



Looking for a Career with the Area's Leading Media Company?

About us: Cox Media Group Ohio is the birthplace of Cox Enterprises and continues to innovate more than 100 years later. CMGO includes 4 daily newspapers, a CBS TV affiliate with the best news ratings in America, the No. 1 radio station in the market and digital products that have some of the best reach scores in the country. We are all housed in a state-of-the-art facility on a beautiful campus with a health club and cafeteria. Together, we share a common vision to be the most essential media source in our markets.

DIRECTOR, CREATIVE SERVICES

WHIO-TV is seeking a Creative Services Director to develop and direct all aspects of station advertising, promotion and design to deliver on a relevant, differentiated brand for WHIO-TV in Dayton, Ohio. Lead a creative staff to plan/execute innovative image campaigns, topical promos, and ads for all content including news and programming. Develop, nurture and direct a highly creative team of artists, producers, and marketing specialists while working closely with leaders of marketing, content, and research to create compelling on-air packages and campaigns. Deliver audiences and brand clarity using strategy and tactics developed within Cox Media Group and CMG Ohio. Our operation is a full converged media group, so creative responsibilities for the other platforms is a part of this position. The Creative Director must be an excellent strategist and problem solver; a great communicator and collaborator; and a detail-oriented multi-tasker who can stay focused in an evolving and fast-paced environment. The ability to work as part of a leadership and management team is a critical skill.

Primary Responsibilities

- Develop strategy and execution of all marketing and creative for WHIO-TV, News Center 7, 7 Weather Now, whiotv.com and other digital/mobile platforms
- Develop broadcast marketing and creative for company's print, digital, and radio brands consistent with print/digital advertising and the values of each platform
- Close direction and supervision of all television marketing messages and scripts, spots, campaigns, and other creative
- Write and/or assist in developing key messages and scripts
- Oversee daily topical and proof of performance advertising
- Develops marketing plans and strategic action plans for projects driven by television marketing and promotion
- Makes research actionable and present in broadcast marketing and promotion for all brands
- Responsible for commitments and compliance with national co-op partners, local sponsor for projects that include News Center 7 promotion and to newspaper and radio
- Collaborate with CMGO Marketing Manager; coordinate work and campaigns developed jointly between teams
- Responsible for the look and feel of all television/studio sets, signage, and vehicles

Operational responsibilities

- Manage and negotiate all contracts related to television marketing, creative, and graphics. This includes voice artists and music
- Manage budget for television marketing. Purchasing, approve requisitions, make recommendations for budgets, capital, and out-year projects
- Oversee outside media planning and budget, working with an agency
- Oversight of the overall department budgets including the media budgets and plans.
- Ensures best practices are followed and that overall quality of products is at their highest.
- Manage on air inventory and ad scheduling

Leadership and cross-functional team player

- Serves on a cross-platform leadership team
- Manages effective relationships with senior leaders across company, community and agencies
- Presents strategies and concepts in a way that inspires action.
- Influences the development of a high-performance culture

Minimum Qualifications

- Bachelor's degree or equivalent years of experience in business related field
- 7 years of medium market experience
- Proven leader delivering a creative vision and strategy
- Must have experience programming multiple formats
- Familiarity with using research and metrics to drive innovation and results
- Strong communication and collaboration skills
- Inclusive leader who builds a strong two-way relationship with his/her staff
- Minimum of 3 years of experience managing staff
- Understanding and compliance of FCC rules and regulations.

About Dayton. Nestled between Cincinnati and Columbus, Dayton might be the best kept secret in the Midwest. The city boasts an arts scene unrivaled by cities twice its size. Dayton is also home to great education — from top colleges and universities to some of the best school systems in the country. We don't overlook mountains or the sea, but just about everything else is yours for the having in a city with a low cost of living and virtually no traffic.

We offer these excellent benefits:

- Medical
- Dental
- Vision
- Pension
- 401k with a company match
- Onsite Fitness center & dining facility

To apply, submit resume to: hrmedia2012@gmail.com

Subject Line: Director, Creative Services

Please include salary requirements

No telephone calls please

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Responsibilities:

- Present weathercasts and events live on multiple platforms (TV, Radio & Digital)
- Analyze weather patterns and report on developing weather situations.
- Accurately, calmly and clearly report on severe weather as it is occurring - without a script.
- Use equipment and tools provided by station to prepare weather presentation
- Develop a social media following and consistently interact with viewers using all digital tools.

Minimum Qualifications:

- At least one year of professional on-air experience in live presentation of weather coverage.
- Bachelor's degree in Atmospheric Sciences or similar studies.
- Experience with WSI and Weather Central a plus.

Qualified candidates should apply immediately as we are looking to fill this position quickly. Send resume and link to on-air work to Caryn Golden, Managing Editor, caryn.golden@coxinc.com

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Modified Date

From

To

Reference Code

Job ID

Meteorologist

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Owner: Andrea Watkins

Status: Expired

Originally Posted: 9/20/2013

Last Modified: 9/26/2013

Earliest expiration: 10/26/2013

Views: 856 Applies: 0

Clicks: 0 Email: 16

Actions

[Job Description](#) [Postings](#) [Screening](#) [Auto-Reply](#)

Job Description

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Salary

Career Level Required

Experience Required

Education Required

Job Type Employee

Job Status Full Time

Contact Information

Phone :

Fax :

Email : caryn.golden@coxinc.com

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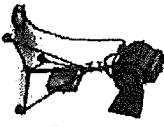


Broadcast Employment Services

WHIO (CBS) Dayton, Ohio

Position Meteorologist
Station Ownership Cox Media Group
Station Slogan "Coverage You Can Count On"
Reference # TVJ#34227749
Type Television
Full / Part Full Time - Regular
Experience 1 Year Minimum
Posted 9/27/2013 --
Closes 10/27/2013
Time Left 0 Days
DMA #64
Found In News / Talent - Meteorologist

Meteorologist



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Supplemental Information

Salary Type	Hourly
Salary Range	
Starting Salary / Year	
Starting Salary / Hour	
Job Type	Full Time - Regular
Hours	
Workweek	
Scheduled on Holidays	
Start Date	
Probation Period	
Benefits	Yes
Benefit Premium	Partially Paid By Company
401K Plan	Available
Vacation	Yes
Paid Sick Leave	Yes
Phone Calls	
Agent Phone Calls	
Résumé	
Cover Letter	Preferred

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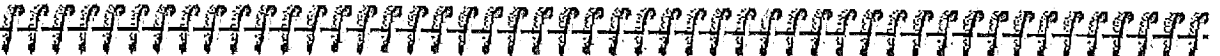
When responding to this job ad, please mention you saw it listed at TVJobs.com

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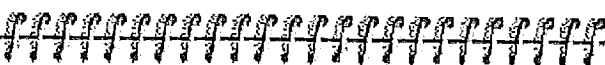
Annual E-Résumé subscription or DigitalTalent résumé required.

All applicants are required to submit this application form.



References	
Salary History	
Tape / Reel	Required
Tape Format	
Tape Return	
Director's Track	
FAX Résumé	No
TVJobs.com E-Résumé	Yes
Degree Required	
Contract Required	Yes
Contract Length	
Special Requirements	
Driver's License	Required
Insurance	Required
Good Driving Record	Required
Heavy Lifting	
Previous Applicants	
Local Apartment Rental	
Moving Expenses	
Union Position	
Union Contract Expires	
Confirmation Letter	

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Rejection Letter	
Feedback	
Drug Screen	Only if Job Offered
Proof of Eligibility to work in U.S. Required	Yes
Equal Opportunity Employment	Yes
EOE Data Form	Yes

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Reinman, Sarah (CMG-Dayton)

From: Reinman, Sarah (CMG-Dayton)
Sent: Wednesday, October 02, 2013 10:55 AM
To: 'Central Michigan University'; 'City of Dayton - Career'; 'Clark State Community College'; 'Collegiate Broadcasters, Inc.'; 'Dayton NAACP'; 'Day-Vest'; 'Diane Zimpher'; 'Edison State Community College'; 'Emi Tiley'; 'Eric Anderson'; 'Fortis & Rets'; 'Howard University'; 'IBC - Kenny Pyles'; 'Indiana Wesleyan University'; 'Job Center'; 'Kent State University'; 'Leadership Institute'; 'Melinda Jeffery'; 'Miami Jacobs - Columbus'; 'Miami Jacobs College'; 'Miami University - Career'; 'NAB Career Center'; 'Ohio Center for Broadcasting'; 'Ohio University'; 'Sinclair College - Career'; 'Wilberforce University - Career'
Subject: Career Opportunities: Cox Media Group Ohio
Attachments: CMG Ohio Positions 010.02.2013.doc

Greetings,

Here is a current list of open positions in Cox Media Group (CMG) Ohio. We are currently seeking qualified candidates for these positions. Please distribute these openings throughout your organization.

Regards,
Sarah

Sarah Reinman | HR Administrator

Cox Media Group Ohio | 1611 S. Main St. Dayton, Ohio 45409

Ph: 937-225-6998 Email: sarah.reinman@coxinc.com

CREATING SOLUTIONS. DELIVERING RESULTS.

Newspaper | Television | Radio | Targeted Print, Event & Digital Products | Commercial Print | Direct Mail | Digital Ad Services

Assistant Program Director

The WHIO-AM/FM Assistant Program Director is responsible for driving audience satisfaction and engagement on WHIO Radio and its affiliated digital brands. This person uses research to determine the content and promotional strategy on the station and also works across platforms to get the best local news content on the air. The WHIO Program Director is a key news decision maker in our multi-platform newsroom, particularly on weekday mornings.

<p>Primary duties:</p> <ul style="list-style-type: none"> • Work with local, corporate and consulting research departments to focus research on problems and questions that will help us gain audience share/engagement. • Plan and implement a research-based news strategy, using resources throughout the newsroom to generate a wide variety of on-topic, well-written and well-delivered weather, traffic and breaking news. • Train and coach news-gatherers throughout the multi-platform CMG Ohio newsroom to get the right kind of story and to deliver it well for radio. • Manage a team of anchors and announcers and work to develop and grow their skills and abilities. • Guide news decision-making and gathering throughout the staff to generate more, better and faster morning news for digital, television and radio. • Be an advocate for news/talk radio within the CMG Ohio newsroom. • Seek opportunities to promote news/talk radio across other CMG Ohio platforms – print, digital and television - and to promote those platforms on news/talk. 	<ul style="list-style-type: none"> • Foster a local news/talk community by engaging listeners on A parameter topics. • Work with other CMG Ohio managers to innovate and grow our collaborative news gathering environment. <p>Experience and background:</p> <ul style="list-style-type: none"> • At least five years of experience working at a radio station, with at least one year at a news/talk station. • At least one year of experience coaching and managing employees. • An excellent writer, able to write engaging news stories as well as promos that pop. • Excellent communication skills as well as solid public-speaking skills. • Excellent news-gathering, reporting and writing skills. • Understanding of FCC guidelines for broadcast. <p>Contact: cmgo-recruiting@coxinc.com</p>
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News Photographer/Editor

WHIO-TV and Cox Media Group is seeking a part-time news photographer/editor to work as part of our award-winning team in Dayton, Ohio. We're a company that is leading the way in the multi-platform journalism. You'll be part of a group that is dedicated to serving our customers through our television, print, radio and digital platforms. There is no guarantee this part-time position will become fulltime.

Position Responsibilities:

- Must be able to work in high-pressure situations
- Must be able to make quick editorial and technical decisions in the field and during editing
- Must work well in all types of outdoor conditions
- Must be flexible in scheduling due to the changing needs of news events, including being on-call
- Must have a team attitude for winning with an emphasis on finding solutions and not problems

Position Requirements:

- At least 1 year experience working in a television news environment, including but not limited to shooting news video non-linear editing, shooting live shots and lighting
- Experience with ENG truck operation desired
- Be able to lift and carry upwards of 50lbs of equipment

Interested applicants should send a resume and DVD of recent work to:

Sean Dunster, News Technology Manager
1611 S. Main Street
Dayton, OH. 45409.

Or you can email a resume and link to recent work to:
sean.dunster@cmgoohio.com

Reporter

Reporters are key to CMGO's drive to be the essential source for local news. They cultivate important sources quickly, building relationships that result in exclusive information and stories. They are accurate, fair, nimble and flexible while providing an acceptable volume of unique local content for at least three of four platforms (TV, print, radio, digital). With sound news judgment and a keen understanding of multi-platform news cycles, they create timely content in the forms best suited to each audience's needs. They understand each platform's strategies and create content aimed at growing audience and audience satisfaction. Reporters collaborate closely with content managers but must be able to exercise independent judgment and action in the field. They work under pressure and conduct themselves in a professional manner.

Responsibilities:

- Display urgency, tenacity and passion to get the best, most complete content while meeting multiple deadlines.
- Create breaking news content effectively and efficiently, communicating to managers as soon as a story is confirmed.
- When the first to arrive on the scene of breaking news, quickly assess the situation, relay information to the Breaking News Team and provide multi-platform content (e.g., information for web bursts, radio phoners/audio interviews, still photographs and video).
- Possess multi-platform news judgment and alert managers when content is shareable among platforms.
- Generate clean, concise content that is balanced and unbiased; complete, in-depth and dependable; incorporating, where appropriate, a diverse range of sources. Content should not contain errors of fact or judgment
- Enterprise turnable, leadable stories on a daily basis, and create stories that can become promotable sweeps news pieces.
- Execute active, clear and compelling live reports on television, radio and digital platforms
- Produce unique, exclusive and/or enterprise content.
- Possess strong interviewing skills.
- Use technology to file content remotely.
- Have transportation available and be able to navigate to the areas our brands serve -- Dayton streets and surrounding counties

Responsibilities continued:

- Understand basic Ohio police procedure, access and libel laws as well as federal public records laws.
- Create and update weather content when weather conditions warrant.
- Demonstrate voice skills by providing live and/or recorded content to use on air for radio.
- Demonstrate social media savvy using Twitter and Facebook to promote news content and interact with customers.
- Are flexible in shift starting times and work locations.
- Collaborate effectively with others.
- Handle other assignments as needed, showing flexibility and adaptability.

