

B-6:

Operations Leader

Date of Hire:

08/01/2018

Referral Source of Hire:

Internal Candidate

of Interviewees for position
and referral sources of
interviewees

[6] Interviewees

Internal Candidate

1

Employee Referral

3

Univision Career Site

2



JOB POSTING NOTICE

OPERATIONS LEADER

(KDTV 18-03)

DATE OPEN: 04/12/2018

FLSA STATUS: Exempt

JOB SUMMARY: Univision Communications is the premier Spanish language media company in the United States. The Bay Area location is currently seeking an experienced Operations Leader. This position will oversee production operations in the local station on a day-to-day basis focusing on the development and execution of all the Operational needs from Activations, Promotions, Production, News Tech Teams and Special Events reporting to the VP of Local Media Operations and the General Manager.

Duties and Responsibilities:

- Manage/motivates all the local operations teams described in the responsibilities. Develop synergy among all these platforms in order to meet station goals as one entity in local media.
- Ensure local resources are maximized, understand daily technical needs and develop new strategies to improve local performance.
- Support News team on a daily basis focusing on long term development of campaigns, sweeps, special promos, local branding and technical needs.
- Focus on redundancies and synergy among all departments in order to ensure and promote a learning environment while maintaining all positions with a backup plan in place.
- Oversee station events and special executions of local campaigns looking to maximize the promotional and executional impact by utilizing all operational resources.
- Create a customer service environment for sales and execute all local production needs with maximum coordination control and flawless productions.
- Evaluate/work closely with VP, Operations on local equipment inventory to meet market needs while keeping quality control in place.
- Manage internal production workflow through vPPO & vPromotions gathering metrics and evaluating station goals each quarter.
- Oversee the production of local community and entertainment programs both on air and that the station group is well represented within the community.
- Special events; lead in the creation and execution of signature events throughout the year by securing venues and performers, negotiating with vendors, and developing on-air promotion campaigns.
- Manage the implementation of new processes and tools within the market.
- Other duties as deemed necessary.

Minimum Qualifications for Consideration: This leadership position requires the following experience in television and/or radio operations production.

- Minimum 5 years management experience in the live broadcast for TV, Radio and /or Digital media industry.
- Exceptional organization, people and critical thinking skills.
- Local operations experience, must have experience producing content for on-air and commercials.
- Supervisor experience in managing and directing a team of on air talent, producers, and editors.
- Experience with some or all of these technologies: Avid (Editing and Media Management), Adobe Premiere/Photoshop/AfterEffects, VizRT, iNews, News Production Automation, vCreative or other workflow tools.
- Bachelor's degree in communications, journalism, media technology, art/design, or related field is preferred.
- Fully Bilingual Spanish and English language skills, written and spoken is required.
- Must have valid CA. Driver's license with clean driving record.

Physical Requirements: Ability to drive, stand, walk, drive and sit for up to (8) hours.

Apply on-line at Univision's career page: <https://univision.csod.com/ats/careersite/search.aspx?site=2&c=univision&r=1>

EQUAL OPPORTUNITY EMPLOYER

04/11/2018



RECRUITMENT SOURCES

DATE: 04/12/2018

POSITION: Operations Ldr
(KDTV 18-03)

WEBSITES:

- UNIVISION CAREER PAGE
- LINKEDIN
- NABET-AFTRA- IF APPLICABLE – (NABET) khelmstetter@cwa-union.org; ~~jfabrizi@cwa-union.org~~ n/a
- INDEED.COM
- ENTERTAINMENT CAREERS.NET - free
- LPLATTE@CALPOLY.EDU
- JOBFILE@MEDIA-ALLIANCE.ORG
- SFJOBS@EDD.CA.GOV
- UNITY COUNCIL: EMAIL: ONESTOP@UNITYCOUNCIL.ORG
- HISPANIC CHAMBER/COMMERCE, SILICON VALLEY. EMAIL: INFO@HCCSV.ORG
- AMERICAN WOMEN IN RADIO/TV – AWRT (PAID)
- NATIONAL ASSN. OF HISPANIC JOURNALISTS (PAID)
- EEO MAILING LIST – SEE ATTACHED 04/25/2018
- CAL Jobs
-
-

Univision Communications, Inc.



Corporate Human Resources
900 Front Street, Suite 100
San Francisco, CA. 94111

April 16, 2018

Dear Job Coordinator,

This letter is to notify your organization of a position that is available with KDTV, Univision Bay Area.

- **Operations Leader (KDTV 18-03)**

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. If you wish to be removed from our mailing list please send an email to asjuarez@univision.net.

Qualified candidates may apply on line at Univision's career page:
<https://univision.csod.com/ats/careersite/search.aspx?site=2&c=univision>

Sincerely,

Astrid Juárez

Regional Human Resources Director
Univision Communications, Inc.

Catholic Charities of the East Bay
Job Posting Notices
433 Jefferson Street
Oakland, CA. 94607-3539

Oakland Private Industry Council, Inc.
Attn: Employer Svcs. Representative
1212 Broadway, Suite #100
Oakland, CA. 94612

Bay Area Black Journalist Association
Job Posting Notices
1714 Franklin Street, Suite 100-260
Oakland, CA. 94612

College of San Mateo
Job Posting Services
342 Sonora Drive
San Mateo, CA 94402

UC Santa Cruz
Career Center
305 Bay Tree Bldg.
1156 High St
Santa Cruz, CA. 95064

United Negro College Fund
Job Postings
220 Montgomery Street, Ste. 1120
San Francisco, CA 94105

National Asian American
Telecommunications Association
Job Posting Notices
145 Ninth Street, Ste. 350
San Francisco, CA 94103

Arriba Juntos
Attn: Samuel Gaedke
1850 Mission Street
San Francisco, CA. 94103

Centro de Servicios
Job Posting Notices
525 H Street
Union City, CA 94587

Centro de Juventud
Job Postings Notices
3209 Galindo Street
Oakland, CA 94601

Skyline College
Career Services
Alexander Jones, MSW
3300 College Drive
San Bruno, CA. 94066

CET Careers
Job Posting Notices
701 Vine Street
San Jose, CA 95111

Chicana Latina Foundation
Job Posting Notices
1419 Burlingame Avenue, Ste. N
Burlingame, CA 94010

Greenlining Institute
Job Posting Notices
~~1918 University Avenue, 2nd Floor~~
Berkeley, CA 94704

