

B-9: Account Coordinator (3)

Date of Hire: 10/01/2018  
10/08/2018  
06/10/2019

Referral Source of Hiree: Employee Referral  
LinkedIn  
LinkedIn

#of Interviews for Position and referral sources of interviewees [ 18 ] Interviewees

Employee Referral	4
Indeed.com	1
Univision Career Site	8
Google	1
LinkedIn	3
Internal Candidate	1



Job Title: Account Coordinator  
Department: Sales  
Reports to: Local Sales Manager  
Location: San Jose, CA  
FLSA: Non-Exempt  
Job Number: KDTV 18-06

## Account Coordinator

### Position Summary

Univision Local Media San Jose is looking for a dedicated and energetic Account Coordinator to join our growing team. This position will provide full project and administrative support to local Account Executives (AEs). Key tasks of the account coordinator include: entering orders, creating packages, assisting with make-goods, communicating commercial air times, coordinating ad copy, responding to incoming requests, getting credit approvals and following up on invoice discrepancies/collections.

### Job Responsibilities

- Entering orders into Wide Orbit systems and verifying accuracy;
- Assisting AE's by pulling avails, linking with historical rates and creating packages/proposals for AE approval;
- Pulling daily pre-emption reports and contacting stations for make good offers for client approval;
- Posting and pre-posting and assisting AE with ADUs;
- Communicating when commercial will air to client;
- Getting ad copy (either from client or production department) and verifying quality;
- Responding to incoming requests;
- Getting credit approval and creating profile for new accounts;
- Following up with agencies/customers on invoice discrepancies and collections;
- General administrative tasks (e.g., answering calls, preparing reports, etc.);
- Other duties as deemed necessary

### Required Skills & Experience

- College degree or comparable work experience will be considered in lieu of degree
- Excellent written and verbal communications skills
- Highly proficient in MS Office– Word, Excel PowerPoint and Outlook
- Must be energetic and self-starter
- Must be able to work collaboratively and must be very comfortable working in a team setting as well as independently
- Must be comfortable working in a fast-paced environment

### Desired Skills & Experience

- One to two years of marketing experience at a media company, advertising agency, or marketing company desired
- Strong competency both in English and Spanish
- Detail oriented, organized, disciplined, can manage multiple tasks/responsibilities in working with tight deadlines and juggle multiple projects simultaneously

### Physical Requirements

- Ability to stand, walk, bend, type, edit, reach and sit for up to (8) hours

### 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/>

EQUAL OPPORTUNITY EMPLOYER



**RECRUITMENT SOURCES**

DATE: 06/28/2018

POSITION: AC - 2 positions  
(KDTV 18-06)

**WEBSITES:**

- UNIVISION CAREER PAGE
- LINKEDIN
- NABET-AFTRA- IF APPLICABLE – (NABET) [khelmstetter@cwa-union.org](mailto:khelmstetter@cwa-union.org); [jafabrizi@cwa-union.org](mailto:jafabrizi@cwa-union.org)
- INDEED.COM
- ENTERTAINMENT CAREERS.NET - free
- [LPLATTE@CALPOLY.EDU](mailto:LPLATTE@CALPOLY.EDU)
- [JOBFILE@MEDIA-ALLIANCE.ORG](mailto:JOBFILE@MEDIA-ALLIANCE.ORG)
- [SFJOBS@EDD.CA.GOV](mailto:SFJOBS@EDD.CA.GOV)
- UNITY COUNCIL: EMAIL: [ONESTOP@UNITYCOUNCIL.ORG](mailto:ONESTOP@UNITYCOUNCIL.ORG)
- HISPANIC CHAMBER/COMMERCE, SILICON VALLEY. EMAIL: [INFO@HCCSV.ORG](mailto: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
- 
-



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

July 18, 2018

Dear Job Coordinator,

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

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

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](mailto: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.

Univision Communications, Inc.