Minimum Qualifications:

- Bachelor's degree preferred or 1-3 years of professional media experience. Experiences in radio or television reporting preferred.
- Requirements may change over time
- Knowledge of INews and Microsoft Office Suite
- Basic knowledge and ability to take digital photos and videos.
- Report regularly on breaking and developing weather events and their aftermath.
- Maintain speed, quality and clarity on air while describing breaking news. Pleasant-speaking voice with clear articulation.
- Create multiple news stories per day.
- File reports for radio and digital.

Contact: T. Wolff, tim.wolff@cmgohio.com

Part-Time Board Operator/Producer

This is an entry level but critical position in the radio master control room. This position requires a person to be tech savvy. Employees are responsible for keeping programming on air, engineering local & syndicated talk shows, coordinating live newscasts & following Cox Media Group & FCC guidelines. This is a fast paced position that requires multi-tasking & the ability to trouble-shoot issues under pressure. This person should be a self-starter, critical thinker and takes pride in their work. This person reports to the Assistant Program Director.

Job Responsibilities:

- Operation of station broadcast transmitter
- Coordination of remote broadcasts
- Understanding and ability to implement Emergency Alert System
- Producing local & syndicated talk shows
- Assisting anchors with breaking news/editing audio
- Production dubbing & producing
- Maintaining 3 radio station simultaneously
- Other duties as assigned

We Look For:

- Reliability
- Willingness to learn

We Look For:

- Ability to remain cool under pressure
- A commitment to high performance
- Weekend, evening & on call availability a must
- Knowledge of editing software including Adobe Audition
- 2 years of soundboard/radio experience required

We provide:

- Opportunities for advancement
- A positive supportive work environment
- A fun fast paced job for the right person

To apply, please submit your resume to:
chris.hartley@cmgohio.com

All Media Journalist

Reporters play key roles in Cox Media Group's drive to be the essential source for local news, cultivating important sources and building relationships that result in scoops. They are accurate, fair, nimble and flexible while providing an acceptable volume of high-quality, unique content for at least three of our four platforms (TV, print, radio, digital). With sound news judgment and a keen understanding of multi-platform news cycles, they create timely content in the forms best suited to each audience's needs. With a keen understanding of each platform's strategies, they create content aimed at growing audience and audience satisfaction. Reporters collaborate closely with content managers but exercise independent judgment and action in the field. They work under pressure and conduct themselves in a professional manner.

Responsibilities:

- Gather news stories and images; investigate claims from officials and others; verify accuracy and truthfulness of facts.
- Quickly respond to breaking news and other assignments and return images and information for digital and radio.
- Immediately tell Breaking News Team and editors about breaking/timely news and multi-platform sharing opportunities.
- Capture key images, video and audio and be proficient in visual story-telling
- Apply multi-platform news judgment to all assignments.
- Use social media to engage and grow audience; regularly suggest stories from social media tips and audience engagement.
- Be competent at producing news in all 4 platforms – radio, TV, print, digital.
- Be able to write clear, accurate and well-written news stories, using critical thinking skills to challenge assumptions.
- Understand audience goals and metrics in all four platforms and know how to use that information to maximize audience engagement and reach.
- Meet additional minimum job requirements and processes for specific broadcast/publishing beat/job.

Minimum Qualifications:

- Valid driver's license and access to transportation
- Excellent writing and communication skills
- Photo/video experience

Preferred Qualifications:

- College degree
- At least one year of newsroom experience

Job Competencies:

- News judgment, initiative and problem-solving
- Accuracy and thoroughness and sense of urgency
- Dependability and follow-through and able to meet deadlines
- Ability to think and act clearly and quickly under pressure
- Accurate and fast writing/news-gathering skills for all four platforms
- Expertise in all four platforms
- Interviewing skills
- Internal relationship-building, communication and process-following.
- Mastery of promotional and process language
- Bias awareness and ability to balance stories
- Flexibility and ability to quickly adapt to change and work as a team

Contact: C. Post, connie.post@coxinc.com

Consumer Sales Manager

This position will be responsible for developing strategies to manage and achieve new subscription acquisition goals for a variety of direct personal selling channels primarily working through vendor partnerships. They will also be responsible for developing strategies to manage and achieve all Single Copy sales and account relationships goals. This position will work closely with the Consumer Loyalty and Engagement Manager, Marketing, Market Research, Distribution, Finance, CMG data analytics, NSS Customer Service and Retention, and other support departments or vendors as needed. This position will be utilizing segmentation and data analytical tools to optimize sales success.

Key responsibilities include:

- Manage our sales and contractual relationship with Tele-marketing, Crewing, and Kiosk sales vendors and work with them to achieve sales volume and revenue goals.
- Developing campaigns and strategies to exceed new subscription sales volumes for both paid and free publications of CMG Ohio.
- Track and monitor acquisition channel subscriptions for retention quality, ROI, and overall cost by sales channel.
- Coordinate work with Consumer Loyalty and Engagement Manager and Market Research to identify new targets and implement sales plans based on geographic, demographic, or other opportunities.
- Manage to a budgeted cost per unit for new subscription acquisitions.
- Manage single copy sales staff and manage customer relationships with single copy retailers.
- Manage and implement point-of-purchase promotion strategies and retailer co-promotions to maximize single copy sales.

Key responsibilities include:

- Manage all 3rd-Party sales channels including Newspaper In Education, hotels and events, institutional, and other specialized product sales as needed
- Develop sales strategies and tactics to grow digital single copy product sales and engagement.
- Responsible for maintain DTI data integrity which includes vendor data input.

Position requirements:

- Must possess effective communication, interpersonal, and organizational skills.
- Bachelor's degree or equivalent professional experience.
- At least 5 years of direct sales management experience.
- Circulation distribution or sales experience a plus.
- Retail advertising sales experience a plus.
- Demonstrated data analysis or target marketing experience.

Contact: hrmedia2012@gmail.com

Outside Sales – Single Copy

This position is responsible for managing the tactical execution of sales strategies for CMGO single copy newspapers including the Dayton Daily News and all CMGO community newspapers. This outside sales position will work with multiple levels of our largest retail distributors to maximize in-store exposure and sales.

Key responsibilities include:

- Developing and executing sales and promotion plans for single copy retail outlets that result in increased sales of our newspapers.
- Achieving budgeted volume and revenue goals for single copy newspapers.
- Making outside sales calls to key retail outlets to maximize single copy sales.
- Optimize point-of-purchase exposure throughout CMGO markets that results in winning the store-by-store promotional battles with competitive print products.
- Develop sales tactics to grow digital single copy product sales

Key responsibilities include:

- Single Copy retail and corporate route audits to include school accounts.
- Working with schools and teachers to maximize Newspaper in Education copy volume and usage.

Position requirements:

- Direct outside sales experience required.
- Bachelor's degree or equivalent work experience preferred.
- Excellent and effective communication, interpersonal, and organizational skills.
- Proven history of excellent follow through.
- Must be creative and ready open to new ideas.

and engagement. This position is expected to be making outside sales calls every day.

- Maximizing bulk sales of newspapers or digital products to large institutions such as schools, hospitals, events and hotels.
- Working with Marketing and Distribution, utilize all promotional tools, including in-store signage, upcoming Sunday ads, online promotion, masthead coupon promotion, e-mail and social media marketing, to maximize single copy sales.

- Proven history of building mutually beneficial, needs-based relationships with customers.
 - Experience in retail promotions or retail store sales a plus.
 - Must be available to work weekends as needed.
 - Must be able to work with other departments as needed including Advertising and Marketing.
 - Advertising or marketing experience a plus.
- Contact: hrmedia2012@gmail.com

Consumer Loyalty & Engagement Manager

The Consumer Loyalty and Engagement Manager will be responsible for managing the relationship we have with our base of subscribers and will be responsible for retaining and developing a relationship with new subscribers. This position will report to the Senior Director of Audience and will be responsible for developing and implementing subscriber retention and pricing strategies to meet and exceed net paid circulation volume and revenue goals. In addition this position will be responsible for developing sales strategies for our Direct Mail, E-mail, Internet and subscriber up-grade campaigns. To meet these goals this position will work closely with Marketing, Market Research, Distribution, Finance, CMG data analytics, NSS Customer Service and Retention, and other support departments or vendors as needed.

This position will need to be very familiar with multiple systems which impact circulation sales and retention, including DTI, Maax, MG2, and Strongmail. They will need to know and understand CMG pricing tables and system standards. They will need to be able to recognize customer trends to identify and optimize opportunities for growth. They will work closely with the Consumer Data Analyst, Consumer Sales Manager, Atlanta Circulation support services, and NSS Retention to coordinate customer contact and to maximize pressure sales opportunities.

Key responsibilities include:

- Own our relationship with current subscriber base
- Coordinate core customer service, customer communication, and retention efforts with other CMG publications and CMG Newspaper Shared Services
- Develop retention strategy utilizing all communication tools
- Own our core customer rate strategy to exceed revenue goals and maximize print home delivery volumes for all publications and types of service
- Work toward standardized procedures with other CMG markets to reduce costs and gain efficiencies through collaborative efforts and sharing best practices
- Work with Finance, Distribution, Research, Marketing, and other departments to ensure successful and timely implementation of mass and target sales strategies for Direct Mail, E-mail, Product Sampling, and Digital Product Engagement
- Analyze sales response patterns across channels, campaigns, customer segments, and creative materials to maximize sales success, revenue, and budgeted operating efficiencies.

Key responsibilities include:

- Grow email address data base and other technical communication tools
- Responsible for DTI and MG2 data integrity which includes rates and coding components.
- At the local level, lead and execute system projects such as upgrades and improvements.

Position requirements:

- Bachelor's degree or equivalent professional experience.
- At least 5 years of direct sales management experience.
- An extensive background related to circulation data and list management utilizing multiple databases is required. Circulation distribution or sales experience a plus.
- Must possess effective communication, interpersonal, and organizational skills.

Contact: hrmedia2012@gmail.com

Senior Research Analyst

Cox Media Group Ohio's Consumer Insights department is in need of a Senior Research Analyst. The successful candidate is someone with media research experience and is: a strong communicator (both oral and written), an excellent problem solver, is energetic, service oriented, well organized, detailed oriented and able to multi-task in a high energy fast paced environment. This individual will support multiple departments in the organization by addressing their information needs.

Job Responsibilities:

- Sales support to media consultants in print, television, radio and digital sales: works with media consultants to ascertain client needs, analyzes both primary and secondary data sources, prepares findings and presents to media consultants & clients.
- Trains media consultants on research topics including audience and market data, mapping geographies and data interpretation.
- Content research support: prepares & analyzes audience trends for print, TV, radio and digital content decision makers.
- Has a thorough understanding of media strengths/weaknesses for print, television, radio, and digital. Optimizing schedules for reach and frequency.
- Assists with special projects as assigned including: direct mail support through Prizm segmentation and list generation.

Minimum Qualifications:

- Bachelor's degree in Marketing or relevant discipline
- Demonstrates basic fundamental knowledge of media specific software (examples include: Scarborough PrimeLingo & PrimeNext, Claritas, ConsumerPoint, Claritas PrimeLocation, One Domain, Marketron, Kantar, ComScore and/or Site Catalyst)
- Strong communication skills both oral and written
- Ability to build a collaborative environment and make innovative contributions
- Media planning/agency buying experience a plus

Contact: F. Kerckaert, Fantine.kerckaert@cmgohio.com

Data Analyst

Responsibilities will include providing data support & analytics to optimize audience development initiatives. Through the utilization of multiple databases & systems, this position will help support tactical & strategic decisions related to audience acquisition, communication, loyalty programs, cross marketing, and renewal initiatives related to digital and print products. This position would be responsible for utilizing, developing & providing analysis reports & acquisition data through tools such as MaaX & DTI Targeted Marketing & Insite to achieve acquisition & retention goals through all channels. This position will also be responsible for targeted campaign segmentation & data mining using analytical tools and will be working with similar positions throughout CMG to implement strategic initiatives, best practices and data standardization. This position will play an integral role in the Audience Sales team and duties will change from time-to-time based on the business needs of CMGO.

