent:** Tuesday, February 13, 2018 1:00 PM  
**To:** Laura Wright  
**Subject:** FW: Job postings - us.jobs and affiliate sites  
**Attachments:** JobAlliancesList 0817.pdf

Hola Laura,

Just spoke to Marilyn. Would you please forward this email to the EEO officers and let them know as from last week, they can include all the sites below as part of the outreach we have in place when we post?

There is no OFCCP reporting option at this point.

Please let me know if you have any questions.

Eric

Eric Di Monte | Talent Acquisition Manager | Univision Communications Inc. | 605 Third Avenue, 12th Floor, New York, NY, 10158  
Direct: (646) 560-4812 | Mobile: (917) 670-6238 | [edimonte@univision.net](mailto:edimonte@univision.net) | <http://www.univision.com>



---

**From:** Eric Di Monte  
**Sent:** Thursday, February 8, 2018 11:31 AM  
**To:** CORP-ALL HR <CORP-ALLHR@UNIVISION.NET>  
**Cc:** Lan Nguyen <lnguyen@UNIVISION.NET>; Niza Motola <nmotola@UNIVISION.NET>; Colleen Welker <cwelker@UNIVISION.NET>  
**Subject:** Job postings - us.jobs and affiliate sites

Everyone,

Fantastic news! I have enrolled for all our job postings to be indexed from our Univision career site and distributed to the **National Labor Exchange** sites and its affiliates.

Postings can be found here: <https://us.jobs/>

This means when outreach enquiries as to where our jobs are listed, **us.jobs** can be included along with **Indeed.com**, **Google.com**, UCI career site, etc.

In addition, we are also listed in the following associated sites: [Veterans.Jobs](#), [Disability.Jobs](#), [Diversity.Jobs](#), [Minority.Jobs](#) and [My.Jobs](#)

There are also several dozens of job aggregators which are picking our listings (see Job Alliances attachment). \*\*\* We do not have DE (Direct Employer) membership, and not all sites in the list are indexing our jobs.

Accessibility : Scripting : [Disable AJAX and DHTML] [Disable javascript alerts] [Remove all scripting] Text Size : A A A A

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Keywords

Univision

job title, industry, keyword, or company

Location(s)

Worldwide

enter zip code or city, state

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204 jobs found matching Univision

Jobs 1 - 10 of 204

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Sort by: Relevance | Date

**Account Executive****UNIVISION TELEVISION GROUP INC** (Salt Lake City, UT)  
first acquired 2018-1-19 9:01 AM

Share this job:

**Account Executive URHOU18-01****UNIVISION RADIO** (Houston, TX)  
first acquired 2018-2-9 11:41 AM

Share this job:

**Account Executive****ENTRAVISION-TEXAS GP LLC ET AL** (Lubbock, TX)  
first acquired 2018-1-30 8:14 AM

Share this job:

**Network Administrator****DATASMART SOLUTIONS** (Helena, MT)  
first acquired 2018-1-31 0:13 AM

Share this job:

**Account Coordinator/Phoenix****UNIVISION - KTVW (Phoenix)** (Phoenix, AZ)  
first acquired 2018-2-8 3:30 AM

Share this job:

**Account Executive****Univision** (Houston, TX)  
first acquired 2018-2-9 2:21 AM

Share this job:

**Analyst, Ad Sales Strategic Initiatives****Univision** (New York, NY)  
first acquired 2018-2-9 2:21 AM

Share this job:

**Account Coordinator- National Television****Advertising Sales****Univision** (Chicago, IL)  
first acquired 2018-2-5 2:16 PM

Share this job:

**Account Coordinator****Univision** (Los Angeles, CA)  
first acquired 2018-2-5 2:16 PM

Share this job:

**Director of Radio Sales****Univision** (New York, NY)  
first acquired 2018-2-5 2:16 PM

Share this job:



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## Location

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[Chicago, IL](#) (11)

## Company

[Univision](#) (99)  
[DISH](#) (49)  
[Tealium](#) (25)  
[Fusion, the ABC and Univision Joint Venture](#) (23)  
[Sinclair Broadcast Group](#) (2)