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

July 18, 2018

Dear Job Coordinator,

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

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

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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 19<sup>th</sup> 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, 5<sup>th</sup> fl  
San Francisco, CA. 94117

## Astrid Juarez

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**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:** UCicareers@csod.univision.net  
**Sent:** Wednesday, June 27, 2018 12:29 PM  
**To:** Astrid Juarez  
**Subject:** Your Requisition Has Been Posted - Account Coordinator (req2387)

Dear Astrid Juarez,

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

ReqID = **req2387**

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 req2387 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**





Account Coordinator  
Univision Communications Inc. · San Jose, CA, US  
Posted 2 days ago · 18 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  
req2387

POSTING DATE  
6/27/2018

JOB TITLE  
Account Coordinator

LOCATION  
San Jose, CA

BUSINESS UNIT  
Local Media

Job Description  
Job #: KDTV 18-06

Univision Local Media San Jose is looking for a dedicated and energetic Account Coordinator to join our growing team. This position will provide full project and administrative support to local Account Executives (AEs). Key tasks of the account coordinator include: entering orders, creating packages, assisting with make-goods, communicating commercial air times, coordinating ad copy, responding to incoming requests, getting credit approvals and following up on invoice discrepancies/collections.

Job Responsibilities

- Entering orders into Wide Orbit systems and verifying accuracy;
- Assisting AE's by pulling avails, linking with historical rates and creating packages/proposals for AE approval;
- Pulling daily pre-emption reports and contacting stations for make good offers for client approval;
- Posting and pre-posting and assisting AE with ADUs;
- Communicating when commercial will air to client;
- Getting ad copy (either from client or production department) and verifying quality;
- Responding to incoming requests;
- Getting credit approval and creating profile for new accounts;
- Following up with agencies/customers on invoice discrepancies and collections;
- General administrative tasks (e.g., answering calls, preparing reports, etc.);
- Other duties as deemed necessary

Minimum Qualifications

Required Skills & Experience

- College degree or comparable work experience will be considered in lieu of degree
- Excellent written and verbal communications skills
- Highly proficient in MS Office- Word, Excel PowerPoint and Outlook
- Must be energetic and self-starter

Seniority Level  
Entry level

Industry  
Marketing and Advertising,  
Information Technology and Services,  
Broadcast Media

Employment Type  
Full-time

Job Functions  
Sales, Business Development

Similar jobs

Account Coordinator  
Epsilon  
Chicago, IL, US  
1 company alum works here  
New

Account Coordinator  
Focus Workforce Management  
McPherson, Kansas, United States  
Be an early applicant  
New · Easy Apply

Account Coordinator  
JANUS et Cie  
Houston, Texas, United States  
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Account Coordinator;  
Account Executive  
MDB Communications  
Washington D.C. Metro Area  
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Assistant Account Executive  
Doner  
25900 Northwestern Hwy,  
Southfield, MI 48075, US  
Be an early applicant  
New

Account Director  
WE Communications  
Beijing, CN  
Be an early applicant  
New

Territory Account Planner  
Nike  
Paris, FR  
3 company alumni work here  
New

Account Director  
Creative Circle

Messaging



must be comfortable working in a fast paced environment

**Desired Skills & Experience**

- One to two years of marketing experience at a media company, advertising agency, or marketing company desired
- Strong competency both in English and Spanish
- Detail oriented, organized, disciplined, can manage multiple tasks/responsibilities in working with tight deadlines and juggle multiple projects simultaneously

**Physical Requirements**

- Ability to stand, walk, bend, type, edit, reach and sit for up to (8) hours.

**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](http://www.Univision.net).

Univision is an Equal Opportunity Employer including Vets and Disabled

See less ^


5 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

See all

## Astrid Juarez

---

**From:** Astrid Juarez  
**Sent:** Tuesday, August 14, 2018 12:23 PM  
**To:** Judy Anaya; Joseph Abiecunas; Begoñe Alvarez  
**Subject:** RE: Latina Women's Conference  
**Attachments:** Acct Coord. - SJ - June 2018.pdf; Acct. Exec. - SJ Local Media - June 2018.pdf; MMJ - SJ - June 2018.pdf

Hi Judy, job postings for San Jose market.

Joe and Begoñe, make sure you save the attachment Judy sent for EEO reporting purposes.

Have a great day! Astrid

**From:** Judy Anaya  
**Sent:** Tuesday, August 14, 2018 10:45 AM  
**To:** Astrid Juarez <asjuarez@UNIVISION.NET>; Joseph Abiecunas <jabiecunas@UNIVISION.NET>; Begoñe Alvarez <BAIvarez@UNIVISION.NET>  
**Subject:** Latina Women's Conference

Hola!

We have a booth at the Latina Women's Conference tomorrow – please see attached. Please send me your job postings.

Thank you

Judy Anaya | Office Manager | Univision Communications Inc. | 601 West Univision Plaza, Fresno, CA, 93704  
Direct: (559) 430-8511 | [janaya@univision.net](mailto:janaya@univision.net) | <http://www.univision.com>





**The Central California Hispanic Chamber of Commerce  
Presents the 22<sup>nd</sup> Annual Latina Women's Conference**



CENTRAL CALIFORNIA HISPANIC CHAMBER OF COMMERCE

*Latina Women's*  
**CONFERENCE**

Dear Participant,

The Central California Hispanic Chamber of Commerce is looking forward to a very exciting Latina Women's Conference this year and we are extremely proud that you will be a part of our event!

There has been extensive media coverage, and there will also be incredible coverage on the week of the event. With 500 event attendees anticipated, this event will be a great space to create lasting relationships, and gain exposure amongst the Latina community.

The enclosed material is provided for your convenience and information. Please review the material for the guidelines and regulations surrounding your participation in this year's Latina Women's Conference Business Tradeshow.

It is your responsibility to comply.

**Date:** Wednesday, August 15, 2018

**Time:** 9:00 am- 1:30 pm Set-up begins at 7:00 am for all tradeshow vendors. Upon your arrival, you will be greeted by event coordinators at the tradeshow registration table on the West Wing of The Falls venue. Takedown will begin immediately at 1:30 pm.

**Location:** The Falls Venue 4105 West Figarden Dr. Fresno, CA 93722

Parking will be available at the venue. You can park in the parking lot that is directly in front of the West Wing, and unload. It is convenient and just footsteps away from the event.

Attached is the map of the venue for your convenience.

Helpful Information:

Questions? Prior to Event call 415-404-6407 or email [veronica@a2zmediagroup.com](mailto:veronica@a2zmediagroup.com)

Day of Event Contact: 559-862-7721, Sarahi or 415-404-2755,

Yvonne Sincerely,

The Central California Hispanic Chamber of Commerce

**Vendor Confirmation Pass** Welcome to CCHCC's Latina Women's Conference !!

**Load-in: 7:00am**

**Be sure you read all the rules and regulations from your original contract.**

- You will receive a 1 - 10'x10' space only– You will be provided with (1) One 6ft table and (2) Two chairs
- You can bring any other materials that you wish to have for your space (i.e. roll-up
- All vendors must be set-up by 8:30am
- All vendors must be breakdown by 1:30pm

**Location:** 4105 West Figarden Dr. Fresno, CA 93722

**Your Gate Entry Point:** West Wing – The Falls Venue





Job Title: Account Coordinator  
Reports to: National Sales Manager  
FLSA: Non-Exempt

Department: Sales  
Location: San Jose or San Francisco, CA  
Job Number: KDTV 19-04

### Account Coordinator

Univision Local Media Bay Area is looking for a dedicated and energetic Account Coordinator to join our Bay Area Sales team. This position will provide full project and administrative support to National Sales Manager and Account Executives (AEs). Key tasks of the account coordinator include: entering and/or reviewing orders, creating packages, assisting with make-goods, assisting with promotional sales execution, fulfilling production needs, communicating commercial air times, coordinating ad copy, responding to incoming requests, getting credit approvals and following up on invoice discrepancies/collections.

### Job Responsibilities

- Entering orders into Wide Orbit systems and/or verifying accuracy.
- Assisting AE's by pulling avails, linking with historical rates and creating packages/proposals for AE approval.
- Pulling daily pre-emption reports and contacting stations for make good offers for client approval.
- Posting and pre-posting and assisting AE with ADUs.
- Communicating when commercial will air to client.
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- Getting credit approval and creating profile for new accounts.
- Following up with agencies/customers on invoice discrepancies and collections.
- General administrative tasks (e.g., answering calls, preparing reports, etc.).
- Other duties as deemed necessary.

### Required Skills & Experience

- College degree or comparable work experience will be considered in lieu of degree.
- Excellent written and verbal communications skills.
- Highly proficient in MS Office– Word, Excel, PowerPoint and Outlook.
- Must be able to work collaboratively and must be very comfortable working in a team setting as well as independently.
- Must be comfortable working in a fast-paced environment.