<p>Primary Responsibilities:</p> <ul style="list-style-type: none"> • Lead generation for subscription sales efforts • Data file management as needed to support sales, engagement, and retention initiatives • MG2 Solicitor Concierge maintenance to support sales initiatives • MG2 Subscriber Concierge maintenance to support customer self-serve online portals • Tracking, reporting and interpreting trends and KPI for audience sales • DTI, MaaX, Insight, MG2, and other system interaction and report generation • Working with CMG properties to incorporate industry best practices and CMG standards into data records or system maintenance • Identify customer trends that can improve the ROI for sales, engagement, and retention campaigns. • Support circulation sales management through data and key metric analysis • Will support and monitor vendor order entry for new subscriptions. • Support rate initiatives working primarily in DTI and MG2 • Works with marketing and circulation sales to develop effective targeted solutions for retention, telemarketing and direct sales acquisition campaigns and channels. • Presents analysis findings, campaign planning with vendors, internal and external resources. • Support the development of Sunday Value households, and other products. • Support other departments with data and list as directed. <p>Minimum Education Requirements: Associates Degree or equivalent experience.</p> <p>Experience Requirement: 5+ years' experience in circulation sales function, at mid-sized or metro markets required.</p>	<p>Additional requirements</p> <ul style="list-style-type: none"> • Familiarity with Circulation DTI, Customer Service, Circulation rates and subscription offers and business rules, MG2 Platform, MaaX, Targeted Marketing, Access, Distribution, Prism data, and ABC regulations a plus • Functional knowledge of Excel, Power Point and Word required • Must be able to work independently and achieve complex objectives • Must be able to establish effective and collaborative relationships at all levels and work well with intra-departmental teams on projects and initiatives. • Project management and coordination skills, along with ability to creatively solve business problems. • Knowledge of database marketing principles and practices including campaign management, contact management, client profiling, segmentation, using MaaX, Targeted Marketing and Insight as well as other various query and reporting software. • Experience working with customer information systems and/or operational databases, report formatting, and processing/performance improvement initiatives. • Must possess effective communication, interpersonal, and organizational skills. • An extensive background related to circulation data and list management • Troubleshooting/problem-resolution skills to diagnose computer-based problems necessary. • Must be willing to learn and train on a variety of databases. • Proven ability to work on multiple projects simultaneously <p>Contact: A. Watkins, andrea.watkins@coxinc.com</p>
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<p>Employment Specialist The Employment Specialist will play key recruiting coordinating role for the company. This position will be responsible for assisting Human Resources Management with HR related function training and a broad range of human resources and organizational development needs.</p>	
<p>Primary Responsibilities:</p> <p>30% Recruitment and Selection Partner with hiring manager and recommend best recruiting strategy</p> <ul style="list-style-type: none"> • Identify best advertising venues • Post job placement ads internally and on job posting websites • Review resumes • Conduct phone screen of candidates for suitability for position as well as cultural fit • Prepare and guide hiring managers through the process <p>10% New Hire/Orientation Process</p> <ul style="list-style-type: none"> • Conduct new hire orientations • Communicate and coordinate with hiring managers for first day logistics • Coordinate with CMGHR service center to ensure the process runs smoothly • Coordinate the onboarding of new hires including: <ul style="list-style-type: none"> ○ I-9 documentation ○ Production of employee badge and parking passes ○ Completion of state tax forms and education concerning direct deposit/pay card options ○ Coordination of MARTA cards ○ Policy signoffs ○ Orientation of building and electronic communication sites <p>5% Compensation</p>	<p>10% HR Initiatives</p> <ul style="list-style-type: none"> • Maintain highly confidential employee information, documents and files (both active and terminated files.) • Handle employee walk-in requests or identify proper resolution and ensure effective hand-off occurs. • Serve as the location contact for the CMG HR/Payroll Resource Center and coordinate the intake of benefit forms and other documents as needed. • Manage I-9s • Manage projects and conduct research as needed such as employee documentation, unemployment claims and subpoena requests from CEI Legal. • Use Microsoft office suite and HRIS system to produce and disseminate high-quality correspondence, documentation, presentations, reports, etc. as required. • Sort and distribute mail including mass stuffing and mailing as needed. • Print and mail the Department of Labor Separation Notices. • Serve as the contact for tuition reimbursement. • Serve as back up for Reqlogic. <p>Minimum Education Requirements: Bachelor's Degree required or 5-7 years equivalent experience.</p> <p>Experience Requirement: A minimum of 2-3 years' experience in a human resources role that includes one or all of the following: Recruiting/Staffing, Employee Relations, Benefits Administration and Labor Relations.</p>

- Work with compensation and data teams to provide clients with salary data.

20% Employee Relations

- Partner with HR manager in ER activities to establish positive employer-employee relationship and promote a high level of employee morale and motivation.
- Partner with HR Manager as internal consultant to all levels of management in order to resolve human resources issues, including disciplinary actions and terminations, employee conflicts and code of conduct violations.
Partner with HR manager to investigate employee complaints including allegations of discrimination and sexual harassment and make recommendations to management to resolve complaints.

15% Policies/Procedures/Tools

- Assist in communicating policies and procedures to employees

5% Performance Management

- Provide support in performance review process at mid-year and year-end
- Act as coach and consultant to support supervisors to manage employee performance

5% Training & Development

- Generate and manage training within the Learning Management System.
- Administer significant reports as required to track results of employee's attainment of courses.
- Administer and amend training information for the LMS.
- Assist in all administrative duties and logistical tasks related to the coordination and facilitation of internal training activities, including; scheduling, room assignment /coordination and catering orders.

Essential Skills:

- High School Diploma/GED required.
- Bachelor's degree in Human Resources or related field (or equivalent experience preferred).
- 3+ years prior Human Resources experience is required.
- Must demonstrate excellent verbal and written communication skills and have the ability to communicate and present in person, in writing, and on the telephone effectively with both large and small groups.
- Demonstrated analytical skills
- Experience preparing and analyzing reports and determining cause and effect relationships
- Demonstrated ability to problem solve and recommend process improvements in assigned areas of responsibility
- Experience successfully managing multiple projects/initiatives at one time and independently
- Must have strong organizing ,prioritizing skills and attention to detail
- Ability to work independently and in a team environment
- Proficient in using Word, Excel, Power Point and Outlook.
- Must be able to generate a warm, friendly and caring manner on first impression.
- Ability to exercise discretion and handle confidential materials and information

Preferred Skills:

Experience using PeopleSoft

DISCLAIMER:

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements

Contact: andrea.watkins@coxinc.com

Pressroom Foreman

Cox Media Group Ohio is seeking a Pressroom Foreman.

Responsibilities:

- Preparing press crew sheets and press console setups
- Walking the press levels and checking setups
- Utilize best practice for checking conductivity before press starts
- On press startups minimize newsprint waste by proper cutoffs and water numbers are implemented
- Manage quality control throughout the production run to minimize press running waste
- Bring a positive attitude to a fast pace environment and give crews feedback
- Communication of production issues reported or calls made to others per standard operating procedures
- Communicate to Packaging Foreman the lineups for the night
- Support crew meetings and provide information driven by Production Director
- Report any press mechanical, electrical issues and follow-up that repairs are complete and communicated

- Present detail and accurate reports of the events of that production
- Participate in blanket and roller plan for the yearly budget
- Make sure Housekeeping and Safety procedures are followed
- Overseeing the CTP operation as needed
- Kronos Timekeeping: providing accuracy and communication to others as applicable

Minimum Qualifications:

- Understanding of the HK system for newsprint roll handling
- 5 years of supervisory of experience
- Excellent communication and time management skills
- Strong leadership skills

Contact: [J. Gruber, jim.gruber@coxinc.com](mailto:J.Grubber@coxinc.com)

Packaging Associates

Cox Media Group Ohio is seeking qualified candidates to work at its Print Technology Center in Franklin, Ohio.

Responsibilities:

- Feeding of pre-printed materials and newspaper sections into the insert machine
- Stacking of bundled newspapers from press delivery systems and transporting to appropriate areas
- Removal of newspaper sections and/or pre-printed materials from created packages

Contact: kymberly.bell@coxinc.com

Responsibilities Continued:

- Operation of powered strapping equipment
- Cleaning of work area as needed

Minimum Qualifications:

- At least 18 years of age
- Ability to lift 20 to 50 lbs repeatedly
- Ability to stand for long periods of time



We offer these excellent benefits:

Medical | Dental | Vision | Pension | 401k with a company match | Paid vacation | Onsite Fitness center & dining facility

To apply, submit resume to the listed contact

Subject Line: Position Name

Please include salary requirements

No telephone calls please

Cox Media Group Ohio is the birthplace of Cox Enterprises and continues to innovate more than 100 years later. CMGO includes 4 daily newspapers, a CBS TV affiliate with the best news ratings in America, the No. 1 radio station in the market and digital products that have some of the best reach scores in the country. We are all housed in a state-of-the-art facility on a beautiful campus with a health club and cafeteria. Together, we share a common vision to be the most essential media source in our markets.

Revised: 10.02.2013

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maintenance

- Identify customer trends that can improve the ROI for sales, engagement, and retention campaigns.
- Support circulation sales management through data and key metric analysis
- Will support and monitor vendor order entry for new subscriptions.
- Support rate initiatives working primarily in DTI and MG2
- Works with marketing and circulation sales to develop effective targeted solutions for retention, telemarketing and direct sales acquisition campaigns and channels.
- Presents analysis findings, campaign planning with vendors, internal and external resources.
- Support the development of Sunday Value households, and other products.
- Support other departments with data and list as directed.

Minimum Education Requirements: Associates Degree or equivalent experience.

Experience Requirement: 5+ years' experience in circulation sales function, at mid-sized or metro markets required.

Additional requirements

- Familiarity with Circulation DTI, Customer Service, Circulation rates and subscription offers and business rules, MG2 Platform, MaaX, Targeted Marketing, Access, Distribution, Prism data, and ABC regulations a plus
- Functional knowledge of Excel, Power Point and Word required
- Must be able to work independently and achieve complex objectives
- Must be able to establish effective and collaborative relationships at all levels and work well with intra-departmental teams on projects and initiatives.
- Project management and coordination skills, along with ability to creatively solve business problems.
- Knowledge of database marketing principles and practices including campaign management, contact management, client profiling, segmentation, using MaaX, Targeted Marketing and Insight as well as other various query and reporting software.
- Experience working with customer information systems and/or operational databases, report formatting, and processing/performance improvement initiatives.
- Must possess effective communication, interpersonal, and organizational skills.
- An extensive background related to circulation data and list management
- Troubleshooting/problem-resolution skills to diagnose computer-based problems necessary.
- Must be willing to learn and train on a variety of databases.
- Proven ability to work on multiple projects simultaneously

Cont

Meteorologist

WHIO-TV, America's highest-rated news department is looking for an experienced meteorologist. WHIO-TV is a dominant #1 because of our focus on severe weather coverage and hard news. We are looking for a meteorologist who is a great communicator with the ability to utilize all tools available to deliver accurate forecasts, adlib live while tracking storms on the radar, and play a key role on our Stormcenter7 team. Our unique converged news operation gives meteorologists the opportunity to present the weather on the air, on the radio, on our digital products and in printed newspapers, following the format and instructions of the News Director, Managing Editor, other cross platform content managers and the Chief Meteorologist

Responsibilities:

- Present weathercasts and events live on multiple platforms (TV, Radio & Digital)
- Analyze weather patterns and report on developing weather situations.
- Accurately, calmly and clearly report on severe weather as it is occurring - without a script.
- Use equipment and tools provided by station to prepare weather presentation
- Develop a social media following and consistently interact with viewers using all digital tools.

Minimum Qualifications:

- At least one year of professional on-air experience in live presentation of weather coverage.
- Bachelor's degree in Atmospheric Sciences or similar studies.
- Experience with WSI and Weather Central a plus

Salary Grade: 7

Salary Range:

Min	Mid	Max
\$37,733	\$48,533	\$59,333

Contact: Caryn Golden, caryn.golden@coxinc.com

WHIO-AM/FM Assistant Program Director

The WHIO-AM/FM Assistant Program Director is responsible for driving audience satisfaction and engagement on WHIO Radio and its affiliated digital brands. This person uses research to determine the content and promotional strategy on the station and also works across platforms to get the best local news content on the air. The WHIO Program Director is a key news decision maker in our multi-platform newsroom, particularly on weekday mornings.

The ideal candidate is a news junkie who thrives in a high-energy, competitive environment. He/she will be an excellent writer and promoter with a keen understanding of the News/Talk format. The right candidate will be a problem-solver who can think on his/her feet; who can work through others to accomplish goals; and who can provide actionable feedback for multi-platform newsgatherers.

Primary duties:

Manage Job Postings

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Update

Outside Sales Media Consultant

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Owner: Andrea Watkins

Status: Expired

Originally Posted: 10/10/2013

Last Modified: 10/10/2013

Earliest expiration: 11/9/2013

Views: 276 Applies 0

Clicks: 0 Email: 31

Job Description Postings Screening Auto-Reply

Job Description

Cox Media Group Ohio is the birthplace of Cox Enterprises and continues to innovate more than 100 years later. CMGO includes 4 daily newspapers, a CBS TV affiliate with the best news ratings in America, the No. 1 radio station in the market and digital products that have some of the best reach scores in the country. We are all housed in a state-of-the-art facility on a beautiful campus with a health club and cafeteria. Together, we share a common vision to be the most essential media source in our markets.

Outside Sales Media Consultant

The Outside Sales Media Consultant is responsible for continuous account development and new business account development through aggressive sales strategy including the creation of customer solutions utilizing on-air TV commercials, online marketing, customized events and projects, as well as the entire suite of Cox Media Group Ohio products that include radio, newspaper, direct mail and digital

Responsibilities:

- Utilize product and service knowledge to develop strategic and tactical solutions for customers
- Identify current and future customer needs by establishing rapport with current and potential customers
- Help customers develop and maximize advertising budgets with very good forecasting skills monthly
- Obtain client acceptance by developing campaign strategy and presenting multimedia solutions
- Evaluate and adjust/redirect campaigns by studying and analyzing results and recommending future direction
- Develop new business contacts and opportunities through networking, territory mining and referrals
- Be a marketing resource for customers by collecting, analyzing and summarizing information and trends
- Responsible for reaching monthly revenue and special project goals
- Maintain professional knowledge by attending educational workshops and participating in on-going company training

Minimum Qualifications:

- Bachelor's degree preferred or at least two years of successful outside sales experience required with strong emphasis in business-to-business sales
- Multi-media sales experience with a track record of success preferred.
- Highly motivated self-starter with a passion for sales, a positive, winning attitude and commitment to high performance
- Good listening skills
- Excellent communication, presentation, and customer service skills
- Strong Understanding of Mobile and Digital marketing and sales solutions
- Work with clients to define marketing challenges and solutions to help them grow their business
- Develop long-term relationships with station customers
- Desire and drive to meet new business owners in an effort to develop new business
- Work well independently and as a member of the sales team
- General business understanding of marketing
- Strong computer skills including the Microsoft Office Suite
- A strong understanding of the internet and digital opportunities
- Ability to think creatively to develop solutions for customers

We offer these excellent benefits:

- Medical
- Dental
- Vision
- Pension
- Paid vacation
- 401k with a company match
- Onsite Fitness center & dining facility

Please include salary requirements
No telephone calls please

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Salary

Career Level Required

Experience Required
Education Required
Job Type Employee
Job Status Full Time

Contact Information
Phone :
Fax :
Email : linda.stevens@cmgohio.com

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Posting Title: Outside Sales Media Consultant Job Opening ID: 303948
 Job Opening Status: 110-Filled/Closed Job Type: Standard
 Job Title: Account Executive Job Code: 3001
 Business Unit: BRCST Cox Television

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Opening Information

*Template ID: [Cox Recruitment Template](#)
 Job Opening Type: Standard Requisition
 Created By: [Sarah Reinman](#)
 Created:
 *Openings to Fill: Limited
 Target Openings:
 Available Openings:
 Establishment ID:
 Business Unit: [Cox Television](#)
 Job Code: [Account Executive](#)
 Company: [Miami Valley Broadcasting Corp](#)
 Department: [WHIO-Outside Sales](#)
 Location: [WHIO Television](#)
 Recruiting Location: [OH - Dayton](#)
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Status Code: 110-Filled/Closed
 Status Reason: Job Closed Automated
 *Status Date:
 Desired Start Date:

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Staffing Information

Schedule Type: Full-Time
 Travel Percentage: None

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Job Description

Job Title: Outside Sales Media Consultant
 Job ID: 303948
 Location: OH - Dayton
 Full/Part Time: Full-Time
 Regular/Temporary: Regular

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Job Description

The Outside Sales Media Consultant is responsible for continuous account development and new business account development through aggressive sales strategy including the creation of customer solutions utilizing on-air TV commercials, online marketing, customized events and projects, as well as the entire suite of Cox Media Group Ohio products that include radio, newspaper, direct mail and digital.