Chabot College
Attn: Ginger Ripplinger
25555 Hesperian Blvd.
Hayward, CA. 94545

City College of San Francisco
Career Center- Job Postings
50 Phelan Ave., Mail Box A6
San Francisco, CA. 94112

College of Marin
Career Center- Job Postings
835 College Avenue
Kentfield, CA 94904

Mission Language Vocational Center
Attn: Rafael Zuniga
2929 19th Street
San Francisco, CA. 94110

Oakland PIC – Eastmont
Attn: Job Developer
7200 Bancroft, Suite 140
Oakland, CA. 97605

Hispanic Chamber of Marin
Job Posting Notices
PO Box 4423
San Rafael, CA 94913

University of San Francisco
Career Services Center
2130 Fulton St, UC, 5th fl
San Francisco, CA. 94117

Astrid Juarez

From: Astrid Juarez
Sent: Friday, April 13, 2018 10:33 AM
Cc: Astrid Juarez
Subject: Operations Leader - Job Posting
Attachments: Operations Leader - SJ - Apr. 2018.pdf

Dear Job Coordinator,

This email is to notify your organization of a position that is available with KDTV, Univision Bay Area.

- **Operations Leader (KDTV 18-03)**

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. If you wish to be removed from our mailing list, please respond to this email advising me of your wish to be removed from future postings.

Qualified candidates may apply on line at Univision's career page:
<https://univision.csod.com/ats/careersite/search.aspx?site=2&c=univision>

Sincerely, Astrid

Astrid Juarez

From: CalJOBS <systemalert@geosolinc.com>
Sent: Friday, April 13, 2018 11:12 AM
To: Astrid Juarez
Subject: New Job Order Completed

The following Job Order(s) have been added to the CalJOBS.

Job(s) information:
Job #: 15922787
Job Title: Operations Leader
Current Status: Veteran Hold

This is an automated email notification. Please do not respond.

You are receiving this email, because you are a registered member of CalJOBS, and you were selected as a recipient for an email from another member, staff, or an automated process. If you would like to unsubscribe to all emails from CalJOBS, [Click Here](#).

Astrid Juarez

From: Astrid Juarez
Sent: Wednesday, June 13, 2018 11:39 AM
To: Astrid Juarez
Subject: Ops Leader -- posting confirmation

EDD CalJOBS - View Message X

Secure | <https://www.caljobs.ca.gov/vosnet/Communications/MessageCenter/MessageView.aspx>

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- My Employer Workspace
 - My Employer Dashboard
 - Directory of Services
 - How We Can Help You

- Quick Menu
 - Manage Jobs
 - Candidate Search
 - Employer Resources
 - Employer Portfolio

- Services for Employers
 - Recruitment Services
 - Education Services
 - Labor Market Services

- Reports
 - Detailed Reports

- Other Services
 - Communication Center
 - Appointment Center
 - Assistance Center



You are viewing your selected message. You may print by
This message was sent via Internal Message.

Univision Radio San Francisco, Inc. dba Univision Bay Area - Astrid Ju

FROM: POSTMASTER
CREATED BY: POSTMASTER
SENT: Friday, April 13, 2018 11:12:00 AM

TO: Univision Radio San Francisco, Inc. dba Univision Bay Area - Astrid Juarez
SUBJECT: New Job Order Completed

The following Job Order(s) have been added to the CalJOBS.

Job(s) information:
Job #: 15922787
Job Title: Operations Leader
Current Status: Veteran Hold

This is an automated email notification. Please do not respond.

Delete R

Print

Return to M

Astrid Juarez

From: UCicareers@csod.univision.net
Sent: Thursday, April 12, 2018 6:38 AM
To: Astrid Juarez
Subject: Your Requisition Has Been Posted - Operations Leader (req2300)

Dear Astrid Juarez,

Operations Leader has now been created and posted.

ReqID = **req2300**

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 req2300 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: Astrid Juarez) or a Talent Acquisition team member.

Thank you,

Univision Talent Acquisition Team

B-7:

Account Executive (2)

Date of Hire: 10/29/2018
12/12/2018
Referral Source of Hiree: Employee Referral
Employee Referral
of Interviewees for position [8] Interviewees
and referral sources of
interviewees

Client Referral	4
LinkedIn	1
Employee Referral	3



JOB POSTING NOTICE

ACCOUNT EXECUTIVE

(KDTV 18-04)

DATE OPEN: 06/12/2018

FLSA STATUS: Exempt

JOB SUMMARY

Univision Communications is the premier Spanish language media company in the United States. The San Jose, CA. location is currently seeking a highly motivated sales person (Account Executive) with excellent interpersonal skills to sell Spanish Language Media (TV, Radio, & Digital). The AE is responsible for developing new business through prospecting, cold calling, the use of co-op, and vendor development. Duties include servicing new accounts and clients, maintaining proper payments schedules and working with Production and Traffic departments to process sales orders. The AE also provides competitive market reports in weekly sales meetings; forecasts sales revenue activity, analyzes Nielsen TV/Audio ratings books and qualitative research for the purpose of client presentation.

ESSENTIAL JOB FUNCTIONS

- Develop new client base as well as sell and service existing accounts;
- Use ratings knowledge and qualitative research data to create marketing presentations that sell value to our customers and position our stations against competition;
- Use of a consultative sales approach to build relationships and grow business for our clients and our stations;
- Write presentations, edit existing presentations, and general understanding of research specific to the industry;
- New business development via prospecting throughout the 11 County San Francisco DMA.

MINIMUM REQUIREMENTS:

EDUCATION: Bachelor degree or comparable work experience in lieu of degree will be considered.

WORK EXPERIENCE: Requires minimum of 3+ years outside or retail sales experience, broadcast media sales a plus. Proven track record with emphasis in New Business development and prospecting highly desired. Knowledge of advertising agencies and Nielsen ratings, research and negotiating skills, desired. Highly motivated, creative and proactive required for success. Bi-lingual English/Spanish is desired. Must have the ability to work well under pressure in a revenue goal and deadline-driven environment.

BASIC SKILLS: Applicants must have a working knowledge of Microsoft Office Applications; including Excel, Word, Power Point and Outlook. Knowledge of broadcast applications such as Wide Orbit Sales System, DDS, Kantar, Scarborough, Matrix Sales Center preferred. Must be able to drive and have a valid California driver's license with a good driving record. Self-motivated, proactive with good attitude.

PHYSICAL REQUIREMENTS: Ability to drive, stand, walk, drive and sit for up to (8) hours.

Apply on-line at Univision's career page:

<https://univision.csod.com/ats/careersite/search.aspx?site=2&c=univision&r=1>

Univision, 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 (415) 538-8000.

EQUAL OPPORTUNITY EMPLOYER



RECRUITMENT SOURCES

DATE: 06/12/2018

POSITION:

Acct. Exec
& positions
(KDTV 18-04)

WEBSITES:

- UNIVISION CAREER PAGE
- LINKEDIN
- NABET-AFTRA- IF APPLICABLE – (NABET) khelmstetter@cwa-union.org; jfabrizi@cwa-union.org
- INDEED.COM
- ENTERTAINMENT CAREERS.NET - free
- LPLATTE@CALPOLY.EDU
- JOBFILE@MEDIA-ALLIANCE.ORG
- SFJOBS@EDD.CA.GOV
- UNITY COUNCIL: EMAIL: ONESTOP@UNITYCOUNCIL.ORG
- HISPANIC CHAMBER/COMMERCE, SILICON VALLEY. EMAIL: INFO@HCCSV.ORG
- AMERICAN WOMEN IN RADIO/TV – AWRT (PAID)
- NATIONAL ASSN. OF HISPANIC JOURNALISTS (PAID)
- EEO MAILING LIST – SEE ATTACHED - mailed June 20, 2018
- CAL Jobs
-
-

Univision Communications, Inc.



Corporate Human Resources
900 Front Street, Suite 100
San Francisco, CA. 94111

June 18, 2018

Dear Job Coordinator,

This letter is to notify your organization of a position that is available with KDTV, Univision Bay Area.

- **Account Executive (KDTV 18-04)**

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. If you wish to be removed from our mailing list please send an email to asjuarez@univision.net.

Qualified candidates may apply on line at Univision's career page:
<https://univision.csod.com/ats/careersite/search.aspx?site=2&c=univision>

Sincerely,

Astrid Juárez

Regional Human Resources Director
Univision Communications, Inc.

Catholic Charities of the East Bay
Job Posting Notices
433 Jefferson Street
Oakland, CA. 94607-3539

Oakland Private Industry Council, Inc.
Attn: Employer Svcs. Representative
1212 Broadway, Suite #100
Oakland, CA. 94612

Bay Area Black Journalist Association
Job Posting Notices
1714 Franklin Street, Suite 100-260
Oakland, CA. 94612

College of San Mateo
Job Posting Services
342 Sonora Drive
San Mateo, CA 94402

UC Santa Cruz
Career Center
305 Bay Tree Bldg.
1156 High St
Santa Cruz, CA. 95064

United Negro College Fund
Job Postings
220 Montgomery Street, Ste. 1120
San Francisco, CA 94105

National Asian American
Telecommunications Association
Job Posting Notices
145 Ninth Street, Ste. 350
San Francisco, CA 94103

Arriba Juntos
Attn: Samuel Gaedke
1850 Mission Street
San Francisco, CA. 94103

Centro de Servicios
Job Posting Notices
525 H Street
Union City, CA 94587

Centro de Juventud
Job Postings Notices
3209 Galindo Street
Oakland, CA 94601

Skyline College
Career Services
Alexander Jones, MSW
3300 College Drive
San Bruno, CA. 94066

CET Careers
Job Posting Notices
701 Vine Street
San Jose, CA 95111

Chicana Latina Foundation
Job Posting Notices
1419 Burlingame Avenue, Ste. N
Burlingame, CA 94010

~~Greenlining Institute~~
~~Job Posting Notices~~
~~1918 University Avenue, 2nd Floor~~
~~Berkeley, CA 94704~~

Chabot College
Attn: Ginger Ripplinger
25555 Hesperian Blvd.
Hayward, CA. 94545

City College of San Francisco
Career Center- Job Postings
50 Phelan Ave., Mail Box A6
San Francisco, CA. 94112

College of Marin
Career Center- Job Postings
835 College Avenue
Kentfield, CA 94904

Mission Language Vocational Center
Attn: Rafael Zuniga
2929 19th Street
San Francisco, CA. 94110

Oakland PIC – Eastmont
Attn: Job Developer
7200 Bancroft , Suite 140
Oakland, CA. 97605

Hispanic Chamber of Marin
Job Posting Notices
PO Box 4423
San Rafael, CA 94913

University of San Francisco
Career Services Center
2130 Fulton St, UC, 5th fl
San Francisco, CA. 94117

Astrid Juarez

From: Astrid Juarez
Sent: Wednesday, June 13, 2018 11:26 AM
To: 'lplatte@calpoly.edu'; 'jobfile@media-alliance.org'; 'sfjobs@edd.ca.gov';
'onestop@unitycouncil.org'; 'info@hccsv.org'
Cc: Astrid Juarez
Subject: Job Posting Notice - Account Executive
Attachments: Acct. Exec. - SJ Local Media - June 2018.pdf

Dear Job Coordinator,

This letter is to notify your organization of two positions that are available with KDTV, Univision Bay Area.

- **Account Executive (KDTV 18-04)**

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. If you wish to be removed from our mailing list please send an email to asjuarez@univision.net.

Qualified candidates may apply on line at Univision's career page:
<https://univision.csod.com/ats/careersite/search.aspx?site=2&c=univision>

Sincerely, Astrid

Astrid Juarez

From: CalJOBS <systemalert@geosolinc.com>
Sent: Wednesday, June 13, 2018 11:45 AM
To: Astrid Juarez
Subject: New Job Order Completed

The following Job Order(s) have been added to the CalJOBS.

Job(s) information:
Job #: 16027933
Job Title: Account Executive
Current Status: Veteran Hold

This is an automated email notification. Please do not respond.

You are receiving this email, because you are a registered member of CalJOBS, and you were selected as a recipient for an email from another member, staff, or an automated process. If you would like to unsubscribe to all emails from CalJOBS, [Click Here](#).

Astrid Juarez

From: UCicareers@csod.univision.net
Sent: Tuesday, June 12, 2018 10:09 AM
To: Astrid Juarez
Subject: Your Requisition Has Been Posted - Account Executive (req2359)

Dear Astrid Juarez,

Account Executive has now been created and posted.

ReqID = **req2359**

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 req2359 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: Astrid Juarez) or a Talent Acquisition team member.

Thank you,

Univision Talent Acquisition Team



Search



Reactivate Premium



Account Executive

Univision Communications Inc. · San Jose, CA, US

Posted 2 weeks ago · 165 views

Save

Apply

Send feedback

Report this job



People also viewed



SMB Account Executive
Adobe
San Jose, CA, US
9 company alumni work here
2 weeks ago · Easy Apply



Account Executive
VICE Media
Los Angeles, CA, US
1 connection works here
2 weeks ago



Account Executive
Cisco Meraki
San Francisco, California
3 weeks ago · Easy Apply



Account Executive
Cludo
3033 Excelsior Blvd, Minneapolis, MN 55416, US
2 weeks ago



Account Executive
Gallagher
Glendale, CA, US
Be an early applicant
2 weeks ago



Account Executive
Coit Group
San Francisco Bay Area
2 weeks ago · Easy Apply



Account Executive
Whereaware
Chantilly, Virginia, United States
2 weeks ago · Easy Apply



Account Executive
BBDO San Francisco
600 California Street, San Francisco, CA 94108, US
3 weeks ago · Easy Apply



Account Executive
3MP Atlanta
Smyrna, Georgia, United States

Messaging



85 connections can refer you
Get referred to increase your chances of landing an interview.

Ask for a referral

Job description

REQUISITION ID

req2359

POSTING DATE

6/12/2018

JOB TITLE

Account Executive

LOCATION

San Jose, CA

BUSINESS UNIT

Local Media

Job Description

Job #: KDTV 18-04

Univision Local Media is looking for a highly motivated sales person (Account Executive) with excellent interpersonal skills to sell Spanish Language Media (TV, Radio, & Digital). The AE is responsible for developing new business through prospecting, cold calling, the use of co-op, and vendor development. Duties include servicing new accounts and clients, maintaining proper payments schedules and working with Production and Traffic departments to process sales orders. The AE also provides competitive market reports in weekly sales meetings; forecasts sales revenue activity, analyzes Nielsen TV/Audio ratings books and qualitative research for the purpose of client presentation.

Job Responsibilities

- Develop new client base as well as sell and service existing accounts;
- Use ratings knowledge and qualitative research data to create marketing presentations that sell value to our customers and positions our stations against competition;
- Use of a consultative sales approach to build relationships and grow business for our clients and our stations;
- Write presentations, edit existing presentations, and general understanding of research specific to the industry;
- New business development via prospecting throughout the 11 County San Francisco DMA.

Required Skills & Experience

- Requires minimum of 3+ years outside or retail sales experience, broadcast media sales a plus
- Strong written and verbal communications skills
- Applicants must have a working knowledge of Microsoft Office Applications; including Excel, Word, Power Point and Outlook
- Highly motivated, creative and proactive required for success
- Must have the ability to work well under pressure in a revenue goal and deadline-driven environment
- Must be able to drive and have a valid California driver's license with a good driving record

Seniority Level

Associate

Industry

Marketing and Advertising,
Information Technology and Services,
Broadcast Media

Employment Type

Full-time

Job Functions

Sales, Business Development

Reactivate Premium

- Proven track record with emphasis in New Business development and prospecting
- Knowledge of advertising agencies and Nielsen ratings, research and negotiating skills
- Bi-lingual English/Spanish
- Candidates must possess strong communication, organizational skills, self-motivated, proactive with good attitude
- Knowledge of broadcast applications such as Wide Orbit Sales System, DDS, Kantar, Scarborough, Matrix Sales Center

Eligibility Requirements

- Must be willing to work from office in San Jose, CA
- Employment/education will be verified
- Must have unrestricted authorization to work in the United States

Please Apply On Our Univision Careers Webpage

<http://corporate.univision.com/corporate/careers/>

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) en 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.

Univision is an Equal Opportunity Employer including Vets and Disabled

See less ^

Total compensation

\$ /yr

Range: \$ - \$

Reactivate Premium

Looking for talent? [Post a job](#)

PREMIUM

You have 2 of the top skills among applicants, find the 8 missing skills
Find out what they are with LinkedIn Premium

Reactivate Premium

85 connections work here



Raul Rodriguez
Chief Revenue Officer, Univision Bay Area Local Media
San Francisco Bay Area

Message



Trey Alonso
Account Executive - Univision National Sales, Univision Communications Inc. - "The #1 Place to Reach Hispanic America"
San Francisco, California

Message



Marilyn Davis
Vice President Human Resources at Univision Communications Inc.
Greater Los Angeles Area

Message

See all

Meet the team

Messaging

11/8/2018

CalJOBS

Univision Radio San Francisco, Inc. dba Univision Bay Area - Astrid Juarez

FROM: POSTMASTER

SENT: Wednesday, June 13, 2018 11:45:00 AM

TO: Univision Radio San Francisco, Inc. dba Univision Bay Area - Astrid Juarez

SUBJECT: New Job Order Completed

The following Job Order(s) have been added to the CalJOBS.

Job(s) information:

Job #: 16027933

Job Title: Account Executive

Current Status: Veteran Hold

This is an automated email notification. Please do not respond.

B-8:

Multimedia Journalist (4)

Date of Hire:

08/01/2018

02/19/2019

03/20/2019

04/22/2019

Referral Source of Hiree:

Internal Candidate

Univision Career Website

Univision Career Website

Employee Referral

of Interviews for Position
and referral sources of
interviewees

[18] Interviewees

Univision Career Website

11

LinkedIn

2

Internal Candidate

4

Employee Referral

1

Job Title: Multimedia Journalist
Department: News
Reports to: Assistant News Director
Location: San Jose, CA
FLSA: Non-Exempt
Job Number: KDTV 18-05

Multimedia Journalist

Position Summary

Univision Bay Area based in San Jose, CA, has an immediate opening for a Multimedia Journalist. A Multimedia Journalist, will be responsible for generating story ideas, as well as making and maintaining contacts with community leaders, government, legislators and city officials. Presents on-air reports in a clear, concise, objective manner. Must be able to generate enterprising stories and sweeps ideas. The MMJ will be a "one-person band" that will complete a story from onset to end. Must be able to work alone with the camera, to write and edit his/her story, and to interact with the viewers throughout the Univision web page and social media.

Job Responsibilities

- Gather information, conduct interviews, shoot video, write, edit and report assigned stories daily.
- Present stories live on air, online and/or mobile in a fair, accurate and unbiased manner.
- Generate video, images and/or information for our digital and social media platforms.
- Develop and maintain a network of news sources providing access to exclusive local stories.
- Generate story ideas. Investigate and research to generate exclusive stories.
- Establish and maintain news contacts and relationships with the community that will translate in news stories.
- Maintain strong familiarity with local, national and International news and issues of the day.
- Communicate with news producers, assignment editors and managers regarding story development, progress in the field and/or breaking news stories.
- Maintain a positive work atmosphere by behaving and communicating in a collaborative manner that works well with co-workers, supervisors and the community at large.
- Other duties as deemed necessary.

Required Skills & Experience

- Candidate must be completely fluent in English/Spanish, with superior written/spoken Spanish language skills.
- Minimum (5) years of experience as television reporter in a top 20 market.
- Bachelor's Degree in Journalism or related field, or equivalent work experience may be considered.
- Proven track record of strong writing, storytelling and live reporting skills.
- Must be able to use newsroom computer systems/applications (hardware/software). Knowledge of iNews required.
- Candidate must have functional to advanced knowledge in the use of field cameras, gear and editing systems.
- Candidate 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 have the ability and flexibility to work nights, weekends and holidays.
- Must be able to drive and have a valid driver's license with a good driving record.
- This position is represented by SAG-AFTRA.

Physical Requirements

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

Eligibility Requirements

- Must be willing to work from office in San Jose, CA
- Employment/education will be verified
- Must have unrestricted authorization to work in the United States

Please apply on our Univision Careers Webpage: <http://corporate.univision.com/corporate/careers/>



RECRUITMENT SOURCES

DATE: 06/28/2018

POSITION: MMS
(KDTV 18-05)

WEBSITES:

- UNIVISION CAREER PAGE
- LINKEDIN
- NABET-AFTRA- IF APPLICABLE – (NABET) khelmstetter@cwa-union.org; jfabrizi@cwa-union.org
- INDEED.COM
- ENTERTAINMENT CAREERS.NET - free
- LPLATTE@CALPOLY.EDU
- JOBFILE@MEDIA-ALLIANCE.ORG
- SFJOBS@EDD.CA.GOV
- UNITY COUNCIL: EMAIL: ONESTOP@UNITYCOUNCIL.ORG
- HISPANIC CHAMBER/COMMERCE, SILICON VALLEY. EMAIL: INFO@HCCSV.ORG
- AMERICAN WOMEN IN RADIO/TV – AWRT (PAID)
- NATIONAL ASSN. OF HISPANIC JOURNALISTS (PAID)
- EEO MAILING LIST – SEE ATTACHED 07/18/2018
- CAL Jobs
-
-

Catholic Charities of the East Bay
Job Posting Notices
433 Jefferson Street
Oakland, CA. 94607-3539

Arriba Juntos
Attn: Samuel Gaedke
1850 Mission Street
San Francisco, CA. 94103

Chabot College
Attn: Ginger Ripplinger
25555 Hesperian Blvd.
Hayward, CA. 94545

National Asian American
Telecommunications Association
Job Posting Notices
145 Ninth Street, Ste. 350
San Francisco, CA 94103

Centro de Servicios
Job Posting Notices
525 H Street
Union City, CA 94587

City College of San Francisco
Career Center- Job Postings
50 Phelan Ave., Mail Box A6
San Francisco, CA. 94112

Bay Area Black Journalist Association
Job Posting Notices
1714 Franklin Street, Suite 100-260
Oakland, CA. 94612

Skyline College
Career Services
Alexander Jones, MSW
3300 College Drive
San Bruno, CA. 94066

College of Marin
Career Center- Job Postings
835 College Avenue
Kentfield, CA 94904

College of San Mateo
Job Posting Services
342 Sonora Drive
San Mateo, CA 94402

CET Careers
Job Posting Notices
701 Vine Street
San Jose, CA 95111

Mission Language Vocational Center
Attn: Rafael Zuniga
2929 19th Street
San Francisco, CA. 94110

UC Santa Cruz
Career Center
305 Bay Tree Bldg.
1156 High St
Santa Cruz, CA. 95064

Chicana-Latina Foundation
Job Posting Notices
1419 Burlingame Avenue, Ste. N
Burlingame, CA 94010

Oakland PIC – Eastmont
Attn: Job Developer
7200 Bancroft , Suite 140
Oakland, CA. 97605

United Negro College Fund
Job Postings
220 Montgomery Street, Ste. 1120
San Francisco, CA 94105

University of San Francisco
Career Services Center
2130 Fulton St, UC, 5th fl
San Francisco, CA. 94117

Hispanic Chamber of Marin
Job Posting Notices
PO Box 4423
San Rafael, CA 94913

Astrid Juarez

From: Astrid Juarez
Sent: Friday, June 29, 2018 4:53 PM
To: 'lplatte@calpoly.edu'; 'jobfile@media-alliance.org'; 'sfjobs@edd.ca.gov';
'onestop@unitycouncil.org'; 'info@hccsv.org'
Cc: Astrid Juarez
Subject: Job posting notice- MMJ & Account Coordinator
Attachments: MMJ - SJ - June 2018.pdf; Acct Coord. - SJ - June 2018.pdf

Dear Job Coordinator,

This email is to notify your organization of two positions that are available with KDTV, Univision Bay Area.

- **Account Coordinator (KDTV 18-06) – 2 positions**
- **Multimedia Journalist (KDTV 18-05)**

You are encouraged to convey these job opportunities 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. If you wish to be removed from our mailing list, please respond to this email advising me of your wish to be removed from future postings.

Qualified candidates may apply on line at Univision's career page:
<https://univision.csod.com/ats/careersite/search.aspx?site=2&c=univision>

Sincerely, Astrid

Astrid Juarez

From: Astrid Juarez
Sent: Friday, June 29, 2018 4:19 PM
To: 'Arceli Natividad'
Subject: MMJ - Job Posting
Attachments: MMJ - SJ - June 2018.pdf

Hi Arceli,

MMJ job posting for San Jose, CA. location.

Thank you, Astrid

Astrid Juarez

From: UCicareers@csod.univision.net
Sent: Thursday, June 28, 2018 2:56 PM
To: Astrid Juarez
Subject: Your Requisition Has Been Posted - Multimedia Journalist (req2394)

Dear Astrid Juarez,

Multimedia Journalist has now been created and posted.

ReqID = **req2394**

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 req2394 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: Astrid Juarez) or a Talent Acquisition team member.

Thank you,

Univision Talent Acquisition Team



Multimedia Journalist
Univision Communications Inc. - San Jose, CA, US
New · Posted 20 hours ago · 12 views

Save Apply



85 connections can refer you
Get referred to increase your chances of landing an interview.

Ask for a referral

Job description

REQUISITION ID
req2394
POSTING DATE
6/28/2018
JOB TITLE
Multimedia Journalist
LOCATION
San Jose, CA
BUSINESS UNIT

Seniority Level
Entry level
Industry
Marketing and Advertising,
Information Technology and Services,
Broadcast Media
Employment Type
Full-time

See more

2 Applicants

See how you compare to the competition with Premium

- See how you stack up to the other applicants
- Learn more about the company's hiring trends

Reactivate Premium

85 connections work here



Raul Rodriguez
Chief Revenue Officer, Univision Bay Area Local Media
San Francisco Bay Area

Message



Trey Alonso
Account Executive - Univision National Sales, Univision Communications Inc. - "The #1 Place to Reach Hispanic America"
San Francisco, California

Message



Marilyn Davis
Vice President Human Resources at Univision Communications Inc.
Greater Los Angeles Area

Message

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Similar jobs



Video Journalist
Thomson Reuters
Within 23 wards, Tokyo, Japan
5 company alumni work here
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Video Journalist
Interacoustics A/S
Audiometer Allé 1, Middelfart, 1083 5500, DK
Be an early applicant
New



Video Journalist (Shooter/Producer)
The Wall Street Journal
New York City, NY, US
2 company alumni work here
New



Journalist
IHS Markit
Township of Wall, NJ, US
Be an early applicant
1 day ago



Reporter/MMJ Temporary
Meredith Corporation
Saginaw, MI, US
4 company alumni work here
New



News Producer
Sinclair Broadcast Group
Boise, ID, US
1 connection works here



Torres
Assignment Editor
RNN-TV, Fios1 News
Rye Brook, New York, United States
1 company alum works here
New

News - Producer II

Messaging





Job Title: Multimedia Journalist
Reports to: Assistant News Director
FLSA: Non-Exempt

Department: News
Location: San Jose, CA
Job Number: KDTV 19-01

Multimedia Journalist

Position Summary

Univision Bay Area based in San Jose, CA, has an immediate opening for a Multimedia Journalist. A Multimedia Journalist, will be responsible for generating story ideas, as well as making and maintaining contacts with community leaders, government, legislators and city officials. Presents on-air reports in a clear, concise, objective manner. Must be able to generate enterprising stories and sweeps ideas. The MMJ will be a "one-person band" that will complete a story from onset to end. Must be able to work alone with the camera, to write and edit his/her story, and to interact with the viewers throughout the Univision web page and social media.

Job Responsibilities

- Gather information, conduct interviews, shoot video, write, edit and report assigned stories daily.
- Present stories live on air, online and/or mobile in a fair, accurate and unbiased manner.
- Generate video, images and/or information for our digital and social media platforms.
- Develop and maintain a network of news sources providing access to exclusive local stories.
- Generate story ideas. Investigate and research to generate exclusive stories.
- Establish and maintain news contacts and relationships with the community that will translate in news stories.
- Maintain strong familiarity with local, national and international news and issues of the day.
- Communicate with news producers, assignment editors and managers regarding story development, progress in the field and/or breaking news stories.
- Maintain a positive work atmosphere by behaving and communicating in a collaborative manner that works well with co-workers, supervisors and the community at large.
- Other duties as deemed necessary.

Required Skills & Experience

- Candidate must be completely fluent in English/Spanish, with superior written/spoken Spanish language skills.
- Minimum (5) years of experience as television reporter in a top 20 market.
- Bachelor's Degree in Journalism or related field, or equivalent work experience may be considered.
- Proven track record of strong writing, storytelling and live reporting skills.
- Must be able to use newsroom computer systems/applications (hardware/software). Knowledge of iNews required.
- Candidate must have functional to advanced knowledge in the use of field cameras, gear and editing systems.
- Candidate 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 have the ability and flexibility to work nights, weekends and holidays.
- Must be able to drive and have a valid driver's license with a good driving record.
- This position is represented by SAG-AFTRA.

Physical Requirements

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

Eligibility Requirements

- Must be willing to work from office in San Jose, CA
- Employment/education will be verified
- Must have unrestricted authorization to work in the United States

Please apply on our Univision Careers Webpage: <http://corporate.univision.com/corporate/careers/>



RECRUITMENT SOURCES

DATE: 01/11/2018

POSITION: MMS
(KDTV 19-01)

WEBSITES:

- UNIVISION CAREER PAGE
- LINKEDIN
- NABET-AFTRA- IF APPLICABLE – (NABET) khelmstetter@cwa-union.org; jfabrizi@cwa-union.org
- INDEED.COM
- ENTERTAINMENT CAREERS.NET - free
- LPLATTE@CALPOLY.EDU
- JOBFILE@MEDIA-ALLIANCE.ORG
- SFJOBS@EDD.CA.GOV
- UNITY COUNCIL: EMAIL: ONESTOP@UNITYCOUNCIL.ORG
- HISPANIC CHAMBER/COMMERCE, SILICON VALLEY. EMAIL: INFO@HCCSV.ORG
- AMERICAN WOMEN IN RADIO/TV – AWRT (PAID)
- NATIONAL ASSN. OF HISPANIC JOURNALISTS (PAID)
- EEO MAILING LIST – SEE ATTACHED
- CAL Jobs
-
-

01/18/2019

Univision Communications, Inc.



Corporate Human Resources
900 Front Street, Suite 100
San Francisco, CA. 94111

January 18, 2019

Dear Job Coordinator,

This letter is to notify your organization two open positions currently available with KDTV, Univision Bay Area.

- **Multimedia Journalist (KDTV 19-02)**

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. If you wish to be removed from our mailing list please send an email to asjuarez@univision.net.

Qualified candidates may apply on line at Univision's career page:
<https://univision.csod.com/ats/careersite/search.aspx?site=2&c=univision>

Sincerely,

Astrid Juárez

Regional Human Resources Director
Univision Communications, Inc.

Catholic Charities of the East Bay
Job Posting Notices
433 Jefferson Street
Oakland, CA. 94607-3539

National Asian American
Telecommunications Association
Job Posting Notices
145 Ninth Street, Ste. 350
San Francisco, CA 94103

Bay Area Black Journalist Association
Job Posting Notices
1714 Franklin Street, Suite 100-260
Oakland, CA. 94612

College of San Mateo
Job Posting Services
342 Sonora Drive
San Mateo, CA 94402

UC Santa Cruz
Career Center
305 Bay Tree Bldg.
1156 High St
Santa Cruz, CA. 95064

United Negro College Fund
Job Postings
220 Montgomery Street, Ste. 1120
San Francisco, CA 94105

Arriba Juntos
Attn: Samuel Gaedke
1850 Mission Street
San Francisco, CA. 94103

Centro de Servicios
Job Posting Notices
525 H Street
Union City, CA 94587

Skyline College
Career Services
Alexander Jones, MSW
3300 College Drive
San Bruno, CA. 94066

CET Careers
Job Posting Notices
701 Vine Street
San Jose, CA 95111

Chicana Latina Foundation
Job Posting Notices
1419 Burlingame Avenue, Ste. N
Burlingame, CA 94010

University of San Francisco
Career Services Center
2130 Fulton St, UC, 5th fl
San Francisco, CA. 94117

Chabot College
Attn: Ginger Ripplinger
25555 Hesperian Blvd.
Hayward, CA. 94545

City College of San Francisco
Career Center- Job Postings
50 Phelan Ave., Mail Box A6
San Francisco, CA. 94112

College of Marin
Career Center- Job Postings
835 College Avenue
Kentfield, CA 94904

Mission Language Vocational Center
Attn: Rafael Zuniga
2929 19th Street
San Francisco, CA. 94110

Oakland PIC – Eastmont
Attn: Job Developer
7200 Bancroft, Suite 140
Oakland, CA. 97605

Hispanic Chamber of Marin
Job Posting Notices
PO Box 4423
San Rafael, CA 94913

Astrid Juarez

From: Astrid Juarez
Sent: Monday, January 14, 2019 2:48 PM
To: 'lplatte@calpoly.edu'; 'jobfile@media-alliance.org'; 'sfjobs@edd.ca.gov'; 'onestop@unitycouncil.org'; 'info@hccsv.org'
Subject: Job Posting Notice - Multimedia Journalist
Attachments: MMJ - SJ - Jan. 2019.pdf

Dear Job Coordinator,

This email is to notify your organization of a position that is available with KDTV, Univision Bay Area.

- **Multimedia Journalist (KDTV 19-01)**

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. If you wish to be removed from our mailing list, please respond to this email advising me of your wish to be removed from future postings.

Qualified candidates may apply on line at Univision's career page:
<https://univision.csod.com/ats/careersite/search.aspx?site=2&c=univision>

Sincerely,

Astrid Juarez

From: UCicareers@csod.univision.net
Sent: Friday, January 11, 2019 2:23 PM
To: Astrid Juarez
Subject: Your Requisition Has Been Posted - Multimedia Journalist (req2890)

Dear Astrid Juarez,

Multimedia Journalist has now been created and posted.

ReqID = **req2890**

Business Unit - **Local Media**

You will be able to review applicants as they apply via **UCentral > Departments > Human Resources > Talent Management** (which opens up another browser) > **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 req2890 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: Astrid Juarez) or a Talent Acquisition team member.

Thank you,

Univision Talent Acquisition Team

CalJOBS - Job Details

Job Summary

Job #: 16402816

Multimedia Journalist

Univision Radio San Francisco, Inc. dba Univision Bay Area

San Jose, CA - 95112

Posted 1/14/2019 on CalJOBS

Positions available: 1

Occupation: Reporters and Correspondents

\$74K

\$85K

Year

Job Requirements

BD

60

18



Job Properties



Job Description

Position Summary

Univision Bay Area based in San Jose, CA, has an immediate opening for a Multimedia Journalist. A Multimedia Journalist, will be responsible for generating story ideas, as well as making and maintaining contacts with community leaders, government, legislators and city officials. Presents on-air reports in a clear, concise, objective manner. Must be able to generate enterprising stories and sweeps ideas. The MMJ will be a "one-person band" that will complete a story from onset to end. Must be able to work alone with the camera, to write and edit his/her story, and to interact with the viewers throughout the Univision web page and social media.

Job Responsibilities

- Gather information, conduct interviews, shoot video, write, edit and report assigned stories daily.
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- Other duties as deemed necessary.

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- Bachelor's Degree in Journalism or related field, or equivalent work experience may be considered.
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- Candidate must have functional to advanced knowledge in the use of field cameras, gear and editing systems.

- Candidate 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 have the ability and flexibility to work nights, weekends and holidays.
- Must be able to drive and have a valid driver's license with a good driving record.
- This position is represented by SAG-AFTRA.

Physical Requirements

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

Eligibility Requirements

- Must be willing to work from office in San Jose, CA
- Employment/education will be verified
- Must have unrestricted authorization to work in the United States

EOE

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Email

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Job Title: Multimedia Journalist
Reports to: Assistant News Director
FLSA: Non-Exempt

Department: News
Location: San Jose, CA
Job Number: KDTV 19-07

Multimedia Journalist

Position Summary

Univision Bay Area based in San Jose, CA, has an immediate opening for a Multimedia Journalist. A Multimedia Journalist, will be responsible for generating story ideas, as well as making and maintaining contacts with community leaders, government, legislators and city officials. Presents on-air reports in a clear, concise, objective manner. Must be able to generate enterprising stories and sweeps ideas. The MMJ will be a "one-person band" that will complete a story from onset to end. Must be able to work alone with the camera, to write and edit his/her story, and to interact with the viewers throughout the Univision web page and social media.

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- Maintain strong familiarity with local, national and International news and issues of the day.
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- Must have the ability and flexibility to work nights, weekends and holidays.
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- Must be willing to work from office in San Jose, CA
- Employment/education will be verified
- Must have unrestricted authorization to work in the United States

Please apply on our Univision Careers Webpage: <http://corporate.univision.com/corporate/careers/>



RECRUITMENT SOURCES

DATE: 03/19/2019

POSITION: MMS
(KDTV 19-07)

WEBSITES:

- UNIVISION CAREER PAGE
- LINKEDIN
- NABET-AFTRA- IF APPLICABLE – (NABET) khelmstetter@cwa-union.org; jfabrizi@cwa-union.org
- INDEED.COM
- ENTERTAINMENT CAREERS.NET - free
- LPLATTE@CALPOLY.EDU
- JOBFILE@MEDIA-ALLIANCE.ORG
- SFJOBS@EDD.CA.GOV
- UNITY COUNCIL: EMAIL: ONESTOP@UNITYCOUNCIL.ORG
- HISPANIC CHAMBER/COMMERCE, SILICON VALLEY. EMAIL: INFO@HCCSV.ORG
- AMERICAN WOMEN IN RADIO/TV – AWRT (PAID)
- NATIONAL ASSN. OF HISPANIC JOURNALISTS (PAID) mail 03/22/2019
- EEO MAILING LIST – SEE ATTACHED
- CAL Jobs
-
-

Corporate Human Resources
900 Front Street, Suite 100
San Francisco, CA. 94111

March 22, 2019

Dear Job Coordinator,

This letter is to notify your organization the open position currently available with KDTV, Univision Bay Area.

- **Multi-media Journalist (KDTV 19-07)**

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. If you wish to be removed from our mailing list please send an email to asjuarez@univision.net.

Qualified candidates may apply on line at Univision's career page:
<https://univision.csod.com/ats/careersite/search.aspx?site=2&c=univision>

Sincerely,

Astrid Juárez

Regional Human Resources Director
Univision Communications, Inc.

Catholic Charities of the East Bay
Job Posting Notices
433 Jefferson Street
Oakland, CA. 94607-3539

Oakland Private Industry Council, Inc.
Attn: Employer Svcs. Representative
1212 Broadway, Suite #100
Oakland, CA. 94612

Bay Area Black Journalist Association
Job Posting Notices
1714 Franklin Street, Suite 100-260
Oakland, CA. 94612

College of San Mateo
Job Posting Services
342 Sonora Drive
San Mateo, CA 94402

UC Santa Cruz
Career Center
305 Bay Tree Bldg.
1156 High St
Santa Cruz, CA. 95064

United Negro College Fund
Job Postings
220 Montgomery Street, Ste. 1120
San Francisco, CA 94105

National Asian American
Telecommunications Association
Job Posting Notices
145 Ninth Street, Ste. 350
San Francisco, CA 94103

Arriba Juntos
Attn: Samuel Gaedke
1850 Mission Street
San Francisco, CA. 94103

Centro de Servicios
Job Posting Notices
525 H Street
Union City, CA 94587

Centro de Juventud
Job Postings Notices
3209 Galindo Street
Oakland, CA 94601

Skyline College
Career Services
Alexander Jones, MSW
3300 College Drive
San Bruno, CA. 94066

CET Careers
Job Posting Notices
701 Vine Street
San Jose, CA 95111

Chicana Latina Foundation
Job Posting Notices
1419 Burlingame Avenue, Ste. N
Burlingame, CA 94010

Greenlining Institute
Job Posting Notices
1918 University Avenue, 2nd Floor
Berkeley, CA 94704

Chabot College
Attn: Ginger Ripplinger
25555 Hesperian Blvd.
Hayward, CA. 94545

City College of San Francisco
Career Center- Job Postings
50 Phelan Ave., Mail Box A6
San Francisco, CA. 94112

College of Marin
Career Center- Job Postings
835 College Avenue
Kentfield, CA 94904

Mission Language Vocational Center
Attn: Rafael Zuniga
2929 19th Street
San Francisco, CA. 94110

Oakland PIC – Eastmont
Attn: Job Developer
7200 Bancroft, Suite 140
Oakland, CA. 97605

Hispanic Chamber of Marin
Job Posting Notices
PO Box 4423
San Rafael, CA 94913

University of San Francisco
Career Services Center
2130 Fulton St, UC, 5th fl
San Francisco, CA. 94117

Astrid Juarez

From: Astrid Juarez
Sent: Tuesday, March 26, 2019 4:31 PM
To: 'lplatte@calpoly.edu'; 'jobfile@media-alliance.org'; 'sfjobs@edd.ca.gov';
'onestop@unitycouncil.org'; 'sfjobs@edd.ca.gov'; 'info@hccsv.org'
Subject: Newswriter, Acct Exec & MMJ
Attachments: SJ - Newswriter - March 2019.pdf; Acct. Exec. - SJ Local Media - March 2019.pdf; MMJ - SJ - March 2019.pdf

Dear Job Coordinator,

This email is to notify your organization of three positions that are available at KDTV, Univision Bay Area.

- **Newswriter (KDTV 19-08)**
- **Account Executive (KDTV 19-05)**
- **Multimedia Journalist (KDTV 19-07)**

You are encouraged to convey these job opportunities 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. If you wish to be removed from our mailing list, please respond to this email advising me of your wish to be removed from future postings.

Qualified candidates may apply on line at Univision's career page:
<https://univision.csod.com/ats/careersite/search.aspx?site=2&c=univision>

Sincerely, Astrid

Astrid Juarez

From: Astrid Juarez
Sent: Monday, March 25, 2019 8:56 AM
To: Arceli Natividad
Subject: MMJ - SJ - March 2019
Attachments: MMJ - SJ - March 2019.pdf

Hi Arceli,

Job posting for San Jose location. Thanks.

Astrid Juarez

From: UCicareers@csod.univision.net
Sent: Tuesday, March 19, 2019 7:52 AM
To: Astrid Juarez
Subject: Your Requisition Has Been Posted - Multimedia Journalist (req3120)

Dear Astrid Juarez,

Multimedia Journalist has now been created and posted.

ReqID = **req3120**

Business Unit - **Local Media**

You will be able to review applicants as they apply via **UCentral > Departments > Human Resources > Talent Management** (which opens up another browser) > **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 req3120 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=$$$$)
- For **external** applicants: [https://Univision.csod.com/ux/ats/careersite/2/home/requisition/\\$\\$\\$\\$?c=univision](https://Univision.csod.com/ux/ats/careersite/2/home/requisition/$$$$?c=univision)

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

E.g. If the "ReqID" is req1234, add "1234" only. External posting would be as follows: [https://Univision.csod.com/ux/ats/careersite/2/home/requisition/\\$\\$\\$\\$?c=univision](https://Univision.csod.com/ux/ats/careersite/2/home/requisition/$$$$?c=univision)

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

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

Thank you,

Univision Talent Acquisition Team