## Time Range

[1 day back](#)  
[2 days back](#)  
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[7 days back](#)  
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## Posted By

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powered by VERISIGN

B-7: Multimedia Journalist

Date of Hire:

5/1/2018

Referral Source of Hire:

Employee Referral

#of Interviews for Position  
and referral sources of  
interviewees:

7

Employee Referral (3)

UCI Company Career Site (3)

Social Media/Twitter (1)

Date: March 26, 2018  
Job #: PHX-18-02  
Department: News  
Location: Phoenix, AZ

### **Video Journalist**

#### **Position Summary**

Univision Arizona is seeking a Video Journalist (VJ) to carry on the Univision mission of informing, educating, and empowering our Hispanic audience. The successful candidate should be proud of the commitment of serving our local community. As a VJ, you will cover news in Arizona, and will be responsible for generating story ideas, as well as making and maintaining contacts with community leaders, government officials, and local authorities. The VJ must present reports in a clear, concise, objective manner; as well as presenting enterprising stories and sweeps series ideas. The VJ must be a team player with solid news judgment, and must be a “one-person band” to complete a story from beginning to end. Must be able to work independently with the camera, have the ability to write, edit own story, and to interact with the viewers through all of Univision media platforms.

#### **Job Responsibilities**

- Gather information, conduct interviews, shoot video, produce, report and edit assigned stories daily;
- Post video, pictures and stories to website, Facebook and other social media outlets;
- Maintain strong familiarity with local, state, and national news and events across our coverage area;
- Establish and maintain news contacts in the community;
- Maintain a positive work atmosphere by behaving and communicating in a manner that works well with coworkers, supervisors and the community at large;
- Must have the ability to work independently while out in the field and under various weather elements;
- Other duties as deemed necessary.

#### **Required Skills & Experience**

- BA degree in communications, journalism, or television broadcasting;
- Minimum 1-year newsroom experience. Will consider equivalent combination of education and work experience;
- Candidate must be completely fluent in English/Spanish, with superior written/spoken Spanish language skill;
- Candidate must be able to use newsroom computer systems and applications (both hardware/software);
- High ethical and journalistic standards;
- Candidate must have functional to advanced knowledge in the use of field cameras, gear and editing systems
- Must be able to make sound decisions while working under extreme deadlines and must have the ability to follow directions and incorporate constructive criticism into work results;
- Must be able to work nights, weekends and holidays;
- Must be able to drive and have a valid driver's license with a good driving record.

#### **Desired Skills & Experience**

- Knowledge of iNews, video editing (such as Avid, Adobe Premiere, Final Cut), and file sharing systems

#### **Physical Requirements:**

- Able to sit, stand, walk for up to (8) hours without restrictions and lift/carry up to 30 pounds for extended periods of time

Please apply:

- For **internal** applicants (UCI employees only):  
<https://univision.csod.com/ats/careersite/jobdetails.aspx?site=1&c=univision&id=2293>
- For **external** applicants: <https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=2293>

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**EQUAL OPPORTUNITY EMPLOYER**

6006 South 30<sup>th</sup> Street  
Phoenix, AZ 85042  
(602) 243-3333



March 28, 2018

Job Placement Services  
South Mountain Community College  
7050 South 24th Street  
Phoenix, AZ 85042

Dear Job Placement Services:

This letter is to notify your organization of the position that is available with Univision Television and Radio Stations in Phoenix: **Video Journalist PHX-18-02**.

You are encouraged to convey this job opportunity to any interested and qualified individuals via distribution or posting. Organizations like yours are integral in supporting Univision's commitment to affirmative action. Any assistance you can provide in referring interested and qualified candidates will be greatly appreciated.

Qualified candidate should send resume to:

**Video Journalist PHX-18-02**

<https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=2293>

A copy of the job announcement is enclosed.

Sincerely,

***Laura Wright***

Laura Wright  
Human Resources Manager  
Enclosure

**EEO RESOURCE LIST - LETTERS VIA  
MAIL:**

Req.  
Notif.

x	AARP WorkSearch	Attn: Career/Job Placement	5119 N 19th Avenue, Suite A	Phoenix	AZ	85015	
x	Alliance for Women in Media	Attn: Job Placement Services	1250 24th Street NW Suite 300	Washington	DC	20037	
x	Arizona At Work	Attn: Job Placement Services	515 E. 7th Street	Douglas	AZ	85607	
x	Arizona Department of Economic Sec.	Attn: Juan M. Gomez	1140 F. Avenue	Douglas	AZ	85607	
x	Arizona Department of Economic Sec.	Attn: Job Placemnet Services	1701 N. 4th Street	Flagstaff	AZ	86004	
x	Arizona State University	Attn: Employment Services	P.O. Box 861312 - Student Svs Bldg. #C359	Tempe	AZ	85287	
x	Arizona State University West	Attn: Allison Wallance, HR	4701 W. Thunderbir Road	Phoenix	AZ	85069	
x	Arizona Veterans Employment Advocate	Attn: Veterans Program Supervisor	195 W. Irvington Rd.	Tucson	AZ	85714	
x	Arizona Western College	Attn: Program Director	P. O. Box 929	Yuma	AZ	85366-0929	
x	AZ Commission of Indian Affairs	Attn: Kristine Fire Thunder, Director	1700 W. Washington St., #430	Phoenix	AZ	85007	
x	AZ Women's Ed & Employment (AWEE)	Attn: Pam Paulsen	914 W. Hatcher Road	Phoenix	AZ	85021	
x	CPLC Community Connect	Attn: Career Services	6850 W. Indian School Road	Phoenix	AZ	85033	
x	Coalition for African American Health & Wel	Attn: Job Placement Services	P.O. BOX 85424	Tucson	AZ	85754	
x	Cochise College Career Services Ctr.	Attn: Diana Davila	4190 W.State Hwy 80	Douglas	AZ	85607	
x	Department of Economic Security	Attn: Leo Verdugo	195 W. Irvington	Tucson	AZ	85730	
x	Dine' College	Attn: Job Coordinator	1 Circle Drive	Tsaile	AZ	86556	
x	Gateway Community College	Attn: Job Placement Services	108 N. 40th Street	Phoenix	AZ	85034	
x	Governor's Office of Equal Oppty	Attn: Shannon	1700 W. Washington St., #158	Phoenix	AZ	85007	
x	NAACP	Attn: Job Placement Services	1818 S. 16th Street	Phoenix	AZ	85034	
x	NATAS Rocky Mountain Southwest	Attn: Patricia Emmert	621 N. La Loma Ave.	Litchfield Park	AZ	85340	
x	National Assoc. of Hispanic Journalists	Attn: Recruitment Mgr.	1050 Connecticut Ave. NW., 18th Floor	Washington	DC	20036	
x	National Education Center of Arizona	Attn: Job Placement Services	6829 N. 46th Avenue	Glendale	AZ	85301	
x	Native American Connections	Attn: Job Placemnet Services	4520 N. Central Ave., Ste 600	Phoenix	AZ	85012	
x	Phoenix College	Attn: Job Placement Services	1202 W. Thomas Road	Phoenix	AZ	85013	
x	Phoenix Job Corps	Attn: Job Placement Services	518 S. 3rd Street	Phoenix	AZ	85004	
x	Phoenix OIC	Attn: Joe Allen, Job Developer	39 E. Jackson Street	Phoenix	AZ	85004	

x	Pima Community College	Attn: Job Placement Services	4905 East Broadway Blvd.	Tucson	AZ	85709	
x	South Mountain College **	Attn: Job Placement Services	7050 South 24th Street	Phoenix	AZ	85042	*
x	South Mountain Job Service	Attn: DES Job Serv.	4635 S. Central Ave	Phoenix	AZ	85040	
x	Town of Guadalupe	Attn: Tom Morales	9241 S. Avenida del Yaqui	Guadalupe	AZ	85281	
x	Tucson Hispanic Chamber of Commerce	Attn: Ms. Alma Peralta	823 E. Speedway Blvd.	Tucson	AZ	85719	
x	University of Advancing Technology	Attn: Career/Job Placement	2625 W. Baseline Road	Tempe	AZ	85283	
x	Valle del Sol	Attn: Personnel/Job Placement	3807 N. 7th Street	Phoenix	AZ	85014-5005	
x	YWCA of Maricopa County	Attn: Job Placement Services	2999 N. 44th Street, Suite 250	Phoenix	AZ	85018	



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## Arizona Broadcasters Association

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#### VIDEO JOURNALIST

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29 Mar 2018 5:00 PM

Message # 6007213

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Higginson

#### Position Summary

Univision Arizona is seeking a Video Journalist (VJ) to carry on the Univision mission of informing, educating, and empowering our Hispanic audience. The successful candidate should be proud of the commitment of serving our local community. As a VJ, you will cover news in Arizona, and will be responsible for generating story ideas, as well as making and maintaining contacts with community leaders, government officials, and local authorities. The VJ must present reports in a clear, concise, objective manner; as well as presenting enterprising stories and sweeps series ideas. The VJ must be a team player with solid news judgment, and must be a "one-person band" to complete a story from beginning to end. Must be able to work independently with the camera, have the ability to write, edit own story, and to interact with the viewers through all of Univision media platforms.

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- Post video, pictures and stories to website, Facebook and other social media outlets;
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- Establish and maintain news contacts in the community;
- Maintain a positive work atmosphere by behaving and communicating in a manner that works well with coworkers, supervisors and the community at large;

- Must have the ability to work independently while out in the field and under various weather elements;
- Other duties as deemed necessary.

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- BA degree in communications, journalism, or television broadcasting;
- Minimum 1-year newsroom experience. Will consider equivalent combination of education and work experience;
- Candidate must be completely fluent in English/Spanish, with superior written/spoken Spanish language skill;
- Candidate must be able to use newsroom computer systems and applications (both hardware/software);
- High ethical and journalistic standards;
- Candidate must have functional to advanced knowledge in the use of field cameras, gear and editing systems
- Must be able to make sound decisions while working under extreme deadlines and must have the ability to follow directions and incorporate constructive criticism into work results;
- Must be able to work nights, weekends and holidays;
- Must be able to drive and have a valid driver's license with a good driving record.

### **Desired Skills & Experience**

- Knowledge of iNews, video editing (such as Avid, Adobe Premiere, Final Cut), and file sharing systems

### **Physical Requirements:**

- Able to sit, stand, walk for up to (8) hours without restrictions and lift/carry up to 30 pounds for extended periods of time
- Please apply:

- For **internal** applicants (UCI employees only):

<https://univision.csod.com/ats/careersite/jobdetails.aspx?site=1&c=univision&id=2293>

- For **external**

applicants: <https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=2293>

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426 North 44th Street, #310, Phoenix, AZ 85008 | Phone: 602-252-4833 | Fax: 602-252-5265



**Chloe Park**

---

**From:** postmaster@goodwillaz.onmicrosoft.com  
**To:** Connie.Howell@goodwillaz.org  
**Sent:** Wednesday, March 28, 2018 3:49 PM  
**Subject:** Delivered: Job Posting for Univision Local Media Phoenix

**Your message has been delivered to the following recipients:**

[Connie.Howell@goodwillaz.org](mailto:Connie.Howell@goodwillaz.org)

Subject: Job Posting for Univision Local Media Phoenix



Job Posting for  
Univision Loca...

## Laura Wright

---

**From:** maricopacareerlink@domail.maricopa.edu  
**Sent:** Monday, April 2, 2018 3:54 PM  
**To:** Laura Wright  
**Subject:** Position Approved

Dear Laura Wright:

The following position has been approved:

Video Journalist

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

If you have any questions about your job posting, please feel free to contact your Career Services office.

Thank you for your interest in recruiting our students!

Career Services Team  
Maricopa Community Colleges

Chloe Park

---

**From:** Microsoft Outlook  
**To:** Will Robedee  
**Sent:** Wednesday, March 28, 2018 3:49 PM  
**Subject:** Relayed: Job Posting for Univision Local Media Phoenix

**Delivery to these recipients or groups is complete, but no delivery notification was sent by the destination server:**

Will Robedee (cbjob@mailman.rice.edu)

Subject: Job Posting for Univision Local Media Phoenix



Job Posting for  
Univision Loca...