Responsibilities

- Utilize product and service knowledge to develop strategic and tactical solutions for customers
- Identify current and future customer needs by establishing rapport with current and potential customers
- Help customers develop and maximize advertising budgets with very good forecasting skills monthly
- Obtain client acceptance by developing campaign strategy and presenting multimedia solutions
- Evaluate and adjust/redirect campaigns by studying and analyzing results and recommending future direction
- Develop new business contacts and opportunities through networking, territory mining and referrals
- Be a marketing resource for customers by collecting, analyzing and summarizing information and trends
- Responsible for reaching monthly revenue and special project goals
- Maintain professional knowledge by attending educational workshops and participating in on-going company training

Qualifications

- Bachelor's degree preferred or at least two years of successful outside sales experience required with strong emphasis in business-to-business sales
- Multi-media sales experience with a track record of success preferred.
- Highly motivated self-starter with a passion for sales, a positive, winning attitude and commitment to high performance
- Good listening skills
- Excellent communication, presentation, and customer service skills
- Strong Understanding of Mobile and Digital marketing and sales solutions
- Work with clients to define marketing challenges and solutions to help them grow their business
- Develop long-term relationships with station customers
- Desire and drive to meet new business owners in an effort to develop new business
- Work well independently and as a member of the sales team
- General business understanding of marketing
- Strong computer skills including the Microsoft Office Suite
- A strong understanding of the Internet and digital opportunities
- Ability to think creatively to develop solutions for customers

Closing Statement

Cox Media Group Ohio is the birthplace of Cox Enterprises and continues to innovate more than 100 years later. CMGO includes 4 daily newspapers, a CBS TV affiliate with the best news ratings in America, the No. 1 radio station in the market and digital products that have some of the best reach scores in the country. We are all housed in a state-of-the-art facility on a beautiful campus with a health club and cafeteria. Together, we share a common vision to be the most essential media source in our markets.

We offer these excellent benefits:

- Medical
- Paid vacation
- Dental
- 401k with a company match
- Vision
- Onsite Fitness center & dining facility
- Pension

Please include salary requirements

No telephone calls please

Cox Media Group Ohio is an Equal Opportunity Employer

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Cox Media Group Ohio Open Positions 10.10.2013

Position Requirements:

- BA degree required (marketing, communications, public relations or English preferred).
- 5 years of marketing and project management experience. Digital marketing experience is a plus.
- Experience in digital marketing tactics, including email and pay-per-click.
- Strong project management skills needed. Accountable for quality of outcome.
- Highly creative, yet detail oriented.
- Positive attitude with the ability to work in a team setting and willingness to assist whenever needed to get the job done.
- Excellent interpersonal, organizational, verbal and written communication skills.
- Strong customer service skills required.

Salary Grade: 8

Salary Range:

Min	Mid	Max
\$43,205	\$56,055	\$68,905

Contact: Andrea Seiser, andrea.seiser@coxinc.com

Marketing Initiatives Coordinator

The coordinator is accountable for day-to-day execution of tactics involved in building the CMG Ohio brands, positioning our products, and driving audience growth and customer engagement across all of our media. The projects managed by the Initiatives coordinator are central to optimizing our converged promotional resources, maintaining CMG Ohio's role as a leader, and leveraging organizational intelligence for great results. The initiatives coordinator is accountable for compliance and proactive communication regarding corporate initiatives. This position requires a creative contribution to the strategy for specified targets in all sales channels and media. The coordinator is responsible for tactical execution of B2B and B2C marketing projects.

Position Responsibilities:

- Coordination and implementation of tactical marketing plans supporting business and consumer products.
- Managing compliance with partnership agreements, including Find & Save and Monster.
- Scheduling and house space management for print and digital.
- Coordinate creative production of multi-media marketing plans and the use of house broadcast inventory.
- Order ads for newspapers, websites, mobile sites and other marketing vehicles.
- Measure and track statistics for marketing tactics.
- Proactive and supportive communication about initiatives. Act as a spokesperson for our success in meeting goals and objectives.
- Accountable for accuracy and timeliness of copy and production.
- Accountable for on-time and on-budget execution of tactics.

Position Requirements:

- BA degree required (marketing, communications, public relations or English preferred).
- 3 years of marketing and project management experience. Digital marketing experience is a plus.
- Strong project management skills needed. Accountable for quality of outcome.
- Highly creative, yet detail oriented.
- Positive attitude with the ability to work in a team setting and willingness to assist whenever needed to get the job done.
- Excellent interpersonal, organizational, verbal and written communication skills.
- Strong customer service skills required.
- Must act with a great deal of autonomy and a high level of responsibility.

Salary Grade: 6

Salary Range:

Min	Mid	Max
\$32,758	\$42,088	\$51,508

Contact: Andrea Seiser, andrea.seiser@coxinc.com

Sales

Outside Sales Media Consultant

The Outside Sales Media Consultant is responsible for continuous account development and new business account development through aggressive sales strategy including the creation of customer solutions utilizing on-air TV commercials, online marketing, customized events and projects, as well as the entire suite of Cox Media Group Ohio products that include radio, newspaper, direct mail and digital

Responsibilities:

- Utilize product and service knowledge to develop strategic and tactical solutions for customers
- Identify current and future customer needs by establishing rapport with current and potential customers
- Help customers develop and maximize advertising budgets with very good forecasting skills monthly
- Obtain client acceptance by developing campaign strategy and presenting multimedia solutions
- Evaluate and adjust/redirect campaigns by studying and analyzing results and recommending future direction
- Develop new business contacts and opportunities through networking, territory mining and referrals
- Be a marketing resource for customers by collecting, analyzing and summarizing information and trends
- Responsible for reaching monthly revenue and special project goals

Cox Media Group Ohio Open Positions 10.10.2013

- Maintain professional knowledge by attending educational workshops and participating in on-going company training

Minimum Qualifications:

- Bachelor's degree preferred or at least two years of successful outside sales experience required with strong emphasis in business-to-business sales
- Multi-media sales experience with a track record of success preferred.
- Highly motivated self-starter with a passion for sales, a positive, winning attitude and commitment to high performance
- Good listening skills
- Excellent communication, presentation, and customer service skills
- Strong Understanding of Mobile and Digital marketing and sales solutions
- Work with clients to define marketing challenges and solutions to help them grow their business
- Develop long-term relationships with station customers
- Desire and drive to meet new business owners in an effort to develop new business
- Work well independently and as a member of the sales team
- General business understanding of marketing
- Strong computer skills including the Microsoft Office Suite
- A strong understanding of the Internet and digital opportunities
- Ability to think creatively to develop solutions for customers

Commission w/ draw

Contact: Linda Stevens, linda.stevens@coxinc.com

Cox Media Group Ohio is a fully integrated media enterprise that includes print and digital products for the *Dayton Daily News*, *Hamilton JournalNews*, *Springfield News-Sun*, and *The Middletown Journal* daily newspapers, the weekly *Oxford Press*, and *Today's Pulse* weekly newspapers; targeted print and digital products such as *ActiveDayton.com*, *Skywrighter*, *DaytonB2B* and *SpringfieldB2B*; and broadcast properties that include WHIO-TV, a CBS affiliate, and News Talk Radio WHIO 95.7FM and AM 1290, K99.1FM and 95.3 The Eagle.

Graphic Designer

The #1-ranked CBS affiliate in the country has a rare opportunity for a Graphic Designer. This person will create daily graphic elements for News Center 7 and work on other graphic projects for internal customers in news and marketing.

Requirements:

- Ability to work under tight deadlines while maintaining a high quality of work
- Broad understanding of Adobe Creative Suite, with proficiency in Photoshop
- Strong, contemporary eye for graphic design
- Excellent communication skills
- Project management and ability to prioritize
- Works well independently and in teams

Preferred:

- 2 years design experience in a broadcast environment or equivalent
- Proficient in After Effects
- Knowledge of Deko 1000, Chyron, or other graphic playback systems a huge plus

About us:

We work in a huge, modern facility set on a beautiful campus overlooking downtown Dayton. Our building boasts a state-of-the-art studio, modern gym and fitness center, and fully staffed kitchen. It is the headquarters for Cox Media Group Ohio and home to our television station, radio stations, weather channel, digital brands, and flagship Ohio newspaper.

We offer these excellent benefits:

- Medical
- Dental
- Vision
- Pension
- Paid vacation
- 401k with a company match
- Onsite Fitness center & dining facility

To apply, please send resume, cover letter, and web link or disc displaying your work to:

Ryan Yurjevic
WHIO-TV
1611 South Main Street
Dayton, Ohio 45409
ryan.yurjevic@cmgohio.com

No Phone Calls Please

Cox Media Group Ohio is an Equal Opportunity Employer.

Print HTML

Find Job Opening

Job Opening

Print Job Opening

Posting Title: Graphic Designer Job Opening ID: 304263
 Job Opening Status: 110-Filled/Closed Job Type: Standard
 Job Title: Graphic Designer Job Code: 3094
 Business Unit: BRCST Cox Television

Save Clone Create New Previous Job Opening Next Job Opening Job Opening List

Manage Applicants Find Applicants Activity & Attachments Job Opening Details

Job Information Posting Hiring Team Add Job Information Screening

Opening Information

*Template ID: Cox Recruitment Template
 Job Opening Type: Standard Requisition
 Created By: Sarah Reinman
 Created: 11/14/2013
 *Openings to Fill: Limited
 Target Openings:
 Available Openings:
 Establishment ID:
 Business Unit: BRCST Cox Television
 Job Code: 3094 Graphic Designer
 Company: MVB Miami Valley Broadcasting Corp
 Department: 1110121600 WHIO-Marketing
 Location: WHIT WHIO Television
 Recruiting Location: 406 OH - Dayton
 Add Additional Locations
 Status Code: 110-Filled/Closed
 Status Reason: Job Closed Automated
 *Status Date: 02/05/2014
 Desired Start Date:

Additional Job Specifications Fin? View All Fin? 1 of 1 Last

Staffing Information
 Schedule Type: Full-Time
 Travel Percentage: None

Job Information Posting Hiring Team Add Job Information Screening

Manage Applicants Find Applicants Activity & Attachments Job Opening Details

Save Clone Create New Previous Job Opening Next Job Opening Job Opening List



Job Description

Job Title: Graphic Designer
 Job ID: 304263
 Location: OH - Dayton
 Full/Part Time: Full-Time

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Job Description

The #1 ranked CBS affiliate in the country has a rare job opportunity for a Graphic Designer to join its dynamic creative team. The position includes a diverse mix of media experiences for an enterprising designer. Work inside a leading-edge media center, creating still and animated graphics for a variety of cross-platform projects including #1 rated News Center 7 evening and 11pm newscasts, as well as projects for a variety of digital properties, newspaper and radio.