### Desired Skills & Experience

- One to two years of marketing experience at a media company, advertising agency, or marketing company desired
- Working knowledge of Wide Orbit Traffic System a plus
- Strong competency both in English and Spanish
- Detail oriented, organized, disciplined, can manage multiple tasks/responsibilities in working with tight deadlines and juggle multiple projects simultaneously

### Physical Requirements

- Ability to stand, walk, bend, type, edit, reach and sit for up to (8) hours

### Eligibility Requirements

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

**Please apply on our Univision Careers Webpage:**

<https://univision.csod.com/ux/ats/careersite/2/home/requisition/3019?c=univision>

EQUAL OPPORTUNITY EMPLOYER





**RECRUITMENT SOURCES**

DATE: 02/25/2019

POSITION: Acct. Coord.  
(KDTV-19-04)

**WEBSITES:**

- UNIVISION CAREER PAGE
- LINKEDIN
- NABET-AFTRA- IF APPLICABLE – (NABET) [khelmstetter@cwa-union.org](mailto:khelmstetter@cwa-union.org); [jfabrizi@cwa-union.org](mailto:jfabrizi@cwa-union.org) N/A
- INDEED.COM
- ENTERTAINMENT CAREERS.NET - free
- LPLATTE@CALPOLY.EDU
- [JOBFILE@MEDIA-ALLIANCE.ORG](mailto:JOBFILE@MEDIA-ALLIANCE.ORG)
- SFJOBS@EDD.CA.GOV
- UNITY COUNCIL: EMAIL: [ONESTOP@UNITYCOUNCIL.ORG](mailto:ONESTOP@UNITYCOUNCIL.ORG)
- HISPANIC CHAMBER/COMMERCE, SILICON VALLEY. EMAIL: [INFO@HCCSV.ORG](mailto:INFO@HCCSV.ORG)
- AMERICAN WOMEN IN RADIO/TV – AWRT (PAID)
- NATIONAL ASSN. OF HISPANIC JOURNALISTS (PAID)
- EEO MAILING LIST – SEE ATTACHED – mailed 03/11/2019
- CAL Jobs
- 
-

Univision Communications, Inc.



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

March 11, 2019

Dear Job Coordinator,

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

- **Account Coordinator (KDTV 19-04)**

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](mailto: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, 5<sup>th</sup> 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 19<sup>th</sup> 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:** Friday, March 8, 2019 3:48 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 - Account Coordinator  
**Attachments:** Acct Coord-San Jose 2-19.pdf

Dear Job Coordinator,

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

- **Account Coordinator (KDTV 19-04)**

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 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:** UCicareers@csod.univision.net  
**Sent:** Monday, February 25, 2019 9:05 AM  
**To:** Astrid Juarez  
**Subject:** Your Requisition Has Been Posted - Account Coordinator (req3019)

Dear Astrid Juarez,

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

ReqID = **req3019**

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 req3019 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**

B-10: Digital Content Manager

Date of Hire:	11/05/2018
Referral Source of Hiree:	Internal Candidate
#of Interviews for Position and referral sources of interviewees	[ 4 ] Interviewees
Internal Candidate	2
Univision Career Site	2





Job Title: Digital Content Manager  
Reports to: VP, Regional News Director  
FLSA: Exempt

Department: News  
Location: San Jose, CA.  
Job Number: KDTV 18-07

## Digital Content Manager

Univision Local Media is looking to add a dynamic and creative Digital Content Manager as part of our growing team. This position will be the leader in the identification and implementation and act as the subject matter expert on Digital content audience growth strategies – either in their infancy, planning or in the execution stages. The Manager, Digital Content will be embedded within our Newsroom and work directly with the VP, Regional News Director and other staff to create, optimize, distribute and promote Univision linear and nonlinear content, with the ultimate view of growing audience and share.

### Job Responsibilities

- The Manager, Digital Content is accountable for building and leading in digital content strategies for their designated market; inclusive of mobility, SMS, social, multi-platform content management and technical interfaces
- This role is also accountable for building capability within the newsrooms to think and act digitally, generating engaging, compelling and timely content that will result in an increase of our digital footprint and ultimately in a growing audience and market share.
- The Manager, Digital Content is responsible for effectively influencing decision-makers to ensure content gets produced, and optimally distributed.
- Demonstrates results for the application of innovative and creative approaches to drive audience loyalty.
- Will manage one direct report, the Digital Content Producer, to implement the identified strategies and successfully optimize the production and distribution of digital content.

### Expected Outcomes

- Understand and communicate performance data to make strategic decisions on content development
- Trains and coaches the newsroom to think and act digitally
- Creates and curates the best in class digital content
- Adapts and creates content for several social media platform promotions
- Identifies news stories of the day and plans coverage that is appropriate for various digital media platforms (website, mobile apps, newsletters, and social media)
- Communicate with Newsroom what's trending online and help find sources and interesting topics for digital news consumption; especially via mobile devices
- Copy edit with fundamental journalistic and legal understanding
- Engage with the audience by connecting to the social conversation
- Experiment with new formats for social media content creation
- Maintain digital content calendar containing priority events, initiatives and opportunities
- Ability to write and edit articles and write headlines
- Manage social media account(s)
- Write metadata for video clips
- Manage You Tube page(s)

### Required Skills & Experience

- 5+ years' progressive experience in digital media content and audience growth
- 3-5 years' experience building and managing multiple channels, optimization and best practices
- Bilingual with the ability to write in English and Spanish

- Possesses knowledge and experience in a newsroom
- Displays in-depth knowledge and understanding of social media platforms
- Candidate must be flexible and willing to work varied schedules, including weekends and holidays

### **Desired Skills & Experience**

- Strategic thinker
- Ability to influence decision-makers; strong relationship management
- Experience in Media; Broadcast environment a plus
- Experience leading others and working in team environments
- Ability to work in a fast-paced environment and juggle competing priorities
- Solid news judgment
- Ensure flawless execution
- Proven knowledge and strong tactical training/skills
- Audience growth oriented
- Staying current on digital industry trends
- Sound analysis, strategic planning and creativity
- Excellent communication and presentation skills
- Strong project management skills; ability to multi-task
- High energy, self-motivated professional
- Experience building and leading in digital content strategies; inclusive of mobility, SMS, social, multi-platform content management and technical interfaces
- Solid news judgment and innovative storytelling
- Strong communication skills to collaborate with internal clients to understand requirements and interpret findings
- Extensive experience in digital media optimization and distribution
- Effectively communicates information and ideas in written and video format

### **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/>

**EQUAL OPPORTUNITY EMPLOYER**





RECRUITMENT SOURCES

DATE: 09/07/2018

POSITION: Digital Content  
Mgr.  
(KDTV 18-07)

WEBSITES:

- UNIVISION CAREER PAGE
- LINKEDIN
- NABET-AFTRA- IF APPLICABLE – (NABET) [khelmstetter@cwa-union.org](mailto:khelmstetter@cwa-union.org); [jfabrizi@cwa-union.org](mailto:jfabrizi@cwa-union.org) N/A
- INDEED.COM
- ENTERTAINMENT CAREERS.NET - free
- LPLATTE@CALPOLY.EDU
- [JOBFILE@MEDIA-ALLIANCE.ORG](mailto:JOBFILE@MEDIA-ALLIANCE.ORG)
- SFJOBS@EDD.CA.GOV
- UNITY COUNCIL: EMAIL: [ONESTOP@UNITYCOUNCIL.ORG](mailto:ONESTOP@UNITYCOUNCIL.ORG)
- HISPANIC CHAMBER/COMMERCE, SILICON VALLEY. EMAIL: [INFO@HCCSV.ORG](mailto:INFO@HCCSV.ORG)
- AMERICAN WOMEN IN RADIO/TV – AWRT (PAID)
- NATIONAL ASSN. OF HISPANIC JOURNALISTS (PAID)
- EEO MAILING LIST – SEE ATTACHED 09/10/2018
- CAL Jobs
- 
-



Univision Communications, Inc.



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

September 10, 2018

Dear Job Coordinator,

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

- **Digital Content Manager (KDTV 18-07)**

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](mailto: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 ✓

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

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

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

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

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

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

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

Mission Language Vocational Center  
Attn: Rafael Zuniga ✓  
2929 19<sup>th</sup> Street  
San Francisco, CA. 94110

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

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

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

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

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

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

University of San Francisco ✓  
Career Services Center  
2130 Fulton St, UC, 5<sup>th</sup> fl  
San Francisco, CA. 94117

## Astrid Juarez

---

**From:** Astrid Juarez  
**Sent:** Monday, September 10, 2018 11:22 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 - Digital Content Manager  
**Attachments:** SJ - Digital Content Mgr - Sept. 2018.pdf

Dear Job Coordinator,

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

- **Digital Content Manager (KDTV 18-07)**

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 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:** UCicareers@csod.univision.net  
**Sent:** Friday, September 7, 2018 9:26 AM  
**To:** Astrid Juarez  
**Subject:** Your Requisition Has Been Posted - Digital Content Manager (req2533)

Dear Astrid Juarez,

**Digital Content Manager** has now been created and posted.

ReqID = **req2533**

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 req2533 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**

Welcome | UCI Central | CalJOBS - Recruitment | <https://www.caljobs.ca.gov/vosnet/folders/emp/joborderfolder.aspx>

Use this folder to manage your Job Orders. By clicking the **Add New Job Order** button you may enter Job Orders (employment ads) that can be viewed online by local job seekers. Click on a Job Order title in the table below to view its details.

[ Employer Portfolio ]

Employer Profile     Human Resource Plan

Job Orders    Job Order Templates    Application Questions    Job Skills Sets    Tools and Technology

[Show Filter Criteria](#)

Results View: [Summary](#) | [Detailed](#)  
To sort data, click the details column header

Job Order Details		Action	Select
Job ID:	16178322	<a href="#">View Job details</a>	<input type="checkbox"/>
Job Title:	<a href="#">Digital Content Manager</a>	<a href="#">Copy</a>	
Description (partial description):	Univision Local Media is looking to add a dynamic and creative Digital Content Manager as part of our growing team. This position will be the leader in the identification and implementation and act as the subject matter expert on Digital content audience growth strategies either in their infancy, planning...	<a href="#">Edit</a>	
Employer:	Univision Radio San Francisco, Inc. dba Univision Bay Area	<a href="#">Delete</a>	
Location/Worksite:	1940 Zanker Road San Jose CA 95112	<a href="#">Search by Job Criteria</a>	
Salary:	\$0 to \$92,000 per Year	<a href="#">Pre-fill</a>	
Minimum Education Level:	No Minimum Education Requirement	<a href="#">Advanced</a>	
Minimum Months Experience:	48 month(s)	<a href="#">Resume Search</a>	
Created:	9/10/2018	<a href="#">Applicants</a>	
Inactive After:	11/9/2018 12:00:00 AM	<a href="#">Preview</a>	
Actual Close Date:	N/A	<a href="#">Template</a>	
Views:	0		
Positions Available:	1		
Applicants Hired:	0		
Positions Remaining:	1		

Windows Taskbar: 3:37 PM

## Astrid Juarez

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**From:** CalJOBS <systemalert@geosolinc.com>  
**Sent:** Monday, September 10, 2018 3:35 PM  
**To:** Astrid Juarez  
**Subject:** \*\*\* Possible Spam \*\*\* New Job Order Completed

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

Job(s) information:  
Job #: 16178322  
Job Title: Digital Content Manager  
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](#).



B-11:

Newscast Show Director

Date of Hire:

11/20/2018

Referral Source of Hiree:

Univision Career Website

#of Interviews for Position  
and referral sources of  
interviewees

[ 3 ] Interviewees

Univision Career Site  
Employee Referral  
Internal Candidate

1  
1  
1



Job Title:	Show Director	Department:	Operations
Reports to:	Director of Operations	Location:	San Jose, CA.
FLSA:	Non-Exempt	Job Number:	KDTV 18-08

## Newscast Show Director

**Position Summary:** Univision Bay Area is seeking a dynamic Director/Technical Director for our live newscasts and other station productions. This individual will be responsible for performing the Director and Technical Director functions with Ross OverDrive automation and/or manual "punch and call." As the technical leader, the Director will coordinate all aspects of the live daily newscasts alongside the News editorial staff and will develop and implement fine TV aesthetics, the best tools, and practices to showcase the product.

### Required Skills & Experience:

- Must have working knowledge of the following: Video Switchers (Ross Acuity, Synergy or equivalent).
- Production Automation (Ross OverDrive or equivalent).
- Non-linear Editing (Avid Newscutter or equivalent), and Newsroom Computer Systems (iNEWS or equivalent).
- Applicants considered for this position must have the ability to work well in a deadline driven Live TV environment.
- Must also have the ability to remain flexible and adjust to changing and demanding work conditions.
- The Director must be very detail oriented and have excellent verbal and written communication skills.
- Applicants must have the ability and flexibility to work a varied work schedule including nights, weekends and holidays.
- Basic computer knowledge is required.
- Other duties as deemed necessary could be assigned.

### Desired Skills & Experience

- Fluency in Spanish highly desired but not required.
- Must be comfortable working in a lead capacity.

### Physical Requirements

- Ability to stand, walk, bend, type, edit, reach and sit for up to (8) hours.
- Must have the ability to lift and carry up to 30 lbs. 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
- This position is represented by NABET (Nat'l Assn. of Broadcast Employees & Technicians).

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

EQUAL OPPORTUNITY EMPLOYER



**RECRUITMENT SOURCES**

DATE: 09/14/2018

POSITION: Newscast Show Dir.  
(KDTV 18-08)

**WEBSITES:**

- UNIVISION CAREER PAGE
- LINKEDIN
- NABET-AFTRA- IF APPLICABLE – (NABET) [khelmstetter@cwa-union.org](mailto:khelmstetter@cwa-union.org); [jfabrizi@cwa-union.org](mailto:jfabrizi@cwa-union.org)
- INDEED.COM
- ENTERTAINMENT CAREERS.NET - free
- LPLATTE@CALPOLY.EDU
- [JOBFILE@MEDIA-ALLIANCE.ORG](mailto:JOBFILE@MEDIA-ALLIANCE.ORG)
- SFJOBS@EDD.CA.GOV
- UNITY COUNCIL: EMAIL: [ONESTOP@UNITYCOUNCIL.ORG](mailto:ONESTOP@UNITYCOUNCIL.ORG)
- HISPANIC CHAMBER/COMMERCE, SILICON VALLEY. EMAIL: [INFO@HCCSV.ORG](mailto:INFO@HCCSV.ORG)
- AMERICAN WOMEN IN RADIO/TV – AWRT (PAID)
- NATIONAL ASSN. OF HISPANIC JOURNALISTS (PAID)
- EEO MAILING LIST – SEE ATTACHED 10/02/2018
- CAL Jobs
- 
-



Univision Communications, Inc.



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

October 3, 2018

Dear Job Coordinator,

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

- **Newscast Show Director (KDTV 18-08)**

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](mailto: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

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

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

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

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 19<sup>th</sup> 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, 5<sup>th</sup> fl  
San Francisco, CA. 94117

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

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

## Astrid Juarez

---

**From:** Astrid Juarez  
**Sent:** Friday, September 14, 2018 4:00 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 - Newscast Show Director  
**Attachments:** SJ - Newscast Show Director - Sept. 2018.pdf

Dear Job Coordinator,

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

- **Newscast Show Director (KDTV 18-08)**

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:** Astrid Juarez  
**Sent:** Friday, September 14, 2018 12:54 PM  
**To:** Deedee Morua; 'khelmstetter@cwa-union.org'  
**Cc:** Astrid Juarez  
**Subject:** Job Posting Notice - Show Director  
**Attachments:** SJ - Newscast Show Director - Sept. 2018.pdf

Hi Deedee, job posting for San Jose, CA. location for Show Director.

Thank you, Astrid

## Astrid Juarez

---

**From:** UCicareers@csod.univision.net  
**Sent:** Friday, September 14, 2018 12:23 PM  
**To:** Astrid Juarez  
**Subject:** Your Requisition Has Been Posted - Newscast Show Director (req2568)

Dear Astrid Juarez,

**Newscast Show Director** has now been created and posted.

ReqID = **req2568**

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 req2568 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-12: Digital Content Producer  
Date of Hire: 12/03/2018  
Referral Source of Hire: Internal Candidate  
#of Interviews for Position and referral sources of interviewees [ 3 ] Interviewees  
Indeed 1  
Univision Career Site 1  
Internal Candidate 1





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Job Title:	Digital Content Producer	Department:	News
Reports to:	Manager Digital Content Manager	Location:	San Jose
FLSA:	Non-Exempt	Job Number:	KDTV 18-09

## Digital Content Producer

Univision Local Media is looking to add a creative Digital Content Producer to join our growing team. This position will be reporting to the Manager, Digital Content, support in the growth of our digital audiences and will also function as a subject matter expert on the planning and execution of content audience growth initiatives. The Digital Content Producer will be embedded within our Newsroom and work directly with newsroom staff to create, edit, publish, optimize, distribute and promote Univision linear and nonlinear content, with the ultimate view of growing audience and share.

### Job Responsibilities

#### Key Accountabilities & Authority:

- Responsible for the production of digital content for station(s).
- Publishes content on multiple digital platforms, including mobile and online and social networks.
- Repurposes existing content and may create new content. Creates, edits, publishes and manages a full range of content.
- Creates content that is aligned with and enhances station brand; may create new content.
- Demonstrates results for the application of innovative and creative approaches to drive audience loyalty.
- This role is also accountable for building capability within the newsrooms to think and act digitally, generating engaging, compelling and timely content that will result in an increase of our digital footprint and ultimately in a growing audience and market share.

#### Expected Outcomes:

- Delivers compelling content using current production and web-delivery tools.
- Creates and curates the best in class digital content
- Adapts and creates content for several social media platform promotions
- Identifies news stories of the day and plans coverage that is appropriate for various digital media platforms (website, mobile apps, newsletters, and social media)
- Communicate with Newsroom what's trending online and help find sources and interesting topics for digital news consumption; especially via mobile devices
- Copy edit with fundamental journalistic and legal understanding
- Engage with the audience by connecting to the social conversation
- Experiment with new formats for social media content creation
- Maintain digital content calendar containing priority events, initiatives and opportunities
- Ability to write and edit articles and write headlines
- Manage social media account(s)
- Write metadata for video clips
- Manage You Tube page(s)

### Required Skills & Experience

- BS/BA Degree in Media, Communications or Marketing
- Proficiency in SEO, SEM, Hootsuite, Google Analytics, Adobe Creative Suite (Preferred)
- 3 years' progressive experience in digital media content and audience growth



RECRUITMENT SOURCES

DATE: 10/03/2018

POSITION: Digital Content Prod  
(KDTV 18-09)

WEBSITES:

- UNIVISION CAREER PAGE
- LINKEDIN
- NABET-AFTRA- IF APPLICABLE – (NABET) [khelmstetter@cwa-union.org](mailto:khelmstetter@cwa-union.org); [jfabrizi@cwa-union.org](mailto:jfabrizi@cwa-union.org)
- INDEED.COM
- ENTERTAINMENT CAREERS.NET - free
- LPLATTE@CALPOLY.EDU
- [JOBFILE@MEDIA-ALLIANCE.ORG](mailto:JOBFILE@MEDIA-ALLIANCE.ORG)
- SFJOBS@EDD.CA.GOV
- UNITY COUNCIL: EMAIL: [ONESTOP@UNITYCOUNCIL.ORG](mailto:ONESTOP@UNITYCOUNCIL.ORG)
- HISPANIC CHAMBER/COMMERCE, SILICON VALLEY. EMAIL: [INFO@HCCSV.ORG](mailto:INFO@HCCSV.ORG)
- AMERICAN WOMEN IN RADIO/TV – AWRT (PAID)
- NATIONAL ASSN. OF HISPANIC JOURNALISTS (PAID)
- EEO MAILING LIST – SEE ATTACHED 10/03/2018
- CAL Jobs
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Univision Communications, Inc.



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

October 3, 2018

Dear Job Coordinator,

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

- **Digital Content Manager (KDTV 18-07)**

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](mailto: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

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

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

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

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 19<sup>th</sup> 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, 5<sup>th</sup> fl  
San Francisco, CA. 94117

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

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

## Astrid Juarez

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**From:** Astrid Juarez  
**Sent:** Wednesday, October 3, 2018 10:06 AM  
**To:** 'lplatte@calpoly.edu'; 'jobfile@media-alliance.org'; 'sfjobs@edd.ca.gov';  
'onestop@unitycouncil.org'; 'info@hccsv.org'  
**Subject:** Job Posting Notice - Digital Content Mgr & Producer  
**Attachments:** SJ - Digital Content Producer - Oct. 2018.pdf; SJ - Digital Content Mgr - Sept. 2018.pdf

Dear Job Coordinator,

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

- **Digital Content Producer (KDTV 18-09)**
- **Digital Content Manager (KDTV 18-07)**

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 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

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**From:** UCicareers@csod.univision.net  
**Sent:** Wednesday, October 3, 2018 9:27 AM  
**To:** Astrid Juarez  
**Subject:** Your Requisition Has Been Posted - Digital Content Producer (req2627)

Dear Astrid Juarez,

**Digital Content Producer** has now been created and posted.

ReqID = **req2627**

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 req2627 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**