**Chloe Park**

---

**From:** Microsoft Outlook  
**To:** Friendly House  
**Sent:** Wednesday, March 28, 2018 4:06 PM  
**Subject:** Relayed: Job Posting for Univision Local Media Phoenix

**Delivery to these recipients or groups is complete, but no delivery notification was sent by the destination server:**

Friendly House (sandrae@friendlyhouse.org)

Subject: Job Posting for Univision Local Media Phoenix



Job Posting for  
Univision Loca...

**Chloe Park**

---

**From:** postmaster@goodwillaz.onmicrosoft.com  
**To:** Bobby.Ghisolfo@goodwillaz.org  
**Sent:** Wednesday, March 28, 2018 3:49 PM  
**Subject:** Delivered: Job Posting for Univision Local Media Phoenix

**Your message has been delivered to the following recipients:**

[Bobby.Ghisolfo@goodwillaz.org](mailto:Bobby.Ghisolfo@goodwillaz.org)

Subject: Job Posting for Univision Local Media Phoenix



Job Posting for  
Univision Loca...



**Chloe Park**

---

**From:** Microsoft Outlook  
**To:** Grand Canyon University  
**Sent:** Wednesday, March 28, 2018 3:49 PM  
**Subject:** Relayed: Job Posting for Univision Local Media Phoenix

**Delivery to these recipients or groups is complete, but no delivery notification was sent by the destination server:**

Grand Canyon University (careerservices@gcu.edu)

**Subject:** Job Posting for Univision Local Media Phoenix



Job Posting for  
Univision Loca...

**Chloe Park**

---

**From:** Microsoft Outlook  
**To:** Glendale Comm College  
**Sent:** Wednesday, March 28, 2018 3:49 PM  
**Subject:** Relayed: Job Posting for Univision Local Media Phoenix

**Delivery to these recipients or groups is complete, but no delivery notification was sent by the destination server:**

Glendale Comm College ([career.services@gccaz.edu](mailto:career.services@gccaz.edu))

Subject: Job Posting for Univision Local Media Phoenix



Job Posting for  
Univision Loca...

**Chloe Park**

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**From:** postmaster@goodwillaz.onmicrosoft.com  
**To:** Larry.Gulliford@goodwillaz.org  
**Sent:** Wednesday, March 28, 2018 3:49 PM  
**Subject:** Delivered: Job Posting for Univision Local Media Phoenix

**Your message has been delivered to the following recipients:**

[Larry.Gulliford@goodwillaz.org](mailto:Larry.Gulliford@goodwillaz.org)

**Subject:** Job Posting for Univision Local Media Phoenix



Job Posting for  
Univision Loca...

**Chloe Park**

---

**From:** Microsoft Outlook  
**To:** East Valley Institute  
**Sent:** Wednesday, March 28, 2018 3:49 PM  
**Subject:** Relayed: Job Posting for Univision Local Media Phoenix

**Delivery to these recipients or groups is complete, but no delivery notification was sent by the destination server:**

East Valley Institute (sgrosz@evit.com)

Subject: Job Posting for Univision Local Media Phoenix



Job Posting for  
Univision Loca...

**Chloe Park**

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**From:** Microsoft Outlook  
**To:** Greater Phoenix Urban League  
**Sent:** Wednesday, March 28, 2018 3:49 PM  
**Subject:** Relayed: Job Posting for Univision Local Media Phoenix

**Delivery to these recipients or groups is complete, but no delivery notification was sent by the destination server:**

Greater Phoenix Urban League (info@gphxul.org)

Subject: Job Posting for Univision Local Media Phoenix



Job Posting for  
Univision Loca...

**Chloe Park**

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**From:** Microsoft Outlook  
**To:** Chicanos Por La Causa  
**Sent:** Wednesday, March 28, 2018 3:49 PM  
**Subject:** Relayed: Job Posting for Univision Local Media Phoenix

**Delivery to these recipients or groups is complete, but no delivery notification was sent by the destination server:**

Chicanos Por La Causa (mariajesus.cervantes@cplc.org)

Subject: Job Posting for Univision Local Media Phoenix



Job Posting for  
Univision Loca...

**Chloe Park**

---

**From:** Microsoft Outlook  
**To:** Maricopa Skill Center  
**Sent:** Wednesday, March 28, 2018 3:49 PM  
**Subject:** Relayed: Job Posting for Univision Local Media Phoenix

**Delivery to these recipients or groups is complete, but no delivery notification was sent by the destination server:**

Maricopa Skill Center (katy.mendoza@gatewaycc.edu)

Subject: Job Posting for Univision Local Media Phoenix



Job Posting for  
Univision Loca...

**Chloe Park**

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**From:** postmaster@adtalem.com  
**To:** DeVry Institute of Tech.  
**Sent:** Wednesday, March 28, 2018 3:50 PM  
**Subject:** Delivered: Job Posting for Univision Local Media Phoenix

**Your message has been delivered to the following recipients:**

DeVry Institute of Tech. (gdames@devry.edu)

**Subject:** Job Posting for Univision Local Media Phoenix



Job Posting for  
Univision Loca...



**Chloe Park**

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**From:** postmaster@goodwillaz.onmicrosoft.com  
**To:** Susan.Hamilton@goodwillaz.org  
**Sent:** Wednesday, March 28, 2018 3:49 PM  
**Subject:** Delivered: Job Posting for Univision Local Media Phoenix

**Your message has been delivered to the following recipients:**

[Susan.Hamilton@goodwillaz.org](mailto:Susan.Hamilton@goodwillaz.org)

**Subject:** Job Posting for Univision Local Media Phoenix



Job Posting for  
Univision Loca...

## Chloe Park

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**From:** Dames, Gerri Ellen <gdames@devry.edu>  
**Sent:** Wednesday, March 28, 2018 3:50 PM  
**To:** Chloe Park  
**Subject:** Automatic reply: Job Posting for Univision Local Media Phoenix

This mailbox is no longer active. Please send all messages to [dhandler@devry.edu](mailto:dhandler@devry.edu).

**Chloe Park**

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**From:** postmaster@goodwillaz.onmicrosoft.com  
**To:** Tonia.Oliver@goodwillaz.org  
**Sent:** Wednesday, March 28, 2018 3:49 PM  
**Subject:** Delivered: Job Posting for Univision Local Media Phoenix

**Your message has been delivered to the following recipients:**

[Tonia.Oliver@goodwillaz.org](mailto:Tonia.Oliver@goodwillaz.org)

Subject: Job Posting for Univision Local Media Phoenix



Job Posting for  
Univision Loca...

**Chloe Park**

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**From:** postmaster@cityofphoenix.onmicrosoft.com  
**To:** City of Phoenix  
**Sent:** Wednesday, March 28, 2018 3:49 PM  
**Subject:** Delivered: Job Posting for Univision Local Media Phoenix

**Your message has been delivered to the following recipients:**

City of Phoenix (mary.alejandro@phoenix.gov)

**Subject:** Job Posting for Univision Local Media Phoenix



Job Posting for  
Univision Loca...

**Chloe Park**

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**From:** postmaster@azdes.onmicrosoft.com  
**To:** Arizona DES/South Phoenix  
**Sent:** Wednesday, March 28, 2018 3:49 PM  
**Subject:** Delivered: Job Posting for Univision Local Media Phoenix

**Your message has been delivered to the following recipients:**

Arizona DES/South Phoenix ([phoenixemployerservices@azdes.gov](mailto:phoenixemployerservices@azdes.gov))

Subject: Job Posting for Univision Local Media Phoenix



Job Posting for  
Univision Loca...

**Chloe Park**

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**From:** Microsoft Outlook  
**To:** cbarna@univisionradio.com  
**Sent:** Wednesday, March 28, 2018 3:48 PM  
**Subject:** Delivered: Job Posting for Univision Local Media Phoenix

**Your message has been delivered to the following recipients:**

[cbarna@univisionradio.com](mailto:cbarna@univisionradio.com)

Subject: Job Posting for Univision Local Media Phoenix



Job Posting for  
Univision Loca...

**Chloe Park**

---

**From:** Microsoft Outlook  
**To:** Miguel Calvillo  
**Sent:** Wednesday, March 28, 2018 3:48 PM  
**Subject:** Delivered: Job Posting for Univision Local Media Phoenix

**Your message has been delivered to the following recipients:**

Miguel Calvillo (mcalvillo@univision.net)

**Subject:** Job Posting for Univision Local Media Phoenix



Job Posting for  
Univision Loca...

**Chloe Park**

---

**From:** Microsoft Outlook  
**To:** Sheila Varela  
**Sent:** Wednesday, March 28, 2018 3:48 PM  
**Subject:** Delivered: Job Posting for Univision Local Media Phoenix

**Your message has been delivered to the following recipients:**

Sheila Varela (svarela@univision.net)

Subject: Job Posting for Univision Local Media Phoenix



Job Posting for  
Univision Loca...



**Chloe Park**

---

**From:** Microsoft Outlook  
**To:** Gerardo Higginson  
**Sent:** Wednesday, March 28, 2018 3:48 PM  
**Subject:** Delivered: Job Posting for Univision Local Media Phoenix

**Your message has been delivered to the following recipients:**

Gerardo Higginson (ghigginson@UNIVISION.NET)

Subject: Job Posting for Univision Local Media Phoenix



Job Posting for  
Univision Loca...

**Chloe Park**

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**From:** Microsoft Outlook  
**To:** Maria Murillo  
**Sent:** Wednesday, March 28, 2018 3:48 PM  
**Subject:** Delivered: Job Posting for Univision Local Media Phoenix

**Your message has been delivered to the following recipients:**

Maria Murillo (mmurillo@univision.net)

**Subject:** Job Posting for Univision Local Media Phoenix



Job Posting for  
Univision Loca...

**Chloe Park**

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**From:** Microsoft Outlook  
**To:** [rjones@univisionradio.com](mailto:rjones@univisionradio.com)  
**Sent:** Wednesday, March 28, 2018 3:48 PM  
**Subject:** Delivered: Job Posting for Univision Local Media Phoenix

**Your message has been delivered to the following recipients:**

[rjones@univisionradio.com](mailto:rjones@univisionradio.com)

Subject: Job Posting for Univision Local Media Phoenix



Job Posting for  
Univision Loca...

**Chloe Park**

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**From:** Microsoft Outlook  
**To:** Isela Bhakta  
**Sent:** Wednesday, March 28, 2018 3:48 PM  
**Subject:** Delivered: Job Posting for Univision Local Media Phoenix

**Your message has been delivered to the following recipients:**

Isela Bhakta (ibhakta@univision.net)

Subject: Job Posting for Univision Local Media Phoenix



Job Posting for  
Univision Loca...

**Chloe Park**

---

**From:** Microsoft Outlook  
**To:** Arlette Vague  
**Sent:** Wednesday, March 28, 2018 3:48 PM  
**Subject:** Delivered: Job Posting for Univision Local Media Phoenix

**Your message has been delivered to the following recipients:**

Arlette Vague (avague@univision.net)

Subject: Job Posting for Univision Local Media Phoenix



Job Posting for  
Univision Loca...

**Chloe Park**

---

**From:** Microsoft Outlook  
**To:** Juan Villa  
**Sent:** Wednesday, March 28, 2018 3:48 PM  
**Subject:** Delivered: Job Posting for Univision Local Media Phoenix

**Your message has been delivered to the following recipients:**

Juan Villa (jvilla@univision.net)

Subject: Job Posting for Univision Local Media Phoenix



Job Posting for  
Univision Loca...

**Chloe Park**

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**From:** Microsoft Outlook  
**To:** Lorena Colston  
**Sent:** Wednesday, March 28, 2018 3:48 PM  
**Subject:** Delivered: Job Posting for Univision Local Media Phoenix

**Your message has been delivered to the following recipients:**

Lorena Colston (lcolston@univision.net)

**Subject:** Job Posting for Univision Local Media Phoenix



Job Posting for  
Univision Loca...

**Chloe Park**

---

**From:** Microsoft Outlook  
**To:** Salvador Ocano  
**Sent:** Wednesday, March 28, 2018 3:48 PM  
**Subject:** Delivered: Job Posting for Univision Local Media Phoenix

**Your message has been delivered to the following recipients:**

Salvador Ocano (socano@univision.net)

**Subject:** Job Posting for Univision Local Media Phoenix



Job Posting for  
Univision Loca...



## Chloe Park

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**From:** Career Services <careerservices@asu.edu>  
**Sent:** Wednesday, March 28, 2018 4:04 PM  
**To:** Chloe Park  
**Subject:** Email Received Case Number 06018763



Dear Chloe Park,

Thank you for contacting us. We have received your email and are working on responding to you as soon as possible.

For security reasons, if you are a student and have requested information specific to your records at ASU, responses will be sent to your ASU email account. ASU students may also view all cases and email responses by logging into My ASU and visiting your [Service Center](#). For instructions on how to access your ASU email, please visit this help article about [ASU Email for Students](#).

If you have any additional information to add to this case, please reply to this email.

**Case Number:** 06018763

**Subject:** Job Posting for Univision Local Media Phoenix

**Description:** Hello!

Please post at your organization the attached job announcement for employment opportunity available at our Univision Local Media Station in Phoenix: Video Journalist PHX-18-02.

Any assistance you can provide in referring interested and qualified candidates will be greatly appreciated. Please do not hesitate to contact me if you need additional information.

Thank you,  
Chloe

Chloe Park | Financial Analyst | Univision Communications Inc. | 6006 South 30th Street, Phoenix, AZ, 85042  
Direct: (602) 232-3506 | [cpark@univision.net](mailto:cpark@univision.net) | <http://www.univision.com>

*If you have any additional information or questions related to this, please reply to this email.*

ref:\_00Dd0hLoc.\_5000W1CFzid:ref



**Chloe Park**

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**From:** Microsoft Outlook  
**To:** ASU Sundevil CareerLink  
**Sent:** Wednesday, March 28, 2018 4:04 PM  
**Subject:** Relayed: Job Posting for Univision Local Media Phoenix

**Delivery to these recipients or groups is complete, but no delivery notification was sent by the destination server:**

ASU Sundevil CareerLink ([careerservices@asu.edu](mailto:careerservices@asu.edu))

Subject: Job Posting for Univision Local Media Phoenix



Job Posting for  
Univision Loca...

## Laura Wright

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**From:** UCicareers@csod.univision.net  
**Sent:** Wednesday, March 28, 2018 7:45 AM  
**To:** Laura Wright  
**Subject:** Your Requisition Has Been Posted - Video Journalist (req2293)

Dear Laura Wright,

**Video Journalist** has now been created and posted.

ReqID = **req2293**

Business Unit - **Local Media**

You will be able to review applicants as they apply via **UCI Central > HR > Talent Management > Review Applicants**.

We suggest being in regular contact with your HR Partner/TA Recruiter to assist your talent search. The recruitment process can be further streamlined by providing prompt feedback when candidates have been submitted/interviewed.

**Note:** When sharing the internal &/or external job description to your network &/or social media sites, please use the following url's by adding req2293 number at the end of the url:

- For **internal** applicants (UCI employees only):  
[https://univision.csod.com/ats/careersite/jobdetails.aspx?site=1&c=univision&id=\\$\\$\\$\\$](https://univision.csod.com/ats/careersite/jobdetails.aspx?site=1&c=univision&id=$$$$)
- For **external** applicants: [https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=\\$\\$\\$\\$](https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=$$$$)

**"\$\$\$\$" = numerical value of "ReqID"**

E.g. If the "ReqID" is req1234, add "1234" only. External posting would be as follows: <https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=1234>

(the above url is an example only, not an active link!)

If you have any questions, please contact your HR partner (noted as: Laura Wright) or a Talent Acquisition team member.

Thank you,

**Univision Talent Acquisition Team**