Responsibilities

Bachelor of Arts or equivalent training

Ability to work under tight deadlines while maintaining a high quality of work

Working knowledge of Adobe Creative Suite, primarily Photoshop, Illustrator, and

After Effects

Knowledge of Cinema 4D is a plus but not required

Excellent communication skills

Proficiency in spelling and grammar

Project management and ability to prioritize

Must be self-motivated

Qualifications

2 years design experience in a broadcast environment or equivalent

Knowledge of DEKO, Chyron, or other graphic playback systems

Closing Statement

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To Apply: Submit Resume and link to Reel to: Ryan.Yurjevich@coxinc.com

Subject Line: WHIO Graphic Design

Please include salary requirements

No telephone calls please

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User Sarah Reinman (HJ5799)

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Modified Date

From 6/1/2013

To 05/31/2014

Reference Code

Job ID

Update

Graphic Designer

Edit Actions

[View Job Posting](#)
 Owner: Sarah Reinman
 Status: Expired
 Originally Posted: 11/14/2013
 Last Modified: 11/14/2013
 Earliest expiration: 12/14/2013
 Views: 935 Applas 97 [View candidates](#)
 Clicks: 0 Email: 0

Job Description Postings Screening Auto-Reply

Job Description

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Graphic Designer

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Requirements:

- Bachelor of Arts or equivalent training
- Ability to work under tight deadlines while maintaining a high quality of work
- Working knowledge of Adobe Creative Suite, primarily Photoshop, Illustrator, and After Effects
- Knowledge of Cinema 4D is a plus but not required
- Excellent communication skills
- Proficiency in spelling and grammar
- Project management and ability to prioritize
- Must be self-motivated

Preferred:

- 2 years design experience in a broadcast environment or equivalent
- Knowledge of DEKO, Chyron, or other graphic playback systems

We offer these excellent benefits:

- Medical
- Dental
- Vision
- Pension
- Paid vacation
- 401k with a company match
- Onsite Fitness center & dining facility

To Apply: Submit Resume and link to Reel

Please include salary requirements
No telephone calls please

Cox Media Group Ohio is an Equal Opportunity Employer

Salary USD 37733 - 59333 Per Year

Career Level Required

Experience Required

Education Required

Job Type Employee

Job Status Full Time

Contact Information

Phone :

Fax :

Email : Ryan.Yurjevic@coxinc.com

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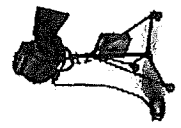
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Broadcast Employment Services

WHIO (CBS) Dayton, Ohio

Position Graphic Designer
Reference # TVJ#34231688
Type Television
Full / Part Full Time - Regular
Experience 2 Years
Posted 11/14/2013
Closes 12/14/2013
Time Left 0 Days
DMA #64
Found In Graphic Design
 Graphic Design



Graphic Designer

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Supplemental Information

Salary Type Salaried
Salary Range \$37,000 to \$48,000
Starting Salary / Year
Starting Salary / Hour
Job Type Full Time - Regular
Hours
Workweek
Scheduled on Holidays
Start Date
Probation Period
Benefits Yes - Full Time Only
Benefit Premium Partially Paid By Company
401K Plan Available
Vacation Yes
Paid Sick Leave Yes - Full Time Only
Phone Calls
Agent Phone Calls
Résumé
Cover Letter Required

Graphic Designer

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Requirements:

- Bachelor of Arts or equivalent training
- Ability to work under tight deadlines while maintaining a high quality of work
- Working knowledge of Adobe Creative Suite, primarily Photoshop, Illustrator, and After Effects
- Knowledge of Cinema 4D is a plus but not required
- Excellent communication skills
- Proficiency in spelling and grammar
- Project management and ability to prioritize
- Must be self-motivated

Preferred:

- 2 years design experience in a broadcast environment or equivalent
- Knowledge of DEKO, Chyron, or other graphic playback systems

We offer these excellent benefits:

- Medical • Paid vacation
- Dental • 401k with a company match
- Vision • Onsite Fitness center & dining facility
- Pension

To Apply: Submit Resume and link to Reel to: Ryan.Yurjevic@coxinc.com

Subject Line: WHIO Graphic Design

Please include salary requirements

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References	
Salary History	Required
Tape / Reel	
Tape Format	
Tape Return	
Director's Track	
FAX Résumé	No
TVJobs.com E-Résumé	Yes
Degree Required	
Contract Required	
Contract Length	
Special Requirements	
Driver's License	Required
Insurance	Required
Good Driving Record	
Heavy Lifting	
Previous Applicants	
Local Apartment Rental	
Moving Expenses	
Union Position	No
Union Contract Expires	
Confirmation Letter	

When responding to this job ad, please mention you saw it listed at TVJobs.com

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Annual E-Résumé subscription or Digital Talent résumé required.



All applicants are required to submit this application form.

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Rejection Letter

Feedback

Drug Screen

Proof of Eligibility to work in U.S. Required

Equal Opportunity Employment

EOE Data Form

Yes

Yes

Yes

Yes

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Reinman, Sarah (CMG-Dayton)

From: Reinman, Sarah (CMG-Dayton)
Sent: Friday, December 20, 2013 11:46 AM
To: 'Central Michigan University'; 'City of Dayton - Career'; 'Clark State Community College'; 'Collegiate Broadcasters, Inc.'; 'Dayton NAACP'; 'Day-Vest'; 'Edison State Community College'; 'Emi Tiley'; 'Eric Anderson'; 'Fortis & Rets'; 'Howard University'; 'IBC - Kenny Pyles'; 'Indiana Wesleyan University'; 'Job Center'; 'Kent State University'; 'Leadership Institute'; 'Melinda Jeffery'; 'Miami Jacobs - Columbus'; 'Miami Jacobs College'; 'Miami University - Career'; 'NAB Career Center'; 'Ohio Center for Broadcasting'; 'Ohio University'; 'Sinclair College - Career'; 'Wilberforce University - Career'
Subject: Job Opportunities: Cox Media Group Ohio
Attachments: CMG Ohio Positions 12.20.2013.pdf

Greetings,

Here is a current list of open positions in Cox Media Group (CMG) Ohio. We are currently seeking qualified candidates for these positions. Please distribute these openings throughout your organization.

Best Regards & Happy Holidays,
Sarah

Sarah Reinman | HR Administrator

Cox Media Group Ohio | 1611 S. Main St. Dayton, Ohio 45409

Ph: 937-225-6998 *Email:* sarah.reinman@coxinc.com

CREATING SOLUTIONS. DELIVERING RESULTS.

Newspaper | Television | Radio | Targeted Print, Event & Digital Products | Commercial Print | Direct Mail | Digital Ad Services

Manager, Events & Community Outreach

The Manager of Events and Community Outreach is accountable for raising the bar on the way we represent ourselves in the community, and on point to develop plans and best practices, and execute them with passion and excitement. This key position touches all departments including sales and content, and oversees all external events and community outreach. The position is responsible for the opportunity for clients to interact with our customers in a real way. Our key events generate up to \$1.5M annually and establish a long-lasting impression on our clients. It could be the deciding factor if they choose to continue advertising with us.

This senior leader needs to live and breathe community involvement, being out of the office – engaged with our audience and proud to preach the message of our brands and our mission to serve the public's best interest. We have a 94% weekly reach of the market, so we have a great responsibility for the safety and wellness of the community.

Position Responsibilities:

- Directs all MARQUEE revenue generating events for CMG Ohio, including Homeworld, Women's Fair, Children's Hospital Radiothon and Telethon. This accounts for 60% of the position.
 - Negotiate venues, vendors, talent and services.
 - Client support before, during and after event
 - Market the brand of these events to the community
 - Increase attendance
 - Help sales meet revenue goals by adding sellable benefits
 - Oversee the event team.
- Directs the new concert initiative for CMG. Our goal is to create 4 to 5 music concert events per year. We book the acts, line up the venue, negotiate talent fees, etc. The goal is to see enough revenue for each event while managing risk.
 - Establish goals with sales and content stakeholders
 - Negotiating talent contracts.
 - Achieve revenue and attendance goals.
- Develop a plan and execute the street team and "prize guy" initiative, overseeing team of 5 part-time employees who interface with the community one on one.
- Oversee Radio/TV/Print and digital contesting and book contesting. Develop strategy, rate and measure effectiveness of these in light of the ratings for each of these campaigns.
- Create the new CMG Ohio Foundation Board. This will streamline any requests for donations of either cash or airtime.

Position Responsibilities:

- Create a CMG Ohio speakers bureau. Coordinate with all staff (including TV and radio personalities) to schedule, plan talking points, coordinate instructions and feedback to generate speaking opportunities at community events. Goal is to get to 200 per year.
- Internal communication to staff of changes.
- External communication to the community of changes, press releases and announcements.

Position Requirements:

- BA degree required (marketing, communications, public relations or advertising). Advanced degree is preferred.
- 7+ years of marketing communications, event marketing, and/or public relations experience.
- Results-oriented writing skills are essential.
- Strategic leadership aptitude.
- Track record of building high-performing teams.
- Strong project management skills needed.
- Highly creative, yet detail oriented.
- Positive attitude, agility in response, and willingness to pinch hit and pitch in to assist whenever needed to get the job done.
- Excellent interpersonal, organizational, verbal and written communication skills.
- Strong customer service focus required.

Nick.roberts@cmgohio.com

Graphic Designer

The #1 ranked CBS affiliate in the country has a rare job opportunity for a Graphic Designer to join its dynamic creative team. The position includes a diverse mix of media experiences for an enterprising designer. Work inside a leading-edge media center, creating still and animated graphics for a variety of cross-platform projects including #1 rated News Center 7 evening and 11pm newscasts, as well as projects for a variety of digital properties, newspaper and radio.

Requirements:

- Bachelor of Arts or equivalent training
- Ability to work under tight deadlines while maintaining a high quality of work
- Working knowledge of Adobe Creative Suite, primarily Photoshop, Illustrator, and After Effects
- Knowledge of Cinema 4D is a plus but not required
- Excellent communication skills

Requirements:

- Proficiency in spelling and grammar
- Project management and ability to prioritize
- Must be self-motivated

Preferred:

- 2 years design experience in a broadcast environment or equivalent
 - Knowledge of DEKO, Chyron, or other graphic playback systems
- Ryan.yurjevic@cmgohio.com*

News Photographer/Editor

WHIO-TV and Cox Media Group is seeking a part-time news photographer/editor to work as part of our award-winning team in Dayton, Ohio. We're a company that is leading the way in the multi-platform journalism. You'll be part of a group that is dedicated to serving our customers through our television, print, radio and digital platforms. There is no guarantee this part-time position will become fulltime.

Position Responsibilities:

- Must be able to work in high-pressure situations
- Must be able to make quick editorial and technical decisions in the field and during editing
- Must work well in all types of outdoor conditions
- Must be flexible in scheduling due to the changing needs of news events, including being on-call
- Must have a team attitude for winning with an emphasis on finding solutions and not problems

Position Requirements:

At least 1 year experience working in a television news environment, including but not limited to shooting news video

Position Requirements:

- non-linear editing, shooting live shots and lighting
 - Experience with ENG truck operation desired
 - Be able to lift and carry upwards of 50lbs of equipment
- Interested applicants should send a resume and DVD of recent work to:

Sean Dunster, News Technology Manager
1611 S. Main Street
Dayton, OH. 45409.

Or you can email a resume and link to recent work to:

sean.dunster@cmgohio.com

Direct Mail Media Consultant

Cox Media Group Ohio is seeking a Direct Mail Media Consultant that is based in the CMG Print Technology Center in Franklin, Ohio. This individual will need to obtain revenue and product development goals through successful selling efforts, maintain a high level of customer service, and work with our production, creative, and data team members to provide clients with turnkey direct mail/printing solutions. Competitive compensation, mileage reimbursement and an excellent benefit package are offered.

Skills & Qualifications:

- Strong communication skills
- Understanding of offset printing, digital printing and mail house operations
- Professional image with the ability to prepare and deliver strong presentations to a variety of decision makers
- Business related degree or equivalent business experience
- Previous selling background in direct mail or printing sales is extremely helpful.
- Reliable transportation required

Larry.powell@coxinc.com

Digital Media Consultant

The Digital Media Consultant at Cox Media Group Ohio is our primary Search sales expert. They will help local businesses grow their market through the use of our extensive suite of digital solutions, highlighted by our Premier Partnership with Google, one of only 18 in the world. They are responsible for generating new business from existing clients by partnering with traditional media consultants as well as developing business from new clients.

Responsibilities:

- Exceed Digital Media sales goals
- Develop extensive prospect pipeline of new clients
- Assess clients marketing needs and build corresponding strategic solutions
- Be the face of Search for CMGO, including education of clients and sales department
- Continuously network to build local relationships
- Manage fulfillment of Digital media campaigns

Skills & Qualifications:

- Goal oriented with a need to win!
- Proven, Successful Digital Media sales and service experience
- Self-motivated and ability to work well under pressure
- Excellent written and oral communication skills
- Google AdWords certification required, IAB certification preferred
- Outstanding computer skills including solid knowledge of Microsoft Excel, Word and PowerPoint
- Technical aptitude (including basic knowledge of HTML, DFP)
- Ability to learn and operate a number of internal computer programs and systems
- Strong organizational and process management skills
- Ability to manage multiple daily tasks; experience with a CRM system
- Flexibility to work in a rapidly changing environment
- Strong focus on teamwork and ability to manage relationships across multiple departments
- Results oriented with great attention to detail
- Able to apply creative thinking and exceptional problem solving skills

Contact: Chip.beale@coxinc.com

Digital Sales Specialist

The Digital Sales Specialist at Cox Media Group Ohio works in a team with Digital Sales staff members to increase Digital Media advertising revenue. This role secures new Digital Media advertising revenue with existing clients and new Digital Media clients in partnership with traditional media sellers. They strategize, propose and sell Digital Media direct to clients.

Responsibilities:

- Assess clients marketing needs and build corresponding strategic solutions
- Manage fulfillment of Digital media campaigns
- Consult and educate Media Consultants and clients in Digital Media
- Educated and train Media Consultants and clients in Digital Media
- Provide backup sales support to other Digital Sales Specialists in the department

Skills & Qualifications:

- Knowledge and experience with digital media
- Excellent written and oral communication skills
- Outstanding computer skills including solid knowledge of Microsoft Excel, Word and PowerPoint

Skills & Qualifications:

- Technical aptitude (including basic knowledge of HTML, DFP) preferred
- Ability to learn and operate a number of internal computer programs and systems
- Strong organizational and process management skills
- Ability to manage multiple daily tasks
- Flexibility to work in a rapidly changing environment
- Self-motivated and ability to work well under pressure
- Strong focus on teamwork and ability to manage relationships across multiple departments
- Results oriented with great attention to detail
- Able to apply creative thinking and exceptional problem solving skills

Contact: chip.beale@coxinc.com

Sr. Account Executive

Develop projects in pricing and promotions, category planning, staff and relationship development and business development in our Direct Mail Department. In addition, this position leads initiatives requiring coordination of work across various company functions and departments, identifies the financial impact, risk/feasibility, and strategic fit of issues and opportunities, and presents findings and recommendations to management.

This position must possess an in-depth understanding of all major business areas related to our company planning and areas of growth for Direct Mail and Commercial Print; including but not limited to, macro strategic environment, strategic planning methodology, strategic finance, and management of external partnerships. By utilizing this knowledge, this position informs executive decision-making and generates new streams of revenue for the company.

Job Responsibilities:

- Leads, plans, and facilitates enterprise annual strategy planning cycle, including meetings and guidance.
- Leads facilitation and analysis of Direct Mail industry trends that have a direct correlation to Company Strategy; providing strategic and competitive intelligence to management.
- Identifies, analyzes, and monitors macro-strategic business related issues that affect profitability, growth, and productivity.
- Analyzes internal business metrics (current product mix, market share, distribution channels, pricing strategy, and other internal competitive factors) to enable strategic decision making.
- Creates and communicates enterprise strategic planning and business development methodology and thought leadership across all business units.
- Develops a business plan and sales strategy for the market that ensures attainment of company sales goals and profitability.
- Prepares action plans for effective search of sales leads and prospects to enhance market share.
- Initiates and coordinates development of action plans to penetrate new clients.
- Assists in the development and implementation of marketing plans as needed.
- Provides timely feedback to senior management regarding performance.

Job Responsibilities:

- Provides timely, accurate, competitive pricing on all completed rate requests submitted for pricing and approval, while striving to maintain maximum profit margin for Direct Mail/Commercial Print products

Minimum Qualifications:

- Bachelor's degree preferred with emphasis on marketing, management or communications.
- At least three years of successful sales experience required with strong emphasis in business-to-business sales.
- Media sales experience with a track record of success. Multimedia sales experience including digital preferred.
- Excellent communication and presentation skills.
- Able to understand all Cox Media Group Ohio products and ability to develop proposals and campaigns to maximize effectiveness for current and new business clients is essential.
- Excellent customer service skills.
- General business understanding of marketing and pricing models.
- Proposal development and negotiating skills.
- Strong computer skills including Microsoft Office and a strong understanding of the Internet and online sales opportunities.
- Ability to think creatively with good time management and a team player.
- Supervisor/leadership skills is a plus.

andrea.watkins@coxinc.com

Part-Time Board Operator/Producer

This is an entry level but critical position in the radio master control room. This position requires a person to be tech savvy. Employees are responsible for keeping programming on air, engineering local & syndicated talk shows, coordinating live newscasts & following Cox Media Group & FCC guidelines. This is a fast paced position that requires multi-tasking & the ability to trouble-shoot issues under pressure. This person should be a self-starter, critical thinker and takes pride in their work. This person reports to the Assistant Program Director.

Job Responsibilities:

- Operation of station broadcast transmitter
- Coordination of remote broadcasts
- Understanding and ability to implement Emergency Alert System
- Producing local & syndicated talk shows
- Assisting anchors with breaking news/editing audio
- Production dubbing & producing
- Maintaining 3 radio station simultaneously
- Other duties as assigned

We Look For:

- Reliability
- Willingness to learn

We Look For:

- Ability to remain cool under pressure
- A commitment to high performance
- Weekend, evening & on call availability a must
- Knowledge of editing software including Adobe Audition
- 2 years of soundboard/radio experience required

We provide:

- Opportunities for advancement
- A positive supportive work environment
- A fun fast paced job for the right person

To apply, please submit your resume to:

chris.hartley@cmgohio.com

All Media Journalist

Reporters play key roles in Cox Media Group's drive to be the essential source for local news, cultivating important sources and building relationships that result in scoops. They are accurate, fair, nimble and flexible while providing an acceptable volume of high-quality, unique content for at least three of our four platforms (TV, print, radio, digital). With sound news judgment and a keen understanding of multi-platform news cycles, they create timely content in the forms best suited to each audience's needs. With a keen understanding of each platform's strategies, they create content aimed at growing audience and audience satisfaction. Reporters collaborate closely with content managers but exercise independent judgment and action in the field. They work under pressure and conduct themselves in a professional manner.

Responsibilities:

- Gather news stories and images; investigate claims from officials and others; verify accuracy and truthfulness of facts.
- Quickly respond to breaking news and other assignments and return images and information for digital and radio.
- Immediately tell Breaking News Team and editors about breaking/timely news and multi-platform sharing opportunities.
- Capture key images, video and audio and be proficient in visual story-telling
- Apply multi-platform news judgment to all assignments.
- Use social media to engage and grow audience; regularly suggest stories from social media tips and audience engagement.
- Be competent at producing news in all 4 platforms – radio, TV, print, digital.
- Be able to write clear, accurate and well-written news stories, using critical thinking skills to challenge assumptions.
- Understand audience goals and metrics in all four platforms and know how to use that information to maximize audience engagement and reach.
- Meet additional minimum job requirements and processes for specific broadcast/publishing beat/job.

Minimum Qualifications:

- Valid driver's license and access to transportation
- Excellent writing and communication skills
- Photo/video experience

Preferred Qualifications:

- College degree
- At least one year of newsroom experience

Job Competencies:

- News judgment, initiative and problem-solving
- Accuracy and thoroughness and sense of urgency
- Dependability and follow-through and able to meet deadlines
- Ability to think and act clearly and quickly under pressure
- Accurate and fast writing/news-gathering skills for all four platforms
- Expertise in all four platforms
- Interviewing skills
- Internal relationship-building, communication and process-following.
- Mastery of promotional and process language
- Bias awareness and ability to balance stories
- Flexibility and ability to quickly adapt to change and work as a team

Contact: C. Post, connie.post@coxinc.com

Employment Specialist

The Employment Specialist will play key recruiting coordinating role for the company. This position will be responsible for assisting Human Resources Management with HR related function training and a broad range of human resources and organizational development needs.

Primary Responsibilities:

30% Recruitment and Selection

Partner with hiring manager and recommend best recruiting strategy

- Identify best advertising venues
- Post job placement ads Internally and on job posting websites
- Review resumes
- Conduct phone screen of candidates for suitability for position as well as cultural fit
- Prepare and guide hiring managers through the process

10% New Hire/Orientation Process

- Conduct new hire orientations
- Communicate and coordinate with hiring managers for first day logistics
- Coordinate with CMGHR service center to ensure the process runs smoothly
- Coordinate the onboarding of new hires including:
 - I-9 documentation
 - Production of employee badge and parking passes
 - Completion of state tax forms and education concerning direct deposit/pay card options
 - Coordination of MARTA cards
 - Policy signoffs
 - Orientation of building and electronic communication sites

5% Compensation

- Work with compensation and data teams to provide clients with salary data.

20% Employee Relations

- Partner with HR manager in ER activities to establish positive employer-employee relationship and promote a high level of employee morale and motivation.
- Partner with HR Manager as internal consultant to all levels of management in order to resolve human resources issues, including disciplinary actions and terminations, employee conflicts and code of conduct violations.
Partner with HR manager to investigate employee complaints including allegations of discrimination and sexual harassment

10% HR Initiatives

- Maintain highly confidential employee information, documents and files (both active and terminated files.)
- Handle employee walk-in requests or identify proper resolution and ensure effective hand-off occurs.
- Serve as the location contact for the CMG HR/Payroll Resource Center and coordinate the intake of benefit forms and other documents as needed.
- Manage I-9s
- Manage projects and conduct research as needed such as employee documentation, unemployment claims and subpoena requests from CEI Legal.
- Use Microsoft office suite and HRIS system to produce and disseminate high-quality correspondence, documentation, presentations, reports, etc. as required.
- Sort and distribute mail including mass stuffing and mailing as needed.
- Print and mail the Department of Labor Separation Notices.
- Serve as the contact for tuition reimbursement.
- Serve as back up for Reqlogic.

Minimum Education Requirements: Bachelor's Degree required or 5-7 years equivalent experience.

Experience Requirement: A minimum of 2-3 years' experience in a human resources role that includes one or all of the following: Recruiting/Staffing, Employee Relations, Benefits Administration and Labor Relations.

Essential Skills:

- High School Diploma/GED required.
- Bachelor's degree in Human Resources or related field (or equivalent experience preferred).
- 3+ years prior Human Resources experience is required.
- Must demonstrate excellent verbal and written communication skills and have the ability to communicate and present in person, in writing, and on the telephone effectively with both large and small groups.
- Demonstrated analytical skills
- Experience preparing and analyzing reports and determining cause and effect relationships

and make recommendations to management to resolve complaints.

- **15% Policies/Procedures/Tools**
- Assist in communicating policies and procedures to employees
- **5% Performance Management**
- Provide support in performance review process at mid-year and year-end
- Act as coach and consultant to support supervisors to manage employee performance
- **5% Training & Development**
- Generate and manage training within the Learning Management System.
- Administer significant reports as required to track results of employee's attainment of courses.
- Administer and amend training information for the LMS.
- Assist in all administrative duties and logistical tasks related to the coordination and facilitation of internal training activities, including; scheduling, room assignment /coordination and catering orders.

- Demonstrated ability to problem solve and recommend process improvements in assigned areas of responsibility
- Experience successfully managing multiple projects/initiatives at one time and independently
- Must have strong organizing ,prioritizing skills and attention to detail
- Ability to work independently and in a team environment
- Proficient in using Word, Excel, Power Point and Outlook.
- Must be able to generate a warm, friendly and caring manner on first impression.
- Ability to exercise discretion and handle confidential materials and information

Preferred Skills:
Experience using PeopleSoft

DISCLAIMER:
The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements
Contact: andrea.watkins@coxinc.com

Pressroom Foreman
Cox Media Group Ohio is seeking a Pressroom Foreman.

<p>Responsibilities:</p> <ul style="list-style-type: none"> • Preparing press crew sheets and press console setups • Walking the press levels and checking setups • Utilize best practice for checking conductivity before press starts • On press startups minimize newsprint waste by proper cutoffs and water numbers are implemented • Manage quality control throughout the production run to minimize press running waste • Bring a positive attitude to a fast pace environment and give crews feedback • Communication of production issues reported or calls made to others per standard operating procedures • Communicate to Packaging Foreman the lineups for the night • Support crew meetings and provide information driven by Production Director • Report any press mechanical, electrical issues and follow-up that repairs are complete and communicated 	<ul style="list-style-type: none"> • Present detail and accurate reports of the events of that production • Participate in blanket and roller plan for the yearly budget • Make sure Housekeeping and Safety procedures are followed • Overseeing the CTP operation as needed • Kronos Timekeeping: providing accuracy and communication to others as applicable <p>Minimum Qualifications:</p> <ul style="list-style-type: none"> • Understanding of the HK system for newsprint roll handling • 5 years of supervisory of experience • Excellent communication and time management skills • Strong leadership skills <p><i>Contact: J. Gruber, jim.gruber@coxinc.com</i></p>
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Packaging Associates
Cox Media Group Ohio is seeking qualified candidates to work at its Print Technology Center in Franklin, Ohio.

<p>Responsibilities:</p> <ul style="list-style-type: none"> • Feeding of pre-printed materials and newspaper sections into the insert machine • Stacking of bundled newspapers from press delivery systems and transporting to appropriate areas • Removal of newspaper sections and/or pre-printed materials from created packages <p><i>Contact: kymerly.bell@coxinc.com</i></p>	<p>Responsibilities Continued:</p> <ul style="list-style-type: none"> • Operation of powered strapping equipment • Cleaning of work area as needed <p>Minimum Qualifications:</p> <ul style="list-style-type: none"> • At least 18 years of age • Ability to lift 20 to 50 lbs repeatedly • Ability to stand for long periods of time
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We offer these excellent benefits:
Medical | Dental | Vision | Pension | 401k with a company match | Paid vacation | Onsite Fitness center & dining facility

To apply, submit resume to the listed contact
Subject Line: Position Name
Please include salary requirements
No telephone calls please

Cox Media Group Ohio is the area's leading single, integrated media organization. This organization is comprised of WHIO-TV's Channel 7, the Dayton Daily News, Springfield News-Sun, Journal-News, Cox Ohio's Southwestern Ohio weekly newspapers, our commercial printing and mail operations and Cox radio stations in Dayton (WHIO AM and FM, WHKO and WZLR). Cox was started in 1898 by Governor James M. Cox. Cox Media Group Ohio is a unit of Cox Enterprises.

Cox Media Group Ohio Open Positions 11.13.2013

Minimum Requirements:

- Bachelor's degree in relevant discipline or equivalent experience
- Minimum 1 year of Digital experience
- Results-oriented approach to work, with proven track record
- Excellent communication and presentation skills, both verbal and written
- Minimum 2 years' experience with Omniture Site Catalyst, Google Analytics or other web analytics tools
- Strong analytical and math skills with an ability to translate data into succinct, visually-driven conclusions and action plans
- Experience with quality assurance and control regarding setup and deployment of pixels and UTMs (internal and external sites)
- Must be proficient with Word, Excel and PowerPoint and Microsoft Visio
- Excellent communication and presentation skills, both verbal and written, are essential

Preferred Skills:

- Google Analytics certified
- Experience presenting data and findings to executives and other leadership teams

Salary Grade: 8

Salary Range:

Min	Mid	Max
\$43,205	\$56,055	\$68,905

Contact: Brian Glass, brian.glass@coxinc.com

Mkt

Graphic Designer

The #1 ranked CBS affiliate in the country has a rare job opportunity for a Graphic Designer to join its dynamic creative team. The position includes a diverse mix of media experiences for an enterprising designer. Work inside a leading-edge media center, creating still and animated graphics for a variety of cross-platform projects including #1 rated News Center 7 evening and 11pm newscasts, as well as projects for a variety of digital properties, newspaper and radio.

Requirements:

- Bachelor of Arts or equivalent training
- Ability to work under tight deadlines while maintaining a high quality of work
- Working knowledge of Adobe Creative Suite, primarily Photoshop, Illustrator, and After Effects
- Knowledge of Cinema 4D is a plus but not required
- Excellent communication skills
- Proficiency in spelling and grammar
- Project management and ability to prioritize
- Must be self-motivated

Preferred:

- 2 years design experience in a broadcast environment or equivalent
- Knowledge of DEKO, Chyron, or other graphic playback systems

Salary Grade: 7

Salary Range:

Min	Mid	Max
\$37,733	\$48,533	\$59,333

Submit Resume and link to Reel to: Ryan.Yurjevic@coxinc.com

Marketing Circulation Specialist

The specialist is accountable for day-to-day execution of tactics that drive audience engagement, circulation acquisition and customer retention. Accountable for building the CMG Ohio brands, positioning our products, and driving audience growth and customer engagement. This position requires a creative contribution to the strategy for specified targets in all sales channels and media. The coordinator is responsible for tactical execution of B2C marketing projects, especially circulation acquisition and retention.

Position Responsibilities:

- Coordination and implementation of tactical marketing plans supporting circulation acquisition and retention.
- Coordination and support for consumer and B2B marketing initiatives.
- Responsibility for email marketing and digital marketing tactics.
- Scheduling and house space management for print and digital.
- Coordinate creative production of multi-media marketing plans.
- Order ads for newspapers, websites, mobile sites and other marketing vehicles.
- Measure and track statistics for marketing tactics.
- Accountable for accuracy and timeliness of copy and production.
- Accountable for on-time and on-budget execution of tactics.
- Operational and supervisory duties as assigned. The position requires strong organizational intelligence and the capacity to accept new challenges.

Position Requirements:

- BA degree required (marketing, communications, public relations or English preferred).
- 5 years of marketing and project management experience. Digital marketing experience is a plus.

Cox Media Group Ohio is an Equal Opportunity Employer

Posted Oct 6 2013 at the University of Missouri job center

Viewing Job: 44409/Producer

- [Profile View](#)

Position Information

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If you **HIRE**d a Mizzou student, please click to the left on **Report a Hire**. Click the **View Activity** link on the left to view all placements and referrals for this job posting.

*Job ID: 44409


*Job Title: Producer

Job Reference Num:

Organization Name: WHIO-TV

*No of Openings: 1


Mizzou CASH

job?  :

Work Schedule:

Hours per Week:

Internship

Compensation  :

Wage/Salary:

Employment Start

Date:

Employment End

Date:

Supervisor: Executive Producer

*Job Description: WHIO-TV, America's #1 station among all metered markets, is searching for the right journalist to join our team as a newscast producer. With the power and resources of four newspapers, four radio stations and 13 websites, producers at WHIO-TV have the tools they need to create great newscasts worthy of being the highest-rated newscasts in the nation. The ideal producer candidate will work well under deadline pressure, with passion, creativity and a strong attention to detail.

*Qualifications: The producer must be a vocal newsroom leader who can raise the level of journalism for everyone who's part of creating our newscasts. Producers must be able to execute tight, active writing and create teases that are worth our viewers' attention. At least two years of newscast producing and a Bachelor's degree in journalism, communications, or a related field are preferred. Knowledge of INews and non-linear editing a plus.

*Application Send a copy of your work and resume to:

Instructions: Tim Wolff, Assistant News Director

WHIO-TV

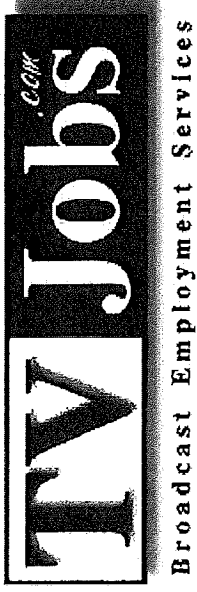
1611 S. Main Street, Dayton, Ohio, 45409

(No phone calls please).

Contact: Tim Wolff, tim.wolff@cmgohio.com

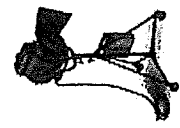
Online Application

Address:



WHIO (CBS) Dayton, Ohio

Position Producer
Station Ownership Cox
Reference # TVJ#34231829
Type Television
Full / Part Full Time - Regular
Experience 2 Years
Posted 11/15/2013
Closes 1/14/2014
Time Left 0 Days
DMA #64
Found In News - Producers
 News - Producers



Producer

WHIO-TV, America's #1 station among all metered markets, is searching for the right journalist to join our team as a newscast producer. With the power and resources of four newspapers, four radio stations and 13 websites, producers at WHIO-TV have the tools they need to create great newscasts worthy of being the highest-rated newscasts in the nation. The ideal producer candidate will work well under deadline pressure, with passion, creativity and a strong

Supplemental Information

Salary Type
Salary Range
Starting Salary / Year
Starting Salary / Hour
Job Type Full Time - Regular
Hours
Workweek
Scheduled on Holidays
Start Date
Probation Period
Benefits
Benefit Premium
401K Plan
Vacation
Paid Sick Leave
Phone Calls
Agent Phone Calls Yes
Résumé
Cover Letter

attention to detail.

The producer must be a vocal newsroom leader who can raise the level of journalism for everyone who's part of creating our newscasts. Producers must be able to execute tight, active writing and create teases that are worth our viewers' attention. At least two years of newscast producing and a Bachelor's degree in journalism, communications, or a related field are preferred. Knowledge of iNews and non-linear editing a plus.

Send a copy of your work and resume to:
Tim Wolff, Assistant News Director
WHIO-TV
1611 S. Main Street, Dayton, Ohio, 45409
(No phone calls please).
Contact: Tim Wolff, tim.wolff@cmgohio.com

WHIO-TV is an Equal Opportunity Employer

When responding to this job ad, please mention you saw it listed at TVJobs.com

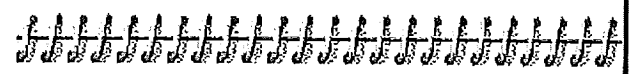
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Annual E-Résumé subscription or DigitalTalent résumé required.

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References	
Salary History	
Tape / Reel	
Tape Format	
Tape Return	
Director's Track	
FAX Résumé	
TVJobs.com E-Résumé	Yes
Degree Required	
Contract Required	
Contract Length	
Special Requirements	
Driver's License	
Insurance	
Good Driving Record	
Heavy Lifting	
Previous Applicants	
Local Apartment Rental	
Moving Expenses	
Union Position	
Union Contract Expires	
Confirmation Letter	



Rejection Letter
Feedback
Drug Screen
Proof of Eligibility to work in U.S. Required
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Manager, Events & Community Outreach

The Manager of Events and Community Outreach is accountable for raising the bar on the way we represent ourselves in the community, and on point to develop plans and best practices, and execute them with passion and excitement. This key position touches all departments including sales and content, and oversees all external events and community outreach. The position is responsible for the opportunity for clients to interact with our customers in a real way. Our key events generate up to \$1.5M annually and establish a long-lasting impression on our clients. It could be the deciding factor if they choose to continue advertising with us.

This senior leader needs to live and breathe community involvement, being out of the office – engaged with our audience and proud to preach the message of our brands and our mission to serve the public's best interest. We have a 94% weekly reach of the market, so we have a great responsibility for the safety and wellness of the community.

Position Responsibilities:

- Directs all MARQUEE revenue generating events for CMG Ohio, including Homeworld, Women's Fair, Children's Hospital Radiothon and Telethon. This accounts for 60% of the position.
 - Negotiate venues, vendors, talent and services.
 - Client support before, during and after event
 - Market the brand of these events to the community
 - Increase attendance
 - Help sales meet revenue goals by adding sellable benefits
 - Oversee the event team.
- Directs the new concert initiative for CMG. Our goal is to create 4 to 5 music concert events per year. We book the acts, line up the venue, negotiate talent fees, etc. The goal is to see enough revenue for each event while managing risk.
 - Establish goals with sales and content stakeholders
 - Negotiating talent contracts.
 - Achieve revenue and attendance goals.
- Develop a plan and execute the street team and "prize guy" initiative, overseeing team of 5 part-time employees who interface with the community one on one.
- Oversee Radio/TV/Print and digital contesting and book contesting. Develop strategy, rate and measure effectiveness of these in light of the ratings for each of these campaigns.
- Create the new CMG Ohio Foundation Board. This will streamline any requests for donations of either cash or airtime.
- Create a CMG Ohio speakers bureau. Coordinate with all staff (including TV and radio personalities) to schedule, plan talking points, coordinate instructions and feedback to generate speaking opportunities at community events. Goal is to get to 200 per year.
- Internal communication to staff of changes.
- External communication to the community of changes, press releases and announcements.

Position Requirements:

- BA degree required (marketing, communications, public relations or advertising). Advanced degree is preferred.
- 7+ years of marketing communications, event marketing, and/or public relations experience.
- Results-oriented writing skills are essential.
- Strategic leadership aptitude.
- Track record of building high-performing teams.
- Strong project management skills needed.
- Highly creative, yet detail oriented.
- Positive attitude, agility in response, and willingness to pinch hit and pitch in to assist whenever needed to get the job done.
- Excellent interpersonal, organizational, verbal and written communication skills.
- Strong customer service focus required.

To apply, submit resume to: nick.roberts@cmgohio.com
Subject Line: Mgr, Events & Community Outreach

We offer these excellent benefits:

- Medical
- Dental
- Vision
- Pension
- Paid vacation
- 401k with a company match
- Onsite Fitness center & dining facility

No Phone Calls Please

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From

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Reference Code

Job ID

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Manager, Events & Community Outreach

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Owner: Andrea Watkins

Status: Expired

Originally Posted: 11/21/2013

Last Modified: 11/21/2013

Earliest expiration: 12/21/2013

Views: 911

Apples 0

Clicks: 0

Email: 108

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Job Description

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- Vision
- Pension
- Paid vacation
- 401k with a company match
- Onsite Fitness center & dining facility

No Phone Calls Please

Cox Media Group is an Equal Opportunity Employer

Salary USD 58349 - 75599 Per Year

Career Level Required

Experience Required

Education Required

Job Type Employee

Job Status Full Time

Contact Information

Phone :

Fax :

Email : nick.roberts@cmgohio.com

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Posting Title: Manager, Events & Community Outreach Job Opening ID: 304427
 Job Opening Status: 110-Filled/Closed Job Type: Standard
 Job Title: Communications Manager Job Code: OH0179
 Business Unit: CXOHP Cox Ohio Publishing

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Opening Information

*Template ID: 1 Cox Recruitment Template
 Job Opening Type: Standard Requisition
 Created By: 00202033 Sarah Reinman
 Created: 12/04/2013
 *Openings to Fill: Limited
 Target Openings: 1
 Available Openings: 1
 Establishment ID:
 Business Unit: CXOHP Cox Ohio Publishing
 Job Code: OH0179 Communications Manager
 Company: DNI Dayton Newspapers, Inc.
 Department: 3110510600 DDN-Marketing
 Location: DNI000 Media Center
 Recruiting Location: 435 OH - Dayton/Springfield
[Add Additional Locations](#)
 Status Code: 110-Filled/Closed
 Status Reason: Job Closed Automated
 *Status Date: 02/11/2014
 Desired Start Date:

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Staffing Information

Schedule Type: Full-Time
 Travel Percentage: None

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Job Description

Job Title: Manager, Events & Community Outreach
 Job ID: 304427
 Location: OH - Dayton/Springfield
 Full/Part Time: Full-Time
 Regular/Temporary: Regular

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Job Description

The Manager of Events and Community Outreach is accountable for raising the bar on the way we represent ourselves in the community, and on point to develop plans and best practices, and execute them with passion and excitement. This key position touches all departments including sales and content, and oversees all external events and community outreach. The position is responsible for the opportunity for clients to interact with our customers in a real way. Our key events generate up to \$1.5M annually and establish a long-lasting impression on our clients. It could be the deciding factor if they choose to continue advertising with us.

This senior leader needs to live and breathe community involvement, being out of the office – engaged with our audience and proud to preach the message of our brands and our mission to serve the public's best interest. We have a 94% weekly reach of the market, so we have a great responsibility for the safety and wellness of the community.

Responsibilities

- Directs all MARQUEE revenue generating events for CMG Ohio, including Homeworld, Women's Fair, Children's Hospital Radiothon and Telethon. This accounts for 60% of the position.
- Negotiate venues, vendors, talent and services.
- Client support before, during and after event
- Market the brand of these events to the community
- Increase attendance
- Help sales meet revenue goals by adding sellable benefits
- Oversee the event team.
- Directs the new concert initiative for CMG. Our goal is to create 4 to 5 music concert events per year. We book the acts, line up the venue, negotiate talent fees, etc. The goal is to see enough revenue for each event while managing risk.
- Establish goals with sales and content stakeholders
- Negotiating talent contracts.
- Achieve revenue and attendance goals.
- Develop a plan and execute the street team and "prize guy" initiative, overseeing team of 5 part-time employees who interface with the community one on one.
- Oversee Radio/TV/Print and digital contesting and book contesting. Develop strategy, rate and measure effectiveness of these in light of the ratings for each of these campaigns.
- Create the new CMG Ohio Foundation Board. This will streamline any requests for donations of either cash or airtime.
- Create a CMG Ohio speakers bureau. Coordinate with all staff (including TV and radio personalities) to schedule, plan talking points, coordinate instructions and feedback to generate speaking opportunities at community events. Goal is to get to 200 per year.
- Internal communication to staff of changes.
- External communication to the community of changes, press releases and announcements.

Qualifications

Position Requirements:

- BA degree required (marketing, communications, public relations or advertising). Advanced degree is preferred.
- 7+ years of marketing communications, event marketing, and/or public relations experience.
- Results-oriented writing skills are essential.
- Strategic leadership aptitude.
- Track record of building high-performing teams.
- Strong project management skills needed.
- Highly creative, yet detail oriented.
- Positive attitude, agility in response, and willingness to pinch hit and pitch in to assist whenever needed to get the job done.
- Excellent interpersonal, organizational, verbal and written communication skills.
- Strong customer service focus required.

Closing Statement

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No Phone Calls Please

Cox Media Group is an Equal Opportunity Employer

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Reinman, Sarah (CMG-Dayton)

From: Reinman, Sarah (CMG-Dayton)
Sent: Friday, December 20, 2013 11:46 AM
To: 'Central Michigan University'; 'City of Dayton - Career'; 'Clark State Community College'; 'Collegiate Broadcasters, Inc.'; 'Dayton NAACP'; 'Day-Vest'; 'Edison State Community College'; 'Emi Tiley'; 'Eric Anderson'; 'Fortis & Rets'; 'Howard University'; 'IBC - Kenny Pyles'; 'Indiana Wesleyan University'; 'Job Center'; 'Kent State University'; 'Leadership Institute'; 'Melinda Jeffery'; 'Miami Jacobs - Columbus'; 'Miami Jacobs College'; 'Miami University - Career'; 'NAB Career Center'; 'Ohio Center for Broadcasting'; 'Ohio University'; 'Sinclair College - Career'; 'Wilberforce University - Career'
Subject: Job Opportunities: Cox Media Group Ohio
Attachments: CMG Ohio Positions 12.20.2013.pdf

Greetings,

Here is a current list of open positions in Cox Media Group (CMG) Ohio. We are currently seeking qualified candidates for these positions. Please distribute these openings throughout your organization.

Best Regards & Happy Holidays,
Sarah

Sarah Reinman | HR Administrator

Cox Media Group Ohio | 1611 S. Main St. Dayton, Ohio 45409

Ph: 937-225-6998 *Email:* sarah.reinman@coxinc.com

CREATING SOLUTIONS. DELIVERING RESULTS.

Newspaper | Television | Radio | Targeted Print, Event & Digital Products | Commercial Print | Direct Mail | Digital Ad Services

Manager, Events & Community Outreach

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- Strong customer service focus required.

Nick.roberts@cmgohio.com

Graphic Designer

The #1 ranked CBS affiliate in the country has a rare job opportunity for a Graphic Designer to join its dynamic creative team. The position includes a diverse mix of media experiences for an enterprising designer. Work inside a leading-edge media center, creating still and animated graphics for a variety of cross-platform projects including #1 rated News Center 7 evening and 11pm newscasts, as well as projects for a variety of digital properties, newspaper and radio.

Requirements:

- Bachelor of Arts or equivalent training
- Ability to work under tight deadlines while maintaining a high quality of work
- Working knowledge of Adobe Creative Suite, primarily Photoshop, Illustrator, and After Effects
- Knowledge of Cinema 4D is a plus but not required
- Excellent communication skills

Requirements:

- Proficiency in spelling and grammar
- Project management and ability to prioritize
- Must be self-motivated

Preferred:

- 2 years design experience in a broadcast environment or equivalent
- Knowledge of DEKO, Chyron, or other graphic playback systems

Ryan.yurjevic@cmgohio.com

News Photographer/Editor

WHIO-TV and Cox Media Group is seeking a part-time news photographer/editor to work as part of our award-winning team in Dayton, Ohio. We're a company that is leading the way in the multi-platform journalism. You'll be part of a group that is dedicated to serving our customers through our television, print, radio and digital platforms. There is no guarantee this part-time position will become fulltime.

Position Responsibilities:

- Must be able to work in high-pressure situations
- Must be able to make quick editorial and technical decisions in the field and during editing
- Must work well in all types of outdoor conditions
- Must be flexible in scheduling due to the changing needs of news events, including being on-call
- Must have a team attitude for winning with an emphasis on finding solutions and not problems

Position Requirements:

At least 1 year experience working in a television news environment, including but not limited to shooting news video

Position Requirements:

- non-linear editing, shooting live shots and lighting
 - Experience with ENG truck operation desired
 - Be able to lift and carry upwards of 50lbs of equipment
- Interested applicants** should send a resume and DVD of recent work to:

Sean Dunster, News Technology Manager
1611 S. Main Street
Dayton, OH. 45409.

Or you can email a resume and link to recent work to:
sean.dunster@cmgohio.com

Direct Mail Media Consultant

Cox Media Group Ohio is seeking a Direct Mail Media Consultant that is based in the CMG Print Technology Center in Franklin, Ohio. This individual will need to obtain revenue and product development goals through successful selling efforts, maintain a high level of customer service, and work with our production, creative, and data team members to provide clients with turnkey direct mail/printing solutions. Competitive compensation, mileage reimbursement and an excellent benefit package are offered.

Skills & Qualifications:

- Strong communication skills
- Understanding of offset printing, digital printing and mail house operations
- Professional image with the ability to prepare and deliver strong presentations to a variety of decision makers
- Business related degree or equivalent business experience
- Previous selling background in direct mail or printing sales is extremely helpful.
- Reliable transportation required

Larry.powell@coxinc.com

Digital Media Consultant

The Digital Media Consultant at Cox Media Group Ohio is our primary Search sales expert. They will help local businesses grow their market through the use of our extensive suite of digital solutions, highlighted by our Premier Partnership with Google, one of only 18 in the world. They are responsible for generating new business from existing clients by partnering with traditional media consultants as well as developing business from new clients.

Responsibilities:

- Exceed Digital Media sales goals
- Develop extensive prospect pipeline of new clients
- Assess clients marketing needs and build corresponding strategic solutions
- Be the face of Search for CMGO, including education of clients and sales department
- Continuously network to build local relationships
- Manage fulfillment of Digital media campaigns

Skills & Qualifications:

- Goal oriented with a need to win!
- Proven, Successful Digital Media sales and service experience
- Self-motivated and ability to work well under pressure
- Excellent written and oral communication skills
- Google AdWords certification required, IAB certification preferred
- Outstanding computer skills including solid knowledge of Microsoft Excel, Word and PowerPoint
- Technical aptitude (including basic knowledge of HTML, DFP)
- Ability to learn and operate a number of internal computer programs and systems
- Strong organizational and process management skills
- Ability to manage multiple daily tasks; experience with a CRM system
- Flexibility to work in a rapidly changing environment
- Strong focus on teamwork and ability to manage relationships across multiple departments
- Results oriented with great attention to detail
- Able to apply creative thinking and exceptional problem solving skills

Contact: Chip.beale@coxinc.com

Digital Sales Specialist

The Digital Sales Specialist at Cox Media Group Ohio works in a team with Digital Sales staff members to increase Digital Media advertising revenue. This role secures new Digital Media advertising revenue with existing clients and new Digital Media clients in partnership with traditional media sellers. They strategize, propose and sell Digital Media direct to clients.

Responsibilities:

- Assess clients marketing needs and build corresponding strategic solutions
- Manage fulfillment of Digital media campaigns
- Consult and educate Media Consultants and clients in Digital Media
- Educated and train Media Consultants and clients in Digital Media
- Provide backup sales support to other Digital Sales Specialists in the department

Skills & Qualifications:

- Knowledge and experience with digital media
- Excellent written and oral communication skills
- Outstanding computer skills including solid knowledge of Microsoft Excel, Word and PowerPoint

Skills & Qualifications:

- Technical aptitude (including basic knowledge of HTML, DFP) preferred
- Ability to learn and operate a number of internal computer programs and systems
- Strong organizational and process management skills
- Ability to manage multiple daily tasks
- Flexibility to work in a rapidly changing environment
- Self-motivated and ability to work well under pressure
- Strong focus on teamwork and ability to manage relationships across multiple departments
- Results oriented with great attention to detail
- Able to apply creative thinking and exceptional problem solving skills

Contact: chip.beale@coxinc.com

Sr. Account Executive

Develop projects in pricing and promotions, category planning, staff and relationship development and business development in our Direct Mail Department. In addition, this position leads initiatives requiring coordination of work across various company functions and departments, identifies the financial impact, risk/feasibility, and strategic fit of issues and opportunities, and presents findings and recommendations to management.

This position must possess an in-depth understanding of all major business areas related to our company planning and areas of growth for Direct Mail and Commercial Print; including but not limited to, macro strategic environment, strategic planning methodology, strategic finance, and management of external partnerships. By utilizing this knowledge, this position informs executive decision-making and generates new streams of revenue for the company.

Job Responsibilities:

- Leads, plans, and facilitates enterprise annual strategy planning cycle, including meetings and guidance.
- Leads facilitation and analysis of Direct Mail industry trends that have a direct correlation to Company Strategy; providing strategic and competitive intelligence to management.
- Identifies, analyzes, and monitors macro-strategic business related issues that affect profitability, growth, and productivity.
- Analyzes internal business metrics (current product mix, market share, distribution channels, pricing strategy, and other internal competitive factors) to enable strategic decision making.
- Creates and communicates enterprise strategic planning and business development methodology and thought leadership across all business units.
- Develops a business plan and sales strategy for the market that ensures attainment of company sales goals and profitability.
- Prepares action plans for effective search of sales leads and prospects to enhance market share.
- Initiates and coordinates development of action plans to penetrate new clients.
- Assists in the development and implementation of marketing plans as needed.
- Provides timely feedback to senior management regarding performance.

Job Responsibilities:

- Provides timely, accurate, competitive pricing on all completed rate requests submitted for pricing and approval, while striving to maintain maximum profit margin for Direct Mail/Commercial Print products

Minimum Qualifications:

- Bachelor's degree preferred with emphasis on marketing, management or communications.
- At least three years of successful sales experience required with strong emphasis in business-to-business sales.
- Media sales experience with a track record of success. Multimedia sales experience including digital preferred.
- Excellent communication and presentation skills.
- Able to understand all Cox Media Group Ohio products and ability to develop proposals and campaigns to maximize effectiveness for current and new business clients is essential.
- Excellent customer service skills.
- General business understanding of marketing and pricing models.
- Proposal development and negotiating skills.
- Strong computer skills including Microsoft Office and a strong understanding of the Internet and online sales opportunities.
- Ability to think creatively with good time management and a team player.
- Supervisor/leadership skills is a plus.

andrea.watkins@coxinc.com

Part-Time Board Operator/Producer

This is an entry level but critical position in the radio master control room. This position requires a person to be tech savvy. Employees are responsible for keeping programming on air, engineering local & syndicated talk shows, coordinating live newscasts & following Cox Media Group & FCC guidelines. This is a fast paced position that requires multi-tasking & the ability to trouble-shoot issues under pressure. This person should be a self-starter, critical thinker and takes pride in their work. This person reports to the Assistant Program Director.

Job Responsibilities:

- Operation of station broadcast transmitter
- Coordination of remote broadcasts
- Understanding and ability to implement Emergency Alert System
- Producing local & syndicated talk shows
- Assisting anchors with breaking news/editing audio
- Production dubbing & producing
- Maintaining 3 radio station simultaneously
- Other duties as assigned

We Look For:

- Reliability
- Willingness to learn

We Look For:

- Ability to remain cool under pressure
- A commitment to high performance
- Weekend, evening & on call availability a must
- Knowledge of editing software including Adobe Audition
- 2 years of soundboard/radio experience required

We provide:

- Opportunities for advancement
- A positive supportive work environment
- A fun fast paced job for the right person

To apply, please submit your resume to:

chris.hartley@cmgohio.com

All Media Journalist

Reporters play key roles in Cox Media Group's drive to be the essential source for local news, cultivating important sources and building relationships that result in scoops. They are accurate, fair, nimble and flexible while providing an acceptable volume of high-quality, unique content for at least three of our four platforms (TV, print, radio, digital). With sound news judgment and a keen understanding of multi-platform news cycles, they create timely content in the forms best suited to each audience's needs. With a keen understanding of each platform's strategies, they create content aimed at growing audience and audience satisfaction. Reporters collaborate closely with content managers but exercise independent judgment and action in the field. They work under pressure and conduct themselves in a professional manner.

Responsibilities:

- Gather news stories and images; investigate claims from officials and others; verify accuracy and truthfulness of facts.
- Quickly respond to breaking news and other assignments and return images and information for digital and radio.
- Immediately tell Breaking News Team and editors about breaking/timely news and multi-platform sharing opportunities.
- Capture key images, video and audio and be proficient in visual story-telling
- Apply multi-platform news judgment to all assignments.
- Use social media to engage and grow audience; regularly suggest stories from social media tips and audience engagement.
- Be competent at producing news in all 4 platforms – radio, TV, print, digital.
- Be able to write clear, accurate and well-written news stories, using critical thinking skills to challenge assumptions.
- Understand audience goals and metrics in all four platforms and know how to use that information to maximize audience engagement and reach.
- Meet additional minimum job requirements and processes for specific broadcast/publishing beat/job.

Minimum Qualifications:

- Valid driver's license and access to transportation
- Excellent writing and communication skills
- Photo/video experience

Preferred Qualifications:

- College degree
- At least one year of newsroom experience

Job Competencies:

- News judgment, initiative and problem-solving
- Accuracy and thoroughness and sense of urgency
- Dependability and follow-through and able to meet deadlines
- Ability to think and act clearly and quickly under pressure
- Accurate and fast writing/news-gathering skills for all four platforms
- Expertise in all four platforms
- Interviewing skills
- Internal relationship-building, communication and process-following.
- Mastery of promotional and process language
- Bias awareness and ability to balance stories
- Flexibility and ability to quickly adapt to change and work as a team

Contact: C. Post, connie.post@coxinc.com

Employment Specialist

The Employment Specialist will play key recruiting coordinating role for the company. This position will be responsible for assisting Human Resources Management with HR related function training and a broad range of human resources and organizational development needs.

Primary Responsibilities:

30% Recruitment and Selection

Partner with hiring manager and recommend best recruiting strategy

- Identify best advertising venues
- Post job placement ads internally and on job posting websites
- Review resumes
- Conduct phone screen of candidates for suitability for position as well as cultural fit
- Prepare and guide hiring managers through the process

10% New Hire/Orientation Process

- Conduct new hire orientations
- Communicate and coordinate with hiring managers for first day logistics
- Coordinate with CMGHR service center to ensure the process runs smoothly
- Coordinate the onboarding of new hires including:
 - I-9 documentation
 - Production of employee badge and parking passes
 - Completion of state tax forms and education concerning direct deposit/pay card options
 - Coordination of MARTA cards
 - Policy signoffs
 - Orientation of building and electronic communication sites

5% Compensation

- