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November 14, 2022

Ms. Elizabeth E. Goldin
Assistant Chief, Investigations & Hearings Division
Enforcement Bureau
Federal Communications Commission
45 L Street, NE
Washington, DC 20554

Re: Response to Broadcast EEO Audit Letter
Cumulus Licensing LLC
Station WHRP(FM), Gurley, Alabama
Facility Identifier Number 22264
Station WUMP(AM), Madison, Alabama
Facility Identifier Number 22264

Dear Ms. Goldin:

Cumulus Licensing LLC (“Cumulus”), licensee of radio Stations WHRP(FM), Gurley, Alabama and WUMP(AM), Madison, Alabama, hereby submits its Response to your letter of August 19, 2022 (“EEO Audit Letter”) concerning the Stations’ compliance with the Commission’s Equal Employment Opportunity Rule, 47 C.F.R. § 73.2080. Stations WHRP and WUMP are part of a station employment unit (“SEU”) based in Huntsville, Alabama, that includes Stations WVNN(AM), Athens, Alabama (Facility ID 3084), WVNN-FM, Trinity, Alabama (Facility ID 25385), WWFF-FM, New Market, Alabama (Facility ID 65223), and WZYP(FM), Athens, Alabama (Facility ID 3083). For this reason, Cumulus’s Response to the EEO Audit Letter involves the entire Huntsville SEU.

To comply with the procedures presented in Item 5(a) of the aforementioned EEO Audit Letter, Cumulus is uploading its Response into the online public inspection file of each station in this SEU.

November 14, 2022

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If there are any questions about this submission, please contact undersigned counsel to Cumulus Licensing LLC.

Sincerely,


Mark Lipp

Attachment

DECLARATION OF RICHARD S. DENNING

I, Richard S. Denning, hereby declare as follows:

I am Executive Vice President and General Counsel of Cumulus Licensing LLC, licensee of radio stations WHRP(FM), Gurley, Alabama (Facility ID 22264) and WUMP(AM), Madison, Alabama (Facility ID 39590), which are part of a station employment unit based in Huntsville, Alabama, that includes stations WVNN(AM), Athens, Alabama (Facility ID 3084), WVNN-FM, Trinity, Alabama (Facility ID 25385), WWFF-FM, New Market, Alabama (Facility ID 65223), and WZYP(FM), Athens, Alabama (Facility ID 3083) (collectively, the "SEU"). The stations in this SEU are commonly owned through indirect subsidiaries ultimately owned and controlled by Cumulus Media Inc. (collectively, "Cumulus"). This Declaration and the attachments provided hereto are being submitted in response to a letter dated August 19, 2022 (the "Audit Letter") from Elizabeth E. Goldin, Assistant Chief, Investigations & Hearings Division, Enforcement Bureau, Federal Communications Commission ("FCC"), concerning a random audit of the SEU's compliance with the FCC's equal employment opportunity ("EEO") rule, 47 C.F.R. § 73.2080. The FCC granted the SEU's request for an extension of time to respond to the Audit Letter until November 14, 2022.

The SEU employs five (5) or more full-time employees as the term is defined in Section 73.2080(e)(1) of the FCC's rules.

In response to Question 2(b)(i) of the Audit Letter, copies of the SEU's two most recent EEO public file reports, as described in 47 C.F.R. § 73.2080(c)(6), are included as Attachment A.

In response to Question 2(b)(ii) of the Audit Letter, the website of each station in the SEU is as follows: WHRP(FM), www.whrpfm.com; WUMP(AM), www.umpsports.com; WWFF-FM, www.933nashicon.com; and, WZYP(FM), www.wzyp.com. WVNN(AM) and WVNN-FM share website www.wvnn.com. A copy of the current EEO public file report is on or linked to each of the above websites.

In response to 2(b)(iii) of the Audit Letter, documentation concerning the recruitment sources used to fill each full-time position during the period covered by the above EEO public file reports is included in Attachment B, and, pursuant to the Audit Letter, this response provides one such notice for each position filled. The SEU's standard practice is to retain copies of job vacancy announcements that are sent to all recruitment sources, as required by 73.2080(c)(5)(iii). Further, no recruitment sources have notified the SEU that they want to be informed about the SEU's job openings, as described in §73.2080(c)(1)(ii), which is reflected in Section II of each EEO public file report.

In response to 2(b)(iv) of the Audit Letter, the Vacancy Data Forms included in Attachment B contain data regarding (a) the total number of interviewees for each full-time vacancy, and (b) the referral source for each interviewee for each full-time vacancy filled during the period covered by the EEO public file reports.

In response to 2(b)(v) of the Audit Letter, documentation of the SEU's performance of the recruitment initiatives as described in §73.2080(c)(2) during the relevant time period is included in Attachment C. Station personnel involved in the recruitment initiatives are identified in Attachment C as well. The SEU employs a total of seventeen (17) full-time employees. The stations are located in a market with a population of more than 250,000. Accordingly, the SEU is required to perform at least four (4) recruitment initiatives during a two-year period.

In response to 2(b)(vi) of the Audit Letter, Cumulus affirms that it is not aware of any pending or resolved discrimination complaints filed against this SEU during the time period covered by this response.

In response to 2(b)(vii) of the Audit Letter, Cumulus has established and implemented a company-wide EEO compliance plan. At the corporate level, Cumulus recognizes the importance of EEO compliance and has communicated the importance of complying with the FCC's broad outreach and recordkeeping requirements to employees at all levels within the company, including its national, regional and local personnel. Cumulus previously engaged its outside communications counsel to conduct comprehensive FCC EEO training sessions, which were mandatory for all market and business managers. Those training sessions were followed by the distribution of written compliance materials to key personnel in each station employment unit who have recruitment and hiring responsibility. These materials continue to be an excellent resource. The SEU's compliance efforts also include identifying Cumulus' efforts to afford equal employment opportunities to employees through statements disseminated in job applications and vacancy announcements posted in conspicuous areas within the workplace.

Since this Audit involves EEO Public File Reports that cover past reporting periods, it is important to explain past and present processes. Previously, Cumulus engaged ClearCompany, a talent management system, to assist all markets with their recruitment efforts. ClearCompany automatically routed descriptions of job openings to a specific group of recruitment sources. On February 15, 2020, the company changed course and employed the services of CareerBuilder to help it locate, manage and hire talented applicants. It, too, automatically directs descriptions of job openings to certain recruitment sources.

Cumulus relies on outside communications counsel to address questions and concerns related to FCC EEO compliance as they arise and to review annual EEO public file reports for many of its station employment units. As General Counsel to Cumulus, I conduct comprehensive FCC EEO training sessions and confer with outside counsel to ensure that these presentations, which are mandatory for all covered employees, are up-to-date.

Again, since the focus of this Response covers reporting periods from December 2019 through November 2021 this description explains practices at the local level which changed during the second reporting period. The SEU's Market Manager ("MM") and Business Manager ("BM") had primary responsibility for implementing and overseeing the EEO program and were knowledgeable about the company's EEO policies and hiring practices. The MM and BM worked together to ensure that compliance efforts were observed. They, in turn, interacted with managers in the Market that had hiring authority as well as the corporate Human Resources

department to ensure that appropriate procedures were followed. The BM maintained the SEU's Master Recruitment Source List ("MRSL"), which included a variety of recruitment sources including the Cumulus careers website, and made sure that notifications about job openings were posted and distributed appropriately. When a decision was made to hire a new employee in the Market, the BM obtained the necessary information from the hiring manager to post the job vacancy announcement(s). Job vacancies were always posted on the Cumulus careers website, which automatically routed these announcements to a specific group of recruitment sources. The description of each job vacancy and the required qualifications determined whether or not other recruitment sources were notified. Once a position was posted on the Cumulus careers recruitment site, the System sent an approval notice to the President of Cumulus Operations for final authorization of management position postings and to the MM for final authorization of all other position postings. Once a posting was finalized, the System notified the hiring manager as applicants applied, and it was the responsibility of the hiring manager to track interviewees and associated recruitment sources. Once a hiring decision was made, the hiring manager returned the interviewee information to the BM.

It is important to note that last year Cumulus instituted a major reorganization at the corporate level that would eventually affect the EEO program of all its Markets. Over time many of the FCC EEO functions previously handled by the company's BMs were turned over to its Human Resources department. The Department's Director of Centralized HR Operations & Talent Acquisition assembled a group of HR specialists referred to as HR Business Partners ("HRBP") to assist with outreach efforts. The HRBPs are assigned to specific markets and help with vacancy-specific and general outreach, working closely with the MM and hiring managers. They also assist with the preparation of annual EEO public file reports and confirm that these reports are uploaded into the stations' online public inspection files and posted on station websites in a timely manner.

The Huntsville market's 2021 EEO Public File Report ("EEO Report") was uploaded into its online public inspection files ("OPIF") timely, however, its 2020 EEO Report was uploaded late. As indicated above, since the HRBPs have assumed responsibility for the inclusion of the EEO public file reports in each market's OPIFs, Cumulus expects all future EEO reports to be uploaded in a timely manner.

Mindful of its general outreach obligations, this SEU was able to accrue the required number of supplemental recruitment initiative points over the two-year period even though many events it would typically host or participate in were curtailed due to the COVID-19 pandemic. Since in-person events were not safe, Cumulus offered a variety of virtual training sessions to management and/or staff. One such session focused on compliance with FCC EEO rules, while other sessions concentrated on creating a diverse, inclusive, and healthy workplace environment.

In response to 2(b)(viii) of the Audit Letter, the SEU understands that it must periodically analyze the effectiveness of its EEO recruitment program by reviewing the productivity of the recruitment sources listed therein in terms of both the quantity and quality of the interviewees that are being generated from those recruitment sources, as well as the results that are being

generated from its recruitment initiatives. If any EEO issues arise that warrant special attention, the SEU convenes separate meetings with appropriate personnel to discuss these issues. Since April 2021 when the HR department assumed more responsibility in this process, it coordinated with an arm of CareerBuilder, Broadbean Technology, to incorporate numerous diversity sites and additional local sources into its MRSL, which are automatically contacted when a full-time position is available. This is demonstrated in the outreach conducted for positions that were posted later in the 2021 reporting period.

In response to 2(b)(ix) of the Audit Letter, the SEU makes a concerted effort to comply with all federal, state and/or local laws regarding pay, benefits, seniority practices, promotions, and selection techniques and tests to ensure that the SEU is providing equal employment opportunity and is not discriminating against employees or job applicants. Accordingly, the SEU's MM and department managers, together with Cumulus's corporate Human Resources Department, review the compensation, benefits, promotions and other employment practices of the SEU to ensure that they are fair and are based solely on an employee's experience and performance record. Further, in hiring a new employee, all responsible parties consider an applicant's experience to determine whether they are qualified for the position and analyze the candidate's past performance to determine their likelihood for success. The SEU's employment practices are the ultimate responsibility of its MM, John Lewis, who works in conjunction with in-house counsel at Cumulus headquarters and, when applicable, outside employment and labor counsel.

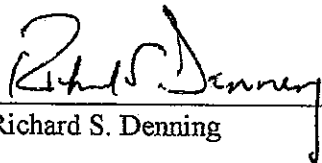
In response to 2(b)(x) of the Audit Letter, Cumulus Licensing LLC, is not a religious broadcaster.

[SIGNATURE ON THE FOLLOWING PAGE]

**SIGNATURE PAGE TO
DECLARATION OF RICHARD S. DENNING**

I hereby declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge and belief.

Signed and dated this 10th day of November 2022.


Richard S. Denning

Attachment A

**WVNN(AM), WVNN-FM, WZYP(FM), WUMP(AM), WWFF-FM &
WHRP(FM)
EEO PUBLIC FILE REPORT
December 1, 2019 – November 30, 2020¹**

I. VACANCY LIST

See Section II, the “Master Recruitment Source List” (“MRSL”) for recruitment source data

Job Title	Recruitment Sources (“RS”) Used to Fill Vacancy	RS Referring Hiree
On-Air Talent	1, 10-12	1
Sales Assistant	1-7	5

¹ This Report was revised in November 2022 to address reporting issues.

**WVNN(AM), WVNN-FM, WZYP(FM), WUMP(AM), WWFF-FM &
WHRP(FM)**

**EEO PUBLIC FILE REPORT
December 1, 2019 – November 30, 2020**

II. MASTER RECRUITMENT SOURCE LIST (“MRSL”)

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
1	Cumulus Careers Website www.cumulus.com/careers www.cumulusmedia.jobs.net/en-US/	No	9
2	Indeed Website www.indeed.com	No	1
3	Glassdoor Website www.glassdoor.com/index.htm	No	0
4	LinkUp Website www.linkup.com	No	0
5	ZipRecruiter Website www.ziprecruiter.com	No	1
6	Monster Website www.monster.com	No	0
7	Facebook Website www.facebook-jobs.com	No	0
8	Walk-In/Self-Referral	No	0
9	Word-of-Mouth Referral	No	0
10	Indeed Website <i>(not directly contacted by SEU)</i> www.indeed.com	No	1
11	Glassdoor Website <i>(not directly contacted by SEU)</i> www.glassdoor.com/index.htm	No	0
12	LinkedIn <i>(not directly contacted by SEU)</i> www.linkedin.com	No	0
TOTAL INTERVIEWEES OVER REPORTING PERIOD			12

**WVNN(AM), WVNN-FM, WZYP(FM), WUMP(AM), WWFF-FM &
WHRP(FM)**

**EEO PUBLIC FILE REPORT
December 1, 2019 – November 30, 2020**

III. RECRUITMENT INITIATIVES

	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
1	Management-level training concerning methods of ensuring equal employment opportunity and preventing discrimination	On July 22, 2020, our Market and Business Managers participated in a presentation conducted by the Executive Vice President and General Counsel of Cumulus Media, Inc. entitled, "The FCC's Equal Employment Opportunity Rules, Your Guide to Compliance." The FCC's EEO recruitment, recordkeeping, and reporting requirements were reexamined and reinforced, after which questions were entertained.
2	Training program to enable station personnel to acquire skills to qualify them for higher level positions	Our SEU's Sales Assistant received training to acquire the knowledge and skills necessary to be considered for a promotion to Assistant Business Manager. Training was provided by our Business Manager with assistance from program/subject matter experts in our Corporate Training Department over a period of months. During this reporting period, our Sales Assistant was promoted to Assistant Business Manager.

**WVNN(AM), WVNN-FM, WZYP(FM), WUMP(AM), WWFF-FM &
WHRP(FM)
EEO PUBLIC FILE REPORT
December 1, 2020 – November 30, 2021¹**

I. VACANCY LIST

See Section II, the “Master Recruitment Source List” (“MRSL”) for recruitment source data

Job Title	Recruitment Sources (“RS”) Used to Fill Vacancy	RS Referring Hiree
Assistant Business Manager	1-2, 5-40	39
Account Executive	1-2, 5-11, 39-40	1
Account Executive	1-2, 5-11, 39-40	1
Account Executive	1-2, 5-40	1

¹ This Report was revised in November 2022 to address reporting issues.

**WVNN(AM), WVNN-FM, WZYP(FM), WUMP(AM), WFFF-FM &
WHRP(FM)**

**EEO PUBLIC FILE REPORT
December 1, 2020 – November 30, 2021**

II. MASTER RECRUITMENT SOURCE LIST (“MRSLS”)

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
1	Cumulus Careers Website www.cumulusmedia.jobs.net/en-US/	No	14
2	LinkedIn www.linkedin.com	No	0
3	On-Air Announcements (<i>one or more SEU stations</i>)	No	0
4	Walk-In/Self-Referral	No	0
5	Adzuna www.adzuna.com	No	1
6	Job is Job www.jobisjob.com	No	0
7	The Job Spider www.jobspider.com	No	0
8	My Job Helper www.myjobhelper.com	No	0
9	Oodle www.jobs.oodle.com	No	0
10	Trovit www.job.trovit.com	No	0
11	Word-of-Mouth Referral (<i>includes employee referrals</i>)	No	4
12	Abilities in Jobs www.abilitiesinjobs.com	N	0
13	Asian in Jobs www.asianinjobs.com	N	0
14	Black In Jobs www.blackinjobs.com	N	0
15	Hispanic In Jobs www.hispanicinjobs.com	N	0
16	LGBTQ In Jobs www.lgbtqinjobs.com	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
17	Diversity in Jobs www.diversityinjobs.com	N	0
18	Seniors in Jobs www.seniorsinjobs.com	N	0
19	Women in Jobs www.womeninjobs.com	N	0
20	Job Opportunities for Disabled Veterans www.JOFDAV.com	N	0
21	Disabled Person www.disAbledperson.com	N	0
22	Hire Black Now www.hireblacknow.com	N	0
23	Hispanic Job Exchange www.hispanicjobexchange.com	N	0
24	African American Job Search www.africanamericanjobsearch.com	N	0
25	Asian Job Search www.asianjobsearch.com	N	0
26	LGBT Job Search www.lgbtjobsearch.com	N	0
27	Disabled Job Seekers www.disabledjobseekers.com	N	0
28	US Diversity Job Search www.usdiversityjobsearch.com	N	0
29	Veteran Career Center www.veterancareercenter.com	N	0
30	Seniors to Work www.seniorstowork.com	N	0
31	Tennessee Career Center at Pulaski 125 South Cedar Lane Phone: 931.363.9550 jimmy.tidwell@tn.gov stan.smith@sctworkforce.org	No	0
32	Athens Career Center 406 South Jefferson Street Phone: 256.230.0880 darius.turner@alcc.alabama.gov decaturn@alcc.alabama.gov	No	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
33	Still Serving Veterans 224 Spragins Street NW Phone: 256.883.7054 wkoch@stillservingveterans.org	No	0
34	Alabama Career Center – Huntsville 2535 Sparkman Drive Phone: 256.851.0537 Huntsville.careercenter@alcc.alabama.gov susan.smith@alcc.alabama.gov	No	0
35	Decatur Career Center 1819 Bassett Avenue, SE Phone: 256.355.0142 carlston.flemons@alcc.alabama.gov decatur@alcc.alabama.gov	No	0
36	Cullman/Hanceville Career Center 801 Main Street Phone: 256.734.4911 Cullman@alcc.alabama.gov Hanceville@alcc.alabama.gov	No	0
37	Jefferson State Community College OneStop Career Center – Birmingham East 2601 Carson Road Phone: 205.856.8538 Birmingham.careercenter@alcc.alabama.gov tlpayne@jeffstateonline.com	No	0
38	Albertville Career Center 5920 U.S. Highway 431 N Phone: 256.878.3031 Albertville@alcc.alabama.gov rita.remson@alcc.alabama.gov	No	0
39	Indeed Website <i>(not directly contacted by SEU)</i> www.indeed.com	N	10
40	Glassdoor Website <i>(not directly contacted by SEU)</i> www.glassdoor.com/index.htm	N	0
TOTAL INTERVIEWEES OVER REPORTING PERIOD			29

WVNN(AM), WVNN-FM, WZYP(FM), WUMP(AM), WWFF-FM &
WHRP(FM)

EEO PUBLIC FILE REPORT
December 1, 2020 – November 30, 2021

III. RECRUITMENT INITIATIVES

	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
1	Management-level training concerning methods of ensuring equal employment opportunity and preventing discrimination	On July 29, 2021, our SEU's Market Manager took part in a presentation by Brooks Scott entitled, <i>Conversations of Race & Allyship in the Workplace</i> . During his presentation he emphasized the importance of learning better ways to communicate to create a healthier workplace environment. He discussed managing unconscious biases, team building around values, learning specific skills and tactics to navigate sensitive conversation, understanding how to give useful feedback, and encouraged attendees to hire, promote and acknowledge people who don't look, think, act, and problem solve like them.
2	Management-level training concerning methods of ensuring equal employment opportunity and preventing discrimination	On August 18, 2021, our SEU's Market Manager participated in a presentation conducted by Merging Path Coaching entitled, <i>Managing Unconscious Bias</i> . This session focused on managing teams without a bias.
3	Training program that enables station personnel to acquire skills to qualify them for higher level position	Our SEU's Assistant Program Director for WUMP received training to acquire the knowledge and skills necessary to be considered for a promotion to Program Director. Training was provided over a period of months by our SEU's Senior Program Director with assistance from our Operations Manager as well as program/subject matter experts in our SEU.

	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
4	Management-level training regarding methods of ensuring equal employment opportunity and prevention of discrimination and harassment	During the month of November 2021, our SEU participated in harassment prevention training. All SEU employees were required to complete a course prepared by Mineral HR entitled, "Workplace Harassment Prevention," designed to address sexual harassment with a focus on the forms of harassment prohibited by federal law. The course presented best practices for updating policies and procedures, reporting incidents, and following up on complaints. The course for managers was more extensive than the course for staff members. In order to obtain a certificate of participation, employees were required to take a quiz following their completion of the tutorial.

Attachment B

**WVNN(AM), WVNN-FM, WZYP(FM), WUMP(AM), WWFF-FM & WHRP(FM)
VACANCY DATA FORM**

Full-Time Job Title: On-Air Talent	Date Filled: 10/01/2020
Recruitment Source ("RS") Referring Hiree: Cumulus Careers Website (RS #1)	Total Number of Interviewees: 9

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1.	Cumulus Careers Website www.cumulusmedia.jobs.net/en-US/	No	8
10.	Indeed Website <i>(not directly contacted by SEU)</i> www.indeed.com	No	1
11.	Glassdoor Website <i>(not directly contacted by SEU)</i> www.glassdoor.com/index.htm	No	0
12.	LinkedIn <i>(not directly contacted by SEU)</i> www.linkedin.com	No	0
Total Interviewees			9

CUMULUS MEDIA | HUNTSVILLE is looking for a dynamic afternoon **On-Air Personality**.

•

Who We Are:

Cumulus Media-Huntsville's heritage NewsTalk 770AM/92.5FM WVNN is looking for a dynamic afternoon on-air personality who has passion for local/national issues and the stories that impact our listeners' lives.

WVNN is seeking someone who creates and produces a local talk radio show focusing on local, national and political issues with a strong ability to interview newsmakers. Ability to become part of the community and the listener's life is a must. Knowledge of entertainment, politics, news, weather, sports and other topics of interest are important to your success. Endorsement and sale opportunities will supplement your income and instant income growth is possible.

This candidate would work in the rapidly growing area of Huntsville/Decatur, AL- a great place to live and work! This is an exciting time to be here!

Tasks & Responsibilities:

2-5PM weekday on-air shift that generates ratings by being entertaining, informative, and community oriented.

Programming responsibilities to include imaging, editing the log and more.

Connect with listeners via phones, social media, video, website and on-site

Create compelling teases and entertain while keeping the momentum of the station moving

Be a master of using the show prep we provide along with finding your own unique content

Live broadcasts and appearances (both paid and unpaid community events)

Help create endorsement spots and relationships with clients

Assist with commercial production, occasional imaging.

Be part of brainstorming meetings to discuss upcoming promotion and contest ideas.

Adhere to all guidelines, policies, and procedures of the station, Cumulus Media and the FCC.

Maintain a positive attitude when around listeners, clients and co-workers.

Requirements

Can you cut through on the air?

Are you genuinely authentic?

Do you have experience with Op-X and Adobe Audition? (we can train)

Ability to multitask

Understanding of our programming strategies

Upbeat personality

If you are in touch with the demands of today's audience, we want to hear from you!

Submit resume, aircheck, social media links, and ratings history by attachment to your online application.

What we offer:

- Competitive pay
- Professional growth and career path
- Focused, responsible and collaborative work environment with the ability, to ask "what if" and try innovative solutions
- Medical, Dental & Vision Insurance coverage
- 401K to plan for the long-term
- Paid Vacation & Holidays

Please send resume and demo to dale.jackson@cumulus.com and apply at cumulusmedia.com

Cumulus is an Equal Opportunity Employer

The screenshot shows a web browser window with several tabs open. The active tab is titled "cumulusmedia.com" and displays a job requisition page. The page header includes navigation links for "DASHBOARDS", "MY REQUISITIONS" (with a count of 6), "1709 NEW CANDIDATES", and "REPORTS". The main content area is titled "Referencing requisition 000432 - On Air Host - WVNN 2-5PM" and includes a search icon. Below the title are links for "Career Site & Manual Options", "Posting History", and "Add Job Boards". The requisition details are as follows:

- Requisition #: 000432
- Contract Posting Template: Website
- Establishment: Cumulus
- Contract On-Line Date: 08/20/2020
- Contract Expiration Date: 10/18/2020
- Length in days: 60
- Posting location: Cumulus Media

There are four checkboxes for posting options, all of which are checked:

- Post to your career sites
- Cumulus Media (Public Site)
- Post automatically to job boards next step
- External Job Boards (Action on step 2)

At the bottom right of the form, there are buttons for "Apply Online URL", "View Posting", "Direct Import Email", "Update Career Site", and "Posting URL".

Footer text: vesket 4.1.0012 | www.careerbuilder.com | Documentation

Tara	8/26/2020	On Air Host	Huntsville	Indeed	8/26/2020
Tiffany	8/31/2020	On Air Host	Huntsville	Cumulus.com	8/31/2020
Ben	8/27/2020	On Air Host	Huntsville	Cumulus.com	8/27/2020
Jeremiah	8/27/2020	On Air Host	Huntsville	Cumulus.com	8/27/2020
Benjamin	8/28/2020	On Air Host	Huntsville	Cumulus.com	8/28/2020
Adam	8/31/2020	On Air Host	Huntsville	Indeed	8/31/2020
Hayden	8/31/2020	On Air Host	Huntsville	Cumulus.com	8/31/2020
Zac	8/31/2020	On Air Host	Huntsville	Cumulus.com	8/31/2020
Collin	9/1/2020	On Air Host	Huntsville	Cumulus.com	9/1/2020
Collin	9/3/2020	On Air Host	Huntsville	Cumulus.com	9/3/2020
Nawaal	9/2/2020	On Air Host	Huntsville	Cumulus.com	9/2/2020
Mike	9/3/2020	On Air Host	Huntsville	Cumulus.com	9/3/2020
Mario	9/8/2020	On Air Host	Huntsville	Cumulus.com	9/8/2020
Dakota	9/8/2020	On Air Host	Huntsville	Cumulus.com	9/8/2020
Doug	9/9/2020	On Air Host	Huntsville	Cumulus.com	9/9/2020
Amber	9/10/2020	On Air Host	Huntsville	Cumulus.com	9/10/2020
Angela	9/15/2020	On Air Host	Huntsville	Indeed	9/15/2020
Curtis	9/17/2020	On Air Host	Huntsville	Cumulus.com	9/17/2020
Hannah	9/21/2020	On Air Host	Huntsville	Cumulus.com	9/21/2020
Joseph	9/23/2020	On Air Host	Huntsville	Cumulus.com	9/23/2020
Vanessa	9/23/2020	On Air Host	Huntsville	Cumulus.com	9/23/2020
John (JP)	9/25/2020	On Air Host	Huntsville	Cumulus.com	9/25/2020
Sharn	9/28/2020	On Air Host	Huntsville	Cumulus.com	9/28/2020
Joshua	9/29/2020	On Air Host	Huntsville	Cumulus.com	9/29/2020
Zeporia	10/2/2020	On Air Host	Huntsville	Cumulus.com	10/2/2020
Alton	10/6/2020	On Air Host	Huntsville	Cumulus.com	10/6/2020
Alton	10/6/2020	On Air Host	Huntsville	Cumulus.com	10/6/2020
Eric	10/1/2020	On Air Host	Huntsville	Cumulus.com	10/1/2020
Eduardo	10/2/2020	On Air Host	Huntsville	Cumulus.com	10/2/2020
Jackson	10/4/2020	On Air Host	Huntsville	Indeed	10/4/2020
Elijah	10/8/2020	On Air Host	Huntsville	Indeed	10/8/2020
David	10/15/2020	On Air Host	Huntsville	Indeed	10/15/2020
Davis	10/17/2020	On Air Host	Huntsville	Indeed	10/17/2020
Davis	10/17/2020	On Air Host	Huntsville	Indeed	10/17/2020

Name	Application Date	Requisition Title	Requisition Custom	Referral Source	Created Date
Ellen	9/2/2020	On Air Host	Huntsville	Cumulus.com	9/2/2020
Phillip	8/25/2020	On Air Host	Huntsville	Cumulus.com	8/25/2020
Rahsaun	8/31/2020	On Air Host	Huntsville	Indeed	8/31/2020
Nathan	9/8/2020	On Air Host	Huntsville	Cumulus.com	9/8/2020
Carl	9/21/2020	On Air Host	Huntsville	Cumulus.com	9/21/2020
Vincent	9/8/2020	On Air Host	Huntsville	Cumulus.com	9/8/2020
Andrew	8/21/2020	On Air Host	Huntsville	Indeed	8/21/2020
JP (John Patrick)	8/23/2020	On Air Host	Huntsville	Cumulus.com	8/23/2020
Luc	8/26/2020	On Air Host	Huntsville	Indeed	8/26/2020
Kiera	9/15/2020	On Air Host	Huntsville	Cumulus.com	9/15/2020
James	8/20/2020	On Air Host	Huntsville	Cumulus.com	8/20/2020
Dan	8/31/2020	On Air Host	Huntsville	Cumulus.com	8/31/2020
Adam	8/24/2020	On Air Host	Huntsville	Cumulus.com	8/24/2020
Quinton	8/21/2020	On Air Host	Huntsville	Cumulus.com	8/21/2020
Quinton	8/26/2020	On Air Host	Huntsville	Cumulus.com	8/26/2020
Thomas	9/1/2020	On Air Host	Huntsville	Cumulus.com	9/1/2020
Dylan	8/27/2020	On Air Host	Huntsville	Cumulus.com	8/27/2020
J.D.	8/22/2020	On Air Host	Huntsville	Cumulus.com	8/22/2020
Michael	8/25/2020	On Air Host	Huntsville	Cumulus.com	8/25/2020
Nate	8/21/2020	On Air Host	Huntsville	Cumulus.com	8/21/2020
Quindeja	8/21/2020	On Air Host	Huntsville	Indeed	8/21/2020
Gleniece	8/21/2020	On Air Host	Huntsville	Cumulus.com	8/21/2020
Gleniece	8/30/2020	On Air Host	Huntsville	Cumulus.com	8/30/2020
Wallace	8/21/2020	On Air Host	Huntsville	Cumulus.com	8/21/2020
Avery	8/21/2020	On Air Host	Huntsville	Indeed	8/21/2020
Bailey	8/22/2020	On Air Host	Huntsville	Cumulus.com	8/22/2020
David	8/22/2020	On Air Host	Huntsville	Indeed	8/22/2020
Mark	8/22/2020	On Air Host	Huntsville	Indeed	8/22/2020
Evan	8/23/2020	On Air Host	Huntsville	Cumulus.com	8/23/2020
Jeffrey	8/23/2020	On Air Host	Huntsville	Cumulus.com	8/23/2020
Amber	8/24/2020	On Air Host	Huntsville	Indeed	8/24/2020
Savannah	8/24/2020	On Air Host	Huntsville	Indeed	8/24/2020
Savannah	9/16/2020	On Air Host	Huntsville	Cumulus.com	9/16/2020
Mark	8/24/2020	On Air Host	Huntsville	Cumulus.com	8/24/2020

**WVNN(AM), WVNN-FM, WZYP(FM), WUMP(AM), WWFF-FM & WHRP(FM)
VACANCY DATA FORM**

Full-Time Job Title: Sales Assistant	Date Filled: 12/04/2019
Recruitment Source ("RS") Referring Hiree: ZipRecruiter Website (RS #5)	Total Number of Interviewees: 3

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1.	Cumulus Careers Website www.cumulus.com/careers	No	1
2.	Indeed Website www.indeed.com	No	1
3.	Glassdoor Website www.glassdoor.com/index.htm	No	0
4.	LinkUp Website www.linkup.com	No	0
5.	ZipRecruiter Website www.ziprecruiter.com	No	1
6.	Monster Website www.monster.com	No	0
7.	Facebook Website www.facebook-jobs.com	No	0
Total Interviewees			3

First Name	Date Applied	Position Title	Recruiter	Req Open Date	Req Close Date	Office	Source Type	Source Name
Holly	11/21/2019	Full-time or Part-Time Sales Assistant	Mariisa Bouchillon	09/10/2019	12/05/2019	Huntsville	Job Board	ZipRecruiter Apply
Leah	11/21/2019	Full-time or Part-Time Sales Assistant	Mariisa Bouchillon	09/10/2019	12/05/2019	Huntsville	Job Board	Indeed
Trinity	11/21/2019	Full-time or Part-Time Sales Assistant	Mariisa Bouchillon	09/10/2019	12/05/2019	Huntsville	Job Board	Indeed
William	11/20/2019	Full-time or Part-Time Sales Assistant	Mariisa Bouchillon	09/10/2019	12/05/2019	Huntsville	Job Board	ZipRecruiter Apply
Tyler	11/18/2019	Full-time or Part-Time Sales Assistant	Mariisa Bouchillon	09/10/2019	12/05/2019	Huntsville	Job Board	ZipRecruiter Apply
Kendall	11/18/2019	Full-time or Part-Time Sales Assistant	Mariisa Bouchillon	09/10/2019	12/05/2019	Huntsville	Job Board	Indeed
Melanie	11/15/2019	Full-time or Part-Time Sales Assistant	Mariisa Bouchillon	09/10/2019	12/05/2019	Huntsville	Public Career Site	Cumulus.com
Angel	11/15/2019	Full-time or Part-Time Sales Assistant	Mariisa Bouchillon	09/10/2019	12/05/2019	Huntsville	Job Board	ZipRecruiter Apply
Farba	11/14/2019	Full-time or Part-Time Sales Assistant	Mariisa Bouchillon	09/10/2019	12/05/2019	Huntsville	Job Board	ZipRecruiter Apply
tina	11/14/2019	Full-time or Part-Time Sales Assistant	Mariisa Bouchillon	09/10/2019	12/05/2019	Huntsville	Job Board	ZipRecruiter Apply
Ethan	11/14/2019	Full-time or Part-Time Sales Assistant	Mariisa Bouchillon	09/10/2019	12/05/2019	Huntsville	Job Board	Indeed
Andrew	11/13/2019	Full-time or Part-Time Sales Assistant	Mariisa Bouchillon	09/10/2019	12/05/2019	Huntsville	Job Board	ZipRecruiter Apply
Amelia	11/13/2019	Full-time or Part-Time Sales Assistant	Mariisa Bouchillon	09/10/2019	12/05/2019	Huntsville	Job Board	ZipRecruiter Apply
Shantel	11/13/2019	Full-time or Part-Time Sales Assistant	Mariisa Bouchillon	09/10/2019	12/05/2019	Huntsville	Job Board	Indeed
Jada	11/12/2019	Full-time or Part-Time Sales Assistant	Mariisa Bouchillon	09/10/2019	12/05/2019	Huntsville	Job Board	Indeed
Donald	11/12/2019	Full-time or Part-Time Sales Assistant	Mariisa Bouchillon	09/10/2019	12/05/2019	Huntsville	Job Board	ZipRecruiter Apply
Rahsaan	11/11/2019	Full-time or Part-Time Sales Assistant	Mariisa Bouchillon	09/10/2019	12/05/2019	Huntsville	Public Career Site	Cumulus.com
Stephen	11/11/2019	Full-time or Part-Time Sales Assistant	Mariisa Bouchillon	09/10/2019	12/05/2019	Huntsville	Job Board	Indeed
Gabrielle	11/11/2019	Full-time or Part-Time Sales Assistant	Mariisa Bouchillon	09/10/2019	12/05/2019	Huntsville	Job Board	ZipRecruiter Apply
Cassandra	11/07/2019	Full-time or Part-Time Sales Assistant	Mariisa Bouchillon	09/10/2019	12/05/2019	Huntsville	Public Career Site	Cumulus.com
Carroll	11/07/2019	Full-time or Part-Time Sales Assistant	Mariisa Bouchillon	09/10/2019	12/05/2019	Huntsville	Job Board	Indeed
Tyrique	11/07/2019	Full-time or Part-Time Sales Assistant	Mariisa Bouchillon	09/10/2019	12/05/2019	Huntsville	Job Board	ZipRecruiter Apply
Tevn	11/07/2019	Full-time or Part-Time Sales Assistant	Mariisa Bouchillon	09/10/2019	12/05/2019	Huntsville	Job Board	Indeed
Travis	11/06/2019	Full-time or Part-Time Sales Assistant	Mariisa Bouchillon	09/10/2019	12/05/2019	Huntsville	Public Career Site	Cumulus.com
Jade	11/06/2019	Full-time or Part-Time Sales Assistant	Mariisa Bouchillon	09/10/2019	12/05/2019	Huntsville	Job Board	Indeed
Alexander	11/05/2019	Full-time or Part-Time Sales Assistant	Mariisa Bouchillon	09/10/2019	12/05/2019	Huntsville	Job Board	ZipRecruiter Apply
Benjamin	11/05/2019	Full-time or Part-Time Sales Assistant	Mariisa Bouchillon	09/10/2019	12/05/2019	Huntsville	Job Board	ZipRecruiter Apply
carson	11/05/2019	Full-time or Part-Time Sales Assistant	Mariisa Bouchillon	09/10/2019	12/05/2019	Huntsville	Public Career Site	Cumulus.com

**WVNN(AM), WVNN-FM, WZYP(FM), WUMP(AM), WWFF-FM & WHRP(FM)
VACANCY DATA FORM**


Full-Time Job Title: Assistant Business Manager	Date Filled: 08/09/2021
Recruitment Source ("RS") Referring Hire: Indeed Website <i>(not directly contacted by SEU)</i> (RS # 39)	Total Number of Interviewees: 5

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1.	Cumulus Careers Website www.cumulusmedia.jobs.net/en-US/	No	0
2.	LinkedIn <i>(not directly contacted by SEU)</i> www.linkedin.com	No	0
4.	Walk-In/Self-Referral	No	0
5.	Adzuna www.adzuna.com	No	0
6.	Job is Job www.jobisjob.com	No	0
7.	The Job Spider www.jobspider.com	No	0
8.	My Job Helper www.myjobhelper.com	No	0
9.	Oodle www.jobs.oodle.com	No	0
10.	Trovit www.job.trovit.com	No	0
11.	Word-of-Mouth Referral <i>(includes employee referrals)</i>	No	4
12.	Abilities in Jobs www.abilitiesinjobs.com	No	0
13.	Asian in Jobs www.asianinjobs.com	No	0
14.	Black In Jobs www.blackinjobs.com	No	0
15.	Hispanic In Jobs www.hispanicinjobs.com	No	0
16.	LGBTQ In Jobs www.lgbtqinjobs.com	No	0
17.	Diversity in Jobs www.diversityinjobs.com	No	0

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
18.	Seniors in Jobs www.seniorsinjobs.com	No	0
19.	Women in Jobs www.womeninjobs.com	No	0
20.	Job Opportunities for Disabled Veterans www.JOFDAV.com	No	0
21.	Disabled Person www.disAbledperson.com	No	0
22.	Hire Black Now www.hireblacknow.com	No	0
23.	Hispanic Job Exchange www.hispanicjobexchange.com	No	0
24.	African American Job Search www.africanamericanjobsearch.com	No	0
25.	Asian Job Search www.asianjobsearch.com	No	0
26.	LGBT Job Search www.lgbtjobsearch.com	No	0
27.	Disabled Job Seekers www.disabledjobseekers.com	No	0
28.	US Diversity Job Search www.usdiversityjobsearch.com	No	0
29.	Veteran Career Center www.veterancareercenter.com	No	0
30.	Seniors to Work www.seniorstowork.com	No	0
31.	Tennessee Career Center at Pulaski 125 South Cedar Lane Phone: 931.363.9550 jimmy.tidwell@tn.gov stan.smith@sctworkforce.org	No	0
32.	Athens Career Center 406 South Jefferson Street Phone: 256.230.0880 darius.turner@alcc.alabama.gov decaturn@alcc.alabama.gov	No	0
33.	Still Serving Veterans 224 Spragins Street NW Phone: 256.883.7054 wkoch@stillservingveterans.org	No	0

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
34.	Alabama Career Center – Huntsville 2535 Sparkman Drive Phone: 256.851.0537 Huntsville.careercenter@alcc.alabama.gov susan.smith@alcc.alabama.gov	No	0
35.	Decatur Career Center 1819 Bassett Avenue, SE Phone: 256.355.0142 carlston.flemons@alcc.alabama.gov decatur@alcc.alabama.gov	No	0
36	Cullman/Hanceville Career Center 801 Main Street Phone: 256.734.4911 Cullman@alcc.alabama.gov Hanceville@alcc.alabama.gov	No	0
37.	Jefferson State Community College OneStop Career Center – Birmingham East 2601 Carson Road Phone: 205.856.8538 Birmingham.careercenter@alcc.alabama.gov tlpayne@jeffstateonline.com	No	0
38.	Albertville Career Center 5920 U.S. Highway 431 N Phone: 256.878.3031 Albertville@alcc.alabama.gov rita.remson@alcc.alabama.gov	No	0
39.	Indeed Website <i>(not directly contacted by SEU)</i> www.indeed.com	No	1
40.	Glassdoor Website <i>(not directly contacted by SEU)</i> www.glassdoor.com/index.htm	No	0
Total Interviewees			5

Referencing requisition 000608 - Assistant Business Manager



Edit job posting Assistant Business Manager 000608 



Career Site & Manual Options Posting History

Posting ID *:
000608

Career Site Posting Template :
Website



Edit HTML Content




Career Site Go Live Date *:
11/10/2020  

Career Site Expiration Date *:
07/29/2021  

Length (in days) *:
262

Directing applicants from job boards to *:
Cumulus Media

-  1. Post to your career sites
- Cumulus Media (Public Site)
-  2. Post automatically to job boards (next step)
- External Job Boards (selected on step 2)

Apply Online URL  View Posting  Direct Import Email 

Referencing requisition 000608 - Assistant Business Manager

Edit job posting Assistant Business Manager 000608 

Career Site & Manual Options Posting History

Postings history

6 Records

Date modified	Career Site Go Live Date	Career Site Expiration Date	User	Action	Posting ID	Site
01/08/2021 21:42:06	11/10/2020	01/08/2021	Automated Luceo Process	Suspension	398	
07/29/2021 20:36:50	11/10/2020	07/29/2021	Automated Luceo Process	Suspension	398	
01/08/2021 21:42:16	11/10/2020	01/08/2021	Automated Luceo Process	Suspension	398	
11/10/2020 18:53:33	11/10/2020	01/08/2021	kathi.manley	Send to publish	398	Cumulus Media
07/27/2021 17:56:58	11/10/2020	08/08/2021	kathi.manley	Modification/Rerun	398	Cumulus Media
07/29/2021 17:09:41	11/10/2020	07/29/2021	kathi.manley	Modification/Rerun	398	Cumulus Media

Assistant Business Manager (608/398)

Delete				
Assistant Business Manager November 10, 2020 6:58 PM				
Resend (with changes)				
N. America > USA > Alabama > Madison County > Huntsville				
Board Name	Clicks	Activity	Status	Activity
Actuna	0	Posted: November 10, 2020 6:58 PM Removed: December 8, 2020 6:58 PM	✓ Expired	
Classdoor.com	03	Posted: November 10, 2020 6:58 PM Removed: January 8, 2021 9:42 PM	✓ Deleted	
Job Is Job	0	Posted: November 10, 2020 6:58 PM Removed: December 10, 2020 6:58 PM	✓ Expired	
Job Spicer	0	Posted: November 10, 2020 6:58 PM Removed: January 8, 2021 9:42 PM	✓ Deleted	
MyJobHelper	0	Posted: November 10, 2020 6:58 PM Removed: January 8, 2021 9:42 PM	✓ Deleted	
Code	0	Posted: November 10, 2020 6:58 PM Removed: December 8, 2020 6:58 PM	✓ Expired	
Trout	0	Posted: November 10, 2020 6:58 PM Removed: December 8, 2020 6:58 PM	✓ Expired	

Job Description and Responsibilities

CUMULUS MEDIA HUNTSVILLE AL is looking for an **Assistant Business Manager** to assist in the oversight of their 5 station cluster. The Assistant Business Manager is responsible for assisting the Business Manager with all business department duties as assigned by the Business Manager.

Who We Are:

CUMULUS | HUNTSVILLE currently features 5 stations in the Huntsville area and surrounding counties. Our stations include: WZYP 104.3, 730 AM & 103.9 FM WUMP Sports Radio, News Talk 770 AM & 92.5 FM, NASH ICON 93.3, and 94.1 WHRP. The cluster of 5 stations reaches thousands of listeners on a daily basis.

Key Responsibilities:

- Input copy & orders in proprietary systems for national business.
- Create order materials and instructions in WideOrbit from VCreative posts.
- Clear exceptions/verify and finalize station logs daily
- Responsible for assisting with processing credit card payments
- Assist with daily cash deposit management and reporting, using the Company's centralized lockbox banking system and web-based reporting tool.
- Process affidavits on a timely basis.
- Assisting Sales Manager and Account Executives with requests related to Business Office functions - like missing invoices, aging status of customers, etc
- Assist Business Manager with all monthly billing functions along with the end-of-month Accounts Receivable close

- Assisting with Accounts Payable as it relates to the day-to-day vendor relationship management, obtaining approvals for all vendor invoices, general ledger coding, and processing functions
- Assist with payroll preparation if necessary
- Work closely with Business Manager to ensure adherence to the various components of the Company's internal accounting controls and policies, including but not limited to; revenue recognition, cash control, credit and collections, and employee compensation
- Responsible for assisting as needed for the monthly financial close and submission of information to the Corporate office by stated deadlines
- Assist Market Manager and other department heads as requested by the Business Manager
- All other duties as deemed necessary by corporate or local market management.

Requirements

- Strong computer skills and working knowledge of business systems such as Microsoft Office (required), Stratus/Wide Orbit Traffic & Billing System, Workday, Workplace and Adaptive Planning (training as needed)
- Ability to learn new software programs with training
- Ability to multi-task, handle pressure and deadlines
- Excellent verbal and written communication skills
- Proficient in all aspects of accounting
- Knowledge of standard office equipment
- Available for occasional evening or weekend hours

What we offer:

- Competitive pay
- Focused, responsible and collaborative work environment with the ability, to ask "what if" and try innovative solutions
- Medical, Dental & Vision Insurance coverage, plus 401k to plan for the long term
- Paid Vacation & Holidays

For immediate consideration, please visit <https://cumulusmedia.jobs.net/>

For more information about CUMULUS MEDIA, visit our website at: <https://www.cumulusmedia.com/>

CUMULUS MEDIA is proud to be an Equal Opportunity Employer (EOE).



Report Summary For: **Cumulus Media**

Start Date: **04-01-2021** End Date: **11-30-2021** Location: **Huntsville, Alabama**

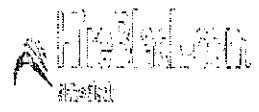
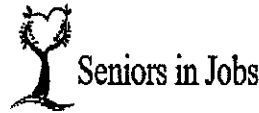
Distribution to Diversity Sites

Information in this section lists which Diversity sites that Broadbean has sent for each job requisition for the period of 01-01-2021 to 08-24-2022. The breakdown of Diversity Listings Expressions of Interest (EOI) can be found at the job level

Broadbean posts all jobs in this report to the following Diversity Network:

www.abilitiesinjobs.com
www.asianinjobs.com
www.blackinjobs.com
www.hispanicinjobs.com
www.lgbtqinjobs.com
www.diversityinjobs.com
www.seniorsinjobs.com
www.womeninjobs.com
www.disabledperson.com
www.jofdav.com
www.hireblack.com

www.africanamericanjobsearch.com
www.asianjobsearch.com
www.disabledjobseekers.com
www.hispanicjobexchange.com
www.lgbtjobsearch.com
www.seniorstowork.com
www.usdiversityjobsearch.com
www.veteranjobcenter.com





Job Distribution Summary Report

Report Summary For: **Cumulus Media**

Start Date: **04-01-2021** End Date: **11-30-2021** Location: **Huntsville, Alabama**

Brand	Job Title/Req	City	State	Listing Date	EOI
Cumulus Media	Assistant Business Manager J3W4D1732RCXR2MTNV7	Huntsville	AL	2021/07/28	0



Job Distribution Summary Report

Report Summary For: Cumulus Media

Start Date: 04-01-2021 End Date: 11-30-2021 Location: Huntsville, Alabama

Job Req: J3W4D1732RCXR2MTNV7

Date Received: 07-28-2021

Assistant Business Manager

Cumulus Media Huntsville, AL

Center Name	Center Type	Address	Phone	Email	Date Sent
Tennessee Career Center at Pulaski	One-Stop Career Center	125 South Cedar Lane	931-363-9550	jimmy.tidwell@tn.gov stan.smith@sctworkforce.org	07/30/2021
Athens Career Center	One-Stop Career Center	406 South Jefferson Street	256-230-0880	darius.turner@alcc.alabama.gov decatur@alcc.alabama.gov	07/30/2021
Still Serving Veterans	Veterans Center	224 Spragins Street NW	256-883-7054	wkoch@stillservingveterans.org	07/30/2021
Alabama Career Center - Huntsville	One-Stop Career Center	2535 Sparkman Dr.	256-851-0537	huntsville.careercenter@alcc.alabama.gov susan.smith@alcc.alabama.gov	07/30/2021
Decatur Career Center	One-Stop Career Center	1819 Bassett Avenue, SE	256-355-0142	carlston.flemons@alcc.alabama.gov decatur@alcc.alabama.gov	07/30/2021
Cullman/Hanceville Career Center	One-Stop Career Center	801 Main Street	256-734-4911	Cullman@alcc.alabama.gov Hanceville@alcc.alabama.gov	07/30/2021
Jefferson State Community College One Stop Career Center - Birmingham East	Education	2601 Carson Road	205-856-8538	birmingham.careercenter@alcc.alabama.gov tlpayne@jeffstateonline.com	07/30/2021
Albertville Career Center	One-Stop Career Center	5920 U S Highway 431 N	256-878-3031	Albertville@alcc.alabama.gov rita.remson@alcc.alabama.gov	07/30/2021

**WVNN(AM), WVNN-FM, WZYP(FM), WUMP(AM), WWFF-FM & WHRP(FM)
VACANCY DATA FORM**

Full-Time Job Title: Account Executive	Date Filled: 01/11/2021
Recruitment Source ("RS") Referring Hiree: Cumulus Careers Website (RS # 1)	Total Number of Interviewees: 23

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1.	Cumulus Careers Website www.cumulusmedia.jobs.net/en-US/	No	13
2.	LinkedIn <i>(not directly contacted by SEU)</i> www.linkedin.com	No	0
4.	Walk-In/Self-Referral	No	0
5.	Adzuna www.adzuna.com	No	1
6.	Job is Job www.jobisjob.com	No	0
7.	The Job Spider www.jobspider.com	No	0
8.	My Job Helper www.myjobhelper.com	No	0
9.	Oodle www.jobs.oodle.com	No	0
10.	Trovit www.job.trovit.com	No	0
11.	Word-of-Mouth Referral <i>(includes employee referrals)</i>	No	0
39.	Indeed Website <i>(not directly contacted by SEU)</i> www.indeed.com	No	9
40.	Glassdoor Website <i>(not directly contacted by SEU)</i> www.glassdoor.com/index.htm	No	0
Total Interviewees			23



Referencing requisition 000088 - Account Executive



Edit job posting Account Executive 000088

Career Site & Manual Options Posting History

Posting ID *: 000088

Career Site Posting Template: ▼



Career Site Go Live Date *: 02/13/2020  

Career Site Expiration Date *: 03/03/2020  

Length (in days) *: 20

Directing applicants from job boards to:
Cumulus Media

- 1. Post to your career sites
- Cumulus Media (Public Site)
- 2. Post automatically to job boards (next step)
- Adzuna - (Deactivated)
- Broadbean Test Board - (Expired)
- Job Is Job - (Deactivated)
- Oodle - (Expired)
- The Job Spider - (Expired)
- Trovit - (Expired)
- Glassdoor.com - (Deactivated)

Apply Online URL  View Posting  Direct Import Email 

Referencing requisition 000088 - Account Executive

Edit Job posting Account Executive 000088

Career Site & Manual Options Posting History

Postings history

3 Records

Date modified	Career Site Go Live Date	Career Site Expiration Date	User	Action	Posting ID	Site
03/03/2020 13:37:18	02/13/2020	06/11/2020	mbouchillon	Suspension	43	
03/03/2020 13:37:27	02/13/2020	03/03/2020	mbouchillon	Suspension	43	
02/13/2020 17:27:23	02/13/2020	06/11/2020	brenton.sifen	Send to publish	43	Cumulus Media

Account Executive (RR/43)

Account Executive (88/43)

Delete

Account Executive February 13, 2020 5:28 PM **N. America > USA > Alabama > Madison County > Huntsville**
Resend (with changes)

Board Name	Clicks	Activity	Status	Activity
Azzuna	0	Posted: February 13, 2020 5:30 PM Removed: March 3, 2020 1:37 PM	✓ Deleted	
<u>European Test (Old)</u>	0	Posted: February 13, 2020 5:30 PM Removed: February 20, 2020 5:28 PM	✓ Expired	
Job Is Job	0	Posted: February 13, 2020 5:28 PM Removed: March 3, 2020 1:37 PM	✓ Deleted	
Job Spider	0	Posted: February 13, 2020 5:28 PM Removed: March 14, 2020 6:28 PM	✓ Expired	
Code	0	Posted: February 13, 2020 5:29 PM Removed: February 20, 2020 5:29 PM	✓ Expired	
Travel	0	Posted: February 13, 2020 5:28 PM Removed: February 20, 2020 5:20 PM	✓ Expired	

Posting updated on 11/23/2020:

Microsoft Office Home | https://my.zurich.com/... | Job posting Account Executive | Workplace

Home: 68888posting Account Executive000088

Referencing requisition 000088 - Account Executive
 Edit Job posting Account Executive 000088

Career Site & Manual Options **Posting History**

Posting ID:
000088

Career Site Posting Template:
Website

Career Site Go Live Date:
11/23/2020

Career Site Expiration Date:
01/21/2021

Length (in days):
90

Showing automatic posting schedule:
CompuLink

1. Post to your career sites

CompuLink (Public Site)

2. Post automatically to job boards (next step)

Alltime - US (inactive)
 Career.com - (inactive)
 Job4Job - (inactive)
 Monster - (inactive)
 Career - (inactive)
 The Job Spider - (inactive)
 Indeed - (inactive)

Apply Online URL: View Posting: Direct Inquiry Email:

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Referencing requisition 000088 - Account Executive

Full job posting: Account Executive 000088/1

Career Site & Manual Options Posting History

Postings History

Date modified	Career Site Go Live Date	Career Site Expiration Date	User	Action	Posting ID	Site
05/01/2020 10:16:06	03/03/2020	05/01/2020	Automated Luceo Process	Suspension	168	
06/28/2020 10:19:13	06/30/2020	08/28/2020	Automated Luceo Process	Suspension	168	
01/21/2021 10:24:29	11/23/2020	01/21/2021	Automated Luceo Process	Suspension	168	
05/01/2020 10:16:06	03/03/2020	05/01/2020	Automated Luceo Process	Suspension	168	
05/18/2020 08:03:44	03/03/2020	05/01/2020	Automated Luceo Process	Suspension	168	
06/30/2020 14:26:08	03/03/2020	05/01/2020	branton.allen	Stop	168	
06/28/2020 10:16:14	06/30/2020	08/28/2020	Automated Luceo Process	Suspension	168	
01/21/2021 10:24:31	11/23/2020	01/21/2021	Automated Luceo Process	Suspension	168	
03/03/2020 13:37:40	03/03/2020	05/01/2020	msouche@lum	Send to publish	168	Cumulus Media
06/30/2020 14:26:08	03/03/2020	05/01/2020	branton.allen	Stop	168	Cumulus Media
06/30/2020 14:27:30	06/30/2020	08/28/2020	branton.allen	Modification/Rerun	168	Cumulus Media
11/18/2020 13:39:13	11/23/2020	01/21/2021	branton.allen	Modification/Rerun	168	Cumulus Media

Account Executive (88/168)

Board Name	Chairs	Activity	Status	Activity
Alison	3	Posted: April 28, 2020 9:03 PM Removed: May 1, 2020 8:16 PM	✓ Deleted	
Sharon	1	Posted: March 8, 2020 1:03 PM Removed: May 1, 2020 8:16 PM	✓ Deleted	
Job 4 Job	0	Posted: April 2, 2020 6:03 PM Removed: May 1, 2020 8:16 PM	✓ Deleted	
Jeff Nelson	1	Posted: March 4, 2020 1:06 AM Removed: May 1, 2020 8:16 PM	✓ Deleted	
Michelle	0	Posted: March 2, 2020 1:08 PM Removed: May 1, 2020 8:16 PM	✓ Deleted	
Chris	0	Posted: April 21, 2020 9:03 PM Removed: May 1, 2020 8:16 PM	✓ Deleted	
Thom	3	Posted: April 28, 2020 9:03 PM Removed: May 1, 2020 8:16 PM	✓ Deleted	

CUMULUS MEDIA | HUNTSVILLE is seeking a talented and dynamic **Account Executive** who thrives in a fast-paced working environment. We are looking for a passionate, motivated, goal-oriented and highly competitive individual with a proven track record of over-achieving sales goals. We hire driven, resourceful, organized, customer-focused problem solvers who have great communication skills and the ability to cultivate client relationships. In return, we offer a unique career opportunity: one where you are given a challenging mission, world-class tools to help you succeed, and the chance to realize your full potential as a sale's professional.

Who We Are:

CUMULUS | Huntsville currently features 5 stations in the Huntsville area and surrounding counties. Our stations include: 104.3 WZYP-FM Top 40/CHR, 770/92.5 WVNN-AM/FM News Talk Radio, 94.1 WHRP-FM our Urban Adult Contemporary Station, 93.3 WWFF-FM NASH plays Country music, 730/103.9 WUMP-AM/FM Sports Talk Radio. The cluster of 5 stations reaches thousands of listeners on a daily basis.

The Account Executive identifies and develops new business opportunities; grows existing client relationships; offers solutions that help clients achieve their business goals; closes business and meets or exceeds set sales targets.

Key Responsibilities:

- Able to identify client business needs by gaining a deep understanding of their goals, objectives and processes as well as their external environment including key market and consumer trends to proactively develop customized advertising solutions to meet client objectives
- Deliver effective multi-platform, integrated sales presentations (broadcast, digital, events); negotiation and closing
- Beyond our broadcast products, have strong familiarity and become full-versed in selling both Cumulus' station digital assets (e.g. streaming, stations website and social advertising) and digital audience extension products to deliver a complete marketing solution to advertisers
- Excel at prospecting and aggressively seeking new clientele by networking, cold calling, canvassing, referrals or other means to build and maintain a full pipeline of sales prospects
- Follow all station and corporate procedures for preparing orders, resolving billing issues, submitting regular reports regarding sales, pipeline lists, forecasts and competitive analysis
- Stay abreast of the competitive landscape and emerging technologies to best position Cumulus in the marketplace
- Think creatively and generate original ideas

Requirements

Qualifications:

- Proficient in Microsoft Office suite, social networking platforms and CRM tools
- Excellent communication skills
- Experience developing new business relationships in an outside sales role
- Excellent presenter to clients of sales opportunities and post-sale successes
- Strong understanding of lead generation and ability to connect with viable prospects
- Comprehension of sales metrics in order to fill a sales funnel and robust pipeline of residual business
- Positive attitude with the willingness to get beyond comfort zone to grow professionally
- High energy and passion for the job
- Flexible and creative
- Digitally savvy
- XX years in Media Sales background preferred/required
- Bachelor's Degree in Business, Marketing or related field is preferred/required

What we offer:

- Commission-based organization with uncapped earning potential
- Focused, responsible and collaborative work environment with the ability, to ask "what if" and try innovative solutions
- Medical, Dental & Vision Insurance coverage
- 401K with company match to plan for the long-term
- Paid Vacation & Holidays

For immediate consideration, please visit <https://cumulusmedia.jobs.net/>

For more information about CUMULUS MEDIA, visit our website at: <https://www.cumulusmedia.com/>

CUMULUS MEDIA is proud to be an Equal Opportunity Employer (EOE).

**WVNN(AM), WVNN-FM, WZYP(FM), WUMP(AM), WWFF-FM & WHRP(FM)
VACANCY DATA FORM**

Full-Time Job Title: Account Executive	Date Filled: 01/11/2021
Recruitment Source ("RS") Referring Hiree: Cumulus Careers Website (RS #1)	Total Number of Interviewees: See VDF for Account Executive 1

Please note that Account Executives 1 and 2 were part of the same recruitment effort. See the Vacancy Data Form for Account Executive 1 for recruitment and interviewee information.

**WVNN(AM), WVNN-FM, WZYP(FM), WUMP(AM), WWFF-FM & WHRP(FM)
VACANCY DATA FORM**

Full-Time Job Title: Account Executive	Date Filled: 09/07/2021
Recruitment Source ("RS") Referring Hiree: Cumulus Careers Website (RS #1)	Total Number of Interviewees: 1

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1.	Cumulus Careers Website www.cumulusmedia.jobs.net/en-US/	No	1
2.	LinkedIn <i>(not directly contacted by SEU)</i> www.linkedin.com	No	0
4.	Walk-In/Self-Referral	No	0
5.	Adzuna www.adzuna.com	No	0
6.	Job is Job www.jobisjob.com	No	0
7.	The Job Spider www.jobspider.com	No	0
8.	My Job Helper www.myjobhelper.com	No	0
9.	Oodle www.jobs.oodle.com	No	0
10.	Trovit www.job.trovit.com	No	0
11.	Word-of-Mouth Referral <i>(includes employee referrals)</i>	No	0
12.	Abilities in Jobs www.abilitiesinjobs.com	No	0
13.	Asian in Jobs www.asianinjobs.com	No	0
14.	Black In Jobs www.blackinjobs.com	No	0
15.	Hispanic In Jobs www.hispanicinjobs.com	No	0
16.	LGBTQ In Jobs www.lgbtqinjobs.com	No	0
17.	Diversity in Jobs www.diversityinjobs.com	No	0
18.	Seniors in Jobs www.seniorsinjobs.com	No	0

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
19.	Women in Jobs www.womeninjobs.com	No	0
20.	Job Opportunities for Disabled Veterans www.JOFDAV.com	No	0
21.	Disabled Person www.disAbledperson.com	No	0
22.	Hire Black Now www.hireblacknow.com	No	0
23.	Hispanic Job Exchange www.hispanicjobexchange.com	No	0
24.	African American Job Search www.africanamericanjobsearch.com	No	0
25.	Asian Job Search www.asianjobsearch.com	No	0
26.	LGBT Job Search www.lgbtjobsearch.com	No	0
27.	Disabled Job Seekers www.disabledjobseekers.com	No	0
28.	US Diversity Job Search www.usdiversityjobsearch.com	No	0
29.	Veteran Career Center www.veterancareercenter.com	No	0
30.	Seniors to Work www.seniorstowork.com	No	0
31.	Tennessee Career Center at Pulaski 125 South Cedar Lane Phone: 931.363.9550 jimmy.tidwell@tn.gov stan.smith@sctworkforce.org	No	0
32.	Athens Career Center 406 South Jefferson Street Phone: 256.230.0880 darius.turner@alcc.alabama.gov decaturn@alcc.alabama.gov	No	0
33.	Still Serving Veterans 224 Spragins Street NW Phone: 256.883.7054 wkoch@stillservingveterans.org	No	0

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
34.	Alabama Career Center – Huntsville 2535 Sparkman Drive Phone: 256.851.0537 Huntsville.careercenter@alcc.alabama.gov susan.smith@alcc.alabama.gov	No	0
35.	Decatur Career Center 1819 Bassett Avenue, SE Phone: 256.355.0142 carlston.flemons@alcc.alabama.gov decatur@alcc.alabama.gov	No	0
36	Cullman/Hanceville Career Center 801 Main Street Phone: 256.734.4911 Cullman@alcc.alabama.gov Hanceville@alcc.alabama.gov	No	0
37.	Jefferson State Community College OneStop Career Center – Birmingham East 2601 Carson Road Phone: 205.856.8538 Birmingham.careercenter@alcc.alabama.gov tlpayne@jeffstateonline.com	No	0
38.	Albertville Career Center 5920 U.S. Highway 431 N Phone: 256.878.3031 Albertville@alcc.alabama.gov rita.remson@alcc.alabama.gov	No	0
39.	Indeed Website <i>(not directly contacted by SEU)</i> www.indeed.com	N	0
40.	Glassdoor Website <i>(not directly contacted by SEU)</i> www.glassdoor.com/index.htm	N	0
Total Interviewees			1

Referencing requisition 001440 - Account Executive

Edit job posting Account Executive 001440

Career Site & Manual Options Posting History

Posting ID:
001440

Career Site Posting Template:
Website

Edit HTML Content

Career Site Go Live Date:
08/09/2021

Career Site Expiration Date:
10/07/2021

Length (in days):
60

Directing applicants from job boards to:
Cumulus Media

- 1. Post to your career sites
- Cumulus Media (Public Site)
- 2. Post automatically to job boards (next step)
- Adzuna - (Expired)

Apply Online URL View Postings Direct Import Email

- 2. Post automatically to job boards (next step)
- Adzuna - (Expired)
- Job Is Job - (Expired)
- The Job Spider - (Expired)
- Oodle - (Expired)
- Trovit - (Expired)

Referencing requisition 001440 - Account Executive

Edit job posting Account Executive 001440

Career Site & Manual Options Posting History

Postings history

Date modified	Career Site Go Live Date	Career Site Expiration Date	User	Action	Posting ID	Site
10/07/2021 22:04:45	08/09/2021	10/07/2021	Automated Luceo Process	Suspension	1163	
08/09/2021 17:11:34	08/09/2021	10/07/2021	brenton.allen	Send to publish	1163	Cumulus Media

Account Executive (1440/1163)

Delete				
Account Executive August 9, 2021 4:16 PM				
Resend (with changes)				
N. America > USA > Alabama > Madison County > Huntsville				
Board Name	Clicks	Activity	Status	Activity
Advertise	0	Posted: August 9, 2021 4:16 PM Removed: September 6, 2021 4:16 PM	✓ Expired	
Job Is Job	0	Posted: August 9, 2021 4:16 PM Removed: September 8, 2021 4:16 PM	✓ Expired	
Job Spicer	0	Posted: August 9, 2021 4:16 PM Removed: September 8, 2021 4:16 PM	✓ Expired	
Code	0	Posted: August 9, 2021 4:16 PM Removed: August 16, 2021 4:16 PM	✓ Expired	
Track	0	Posted: August 9, 2021 4:16 PM Removed: August 16, 2021 4:16 PM	✓ Expired	

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Who We Are: Insert Market-Specific information here

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- Strong understanding of lead generation and ability to connect with viable prospects
- Comprehension of sales metrics in order to fill a sales funnel and robust pipeline of residual business
- Positive attitude with the willingness to get beyond comfort zone to grow professionally
- High energy and passion for the job
- Flexible and creative
- Digitally savvy
- 3-5 years in Media Sales background preferred/required
- Bachelor's Degree in Business, Marketing or related field is preferred/required
- All new hires must be fully vaccinated for COVID-19 by date of hire, subject to legally-mandated accommodations

What we offer:

- Commission-based organization with uncapped earning potential
- Focused, responsible and collaborative work environment with the ability, to ask “what if” and try innovative solutions
- Medical, Dental & Vision Insurance coverage
- 401K with company match to plan for the long-term
- Paid Vacation & Holidays

For immediate consideration, please visit <https://cumulusmedia.jobs.net/>

For more information about CUMULUS MEDIA, visit our website at: <https://www.cumulusmedia.com/>

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Report Summary For: **Cumulus Media**

Start Date: 04-01-2021 End Date: 11-30-2021 Location: **Huntsville, Alabama**

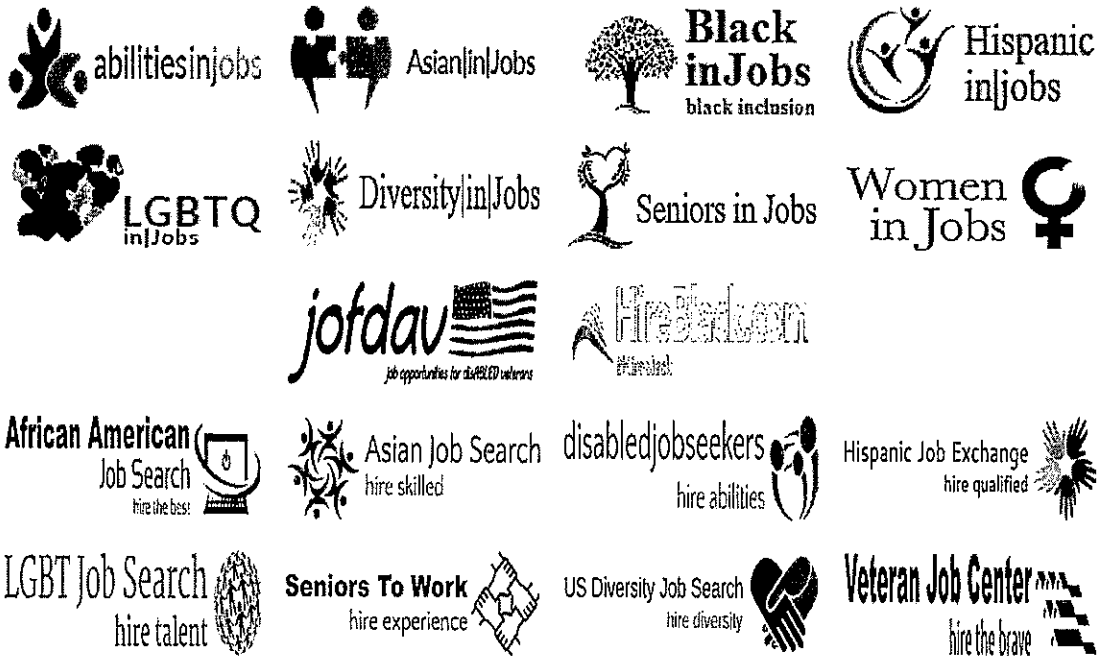
Distribution to Diversity Sites

Information in this section lists which Diversity sites that Broadbean has sent for each job requisition for the period of 01-01-2021 to 08-24-2022. The breakdown of Diversity Listings Expressions of Interest (EOI) can be found at the job level

Broadbean posts all jobs in this report to the following Diversity Network:

www.abilitiesinjobs.com
www.asianinjobs.com
www.blackinjobs.com
www.hispanicinjobs.com
www.lgbtqinjobs.com
www.diversityinjobs.com
www.seniorsinjobs.com
www.womeninjobs.com
www.disabledperson.com
www.jofdav.com
www.hireblack.com

www.africanamericanjobsearch.com
www.asianjobsearch.com
www.disabledjobseekers.com
www.hispanicjobexchange.com
www.lgbtjobsearch.com
www.seniorstowork.com
www.usdiversityjobsearch.com
www.veteranjobcenter.com





Job Distribution Summary Report

Report Summary For: **Cumulus Media**

Start Date: **04-01-2021** End Date: **11-30-2021** Location: **Huntsville, Alabama**

Brand	Job Title/Req	City	State	Listing Date	EOI
Cumulus Media	Account Executive J3N50G623RYYHHVFT3G	Huntsville	AL	2021/08/10	0



Report Summary For: **Cumulus Media**

Start Date: 04-01-2021 End Date: 11-30-2021 Location: **Huntsville, Alabama**

Total: 5

Distribution to Career One-Stop Centers and Community-Based Organizations

Job Req: J3N50G623RYHHVFT3G

Date Received: 08-10-2021

Account Executive

Cumulus Media Huntsville, AL

Center Name	Center Type	Address	Phone	Email	Date Sent
Tennessee Career Center at Pulaski	One-Stop Career Center	125 South Cedar Lane	931-363-9550	jimmy.tidwell@tn.gov stan.smith@sctworkforce.org	08/12/2021
Athens Career Center	One-Stop Career Center	406 South Jefferson Street	256-230-0880	darius.turner@afcc.alabama.gov decaturn@alcc.alabama.gov	08/12/2021
Still Serving Veterans	Veterans Center	224 Spragins Street NW	256-883-7054	wkoch@stillservingveterans.org	08/12/2021
Alabama Career Center - Huntsville	One-Stop Career Center	2535 Sparkman Dr.	256-851-0537	huntsville.careercenter@alcc.alabama.gov susan.smith@alcc.alabama.gov	08/12/2021
Decatur Career Center	One-Stop Career Center	1819 Bassett Avenue, SE	256-355-0142	carlston.flemons@alcc.alabama.gov decaturn@alcc.alabama.gov	08/12/2021
Cullman/Hanceville Career Center	One-Stop Career Center	801 Main Street	256-734-4911	Culliman@alcc.alabama.gov Hanceville@alcc.alabama.gov	08/12/2021
Jefferson State Community College One Stop Career Center - Birmingham East	Education	2601 Carson Road	205-856-8538	birmingham.careercenter@alcc.alabama.gov tipayne@jeffstateonline.com	08/12/2021
Albertville Career Center	One-Stop Career Center	5920 U S Highway 431 N	256-878-3031	Albertville@alcc.alabama.gov rita.remson@alcc.alabama.gov	08/12/2021

Attachment C

**WVNN(AM), WVNN-FM, WZYP(FM), WUMP(AM), WWFF-FM &
WHRP(FM)**

III. RECRUITMENT INITIATIVES

	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
1	Management-level training concerning methods of ensuring equal employment opportunity and preventing discrimination	On July 22, 2020, our Market and Business Managers participated in a presentation conducted by the Executive Vice President and General Counsel of Cumulus Media, Inc. entitled, "The FCC's Equal Employment Opportunity Rules, Your Guide to Compliance." The FCC's EEO recruitment, recordkeeping, and reporting requirements were reexamined and reinforced, after which questions were entertained.
2	Training program to enable station personnel to acquire skills to qualify them for higher level positions	Our SEU's Sales Assistant received training to acquire the knowledge and skills necessary to be considered for a promotion to Assistant Business Manager. Training was provided by our Business Manager with assistance from program/subject matter experts in our Corporate Training Department over a period of months. During this reporting period, our Sales Assistant was promoted to Assistant Business Manager.

From: Richard Denning <notification@fbworkmail.com>

Sent: Monday, July 20, 2020 3:21 PM

Subject: [EXT] [Cumulus Market Managers] Ladies and Gentlemen: As mentioned on the last...



Richard Denning posted in Cumulus Market Managers

July 20 at 3:20 PM

Ladies and Gentlemen: As mentioned on the last Market Manager call, the training session on the FCC's EEO rules will be held this Wednesday, July 22. Based on your schedules, you will be able to participate either in an 11:00 am EST session or a 4:00 pm EST session. The join-in instructions for the respective sessions are attached. If you have any questions, please do not hesitate to call me at

Best, Richard.



Like



Comment

Was this email: Useful | Not Useful

[View on Workplace](#)

Training Plan for Sales Assistant

Training conducted by Business Manager to prepare for promotion to Assistant Business Manager

- 1 Train to use Wide Orbit AR processes
 - Entering customer payments
 - Proper handling of customer credit card information and processing
 - Providing missing invoices to customers
- 2 Train to review AR balances for collection and bad debt processes
- 3 Train to process accounts payable invoices for payment
- 4 Train to handle continuity duties
 - Processing daily billing files to the hub
 - Entering instructions into orders in Wide Orbit
 - Running missing materials reports daily and resolving
 - Finalizing logs and emailing Program Directors

Sessions - each morning and afternoon 2/4/20 - 3/13/20
Monday through Friday

The Sales Assistant was promoted to Assistant Business Manager during this reporting period.

WVNN(AM), WVNN-FM, WZYP(FM), WUMP(AM), WWFF-FM & WHRP(FM)

III. RECRUITMENT INITIATIVES

	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
1	Management-level training concerning methods of ensuring equal employment opportunity and preventing discrimination	On July 29, 2021, our SEU's Market Manager took part in a presentation by Brooks Scott entitled, <i>Conversations of Race & Allyship in the Workplace</i> . During his presentation he emphasized the importance of learning better ways to communicate to create a healthier workplace environment. He discussed managing unconscious biases, team building around values, learning specific skills and tactics to navigate sensitive conversation, understanding how to give useful feedback, and encouraged attendees to hire, promote and acknowledge people who don't look, think, act, and problem solve like them.
2	Management-level training concerning methods of ensuring equal employment opportunity and preventing discrimination	On August 18, 2021, our SEU's Market Manager participated in a presentation conducted by Merging Path Coaching entitled, <i>Managing Unconscious Bias</i> . This session focused on managing teams without a bias.
3	Training program that enables station personnel to acquire skills to qualify them for higher level position	Our SEU's Assistant Program Director for WUMP received training to acquire the knowledge and skills necessary to be considered for a promotion to Program Director. Training was provided over a period of months by our SEU's Senior Program Director with assistance from our Operations Manager as well as program/subject matter experts in our SEU.

	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
4	Management-level training regarding methods of ensuring equal employment opportunity and prevention of discrimination and harassment	<p>During the month of November 2021, our SEU participated in harassment prevention training. All SEU employees were required to complete a course prepared by Mineral HR entitled, "Workplace Harassment Prevention," designed to address sexual harassment with a focus on the forms of harassment prohibited by federal law. The course presented best practices for updating policies and procedures, reporting incidents, and following up on complaints. The course for managers was more extensive than the course for staff members. In order to obtain a certificate of participation, employees were required to take a quiz following their completion of the tutorial.</p>

John Lewis

Subject: Conversations of Race & Allyship in the Workplace | CUMULUS MEDIA
Location: See information below

Start: Thu 7/29/2021 9:00 AM
End: Thu 7/29/2021 10:30 AM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Todd McCarty
Required Attendees: Scott Frazier; Eric Mastel; Patrick Reedy; Bruce Law; Matt Raback; Pat Galloway; John Lewis; Sommer Frisk; Shelly Wilkes; Dot Ealy; Jim Riley; James Robinson; Alex Cadelago; Jeff Boden

Conversations of Race & Allyship in the Workplace | CUMULUS MEDIA

Conversations of Race and Allyship in the Workplace is an in-depth discussion about the current cultural climate surrounding race and what it means to ally.

Your facilitator,

Brooks E. Scott, the owner and founder of Merging Path Coaching, is a professionally certified Executive Coach and Interpersonal Communications expert that specializes in management and leadership training, all with a focused lens of diversity and inclusion.

He delivers conversational style workshops that are designed to provide an open safe space to explore identity themes and topics.

Join us for an ACTIVE discussion as we walk through a number of perspectives regarding the current challenges of race relations in our culture and society and end with commitments we can make within our company to take action as an Ally.

Brooks E. Scott is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/85176306632?pwd=cy8zWnl4NVg3SWUwTDZuUWUzdW9GUT09>

Meeting ID: 851 7630 6632

Passcode: 045401

One tap mobile

+14086380968,,85176306632#,,,,*045401# US (San Jose)

+16699006833,,85176306632#,,,,*045401# US (San Jose)

John Lewis

Subject: Managing Unconscious Bias | CUMULUS MEDIA
Location: See information below

Start: Wed 8/18/2021 10:00 AM
End: Wed 8/18/2021 1:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Todd McCarty
Required Attendees: Eric Mastel; Chris Moreau; John Rowe; Don Boyd; Ken Salyer; Bill Kelly; Marv Nyren; Bruce Law; John Spilman; Beth Coughlin; Eric McCart; Lindy Parr; Shannon Urton; Pat Galloway; **John Lewis**; Sommer Frisk; Larry Blumhagen; Bob Goodell; Shelly Wilkes; Dot Ealy; James Robinson; Jim Riley; Alex Cadelago; Marlene Hamilton; Marissa Bouchillon
Optional Attendees: Jason Hutchinson; Emily Boldon

Managing Unconscious Bias | CUMULUS MEDIA

This 3-hour program is a fast-paced and interactive exploration of our unconscious biases, their impact on our work, and tactics for addressing them. Your facilitator, Brooks E. Scott, the owner and founder of Merging Path Coaching, is a professionally certified Executive Coach and Interpersonal Communications expert that specializes in management training, leadership, all with a focused lens of diversity and inclusion. He delivers conversational style workshops that are designed to provide an open safe space to explore identity themes and topics.

The workshop is anchored by three learning objectives:

- Build our awareness and understanding of our unconscious biases, so that we can become better students of our own behavior (i.e. we can catch ourselves in biased moments so others don't have to)
- Establish a shared language and framework for discussing bias, in a safe and constructive way
- Commit to incremental individual changes that add up to significant collective changes in any organization

Brooks E. Scott is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/84492147552?pwd=UUNUaXZaZ0RMeDV0R09NUXQvYmlhZz09>

Meeting ID: 844 9214 7552

Passcode: 517321

One tap mobile

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CERTIFICATE OF ACHIEVEMENT

This is to certify that

John Lewis

has completed the course:

Harassment Prevention for US Managers

November 22, 2021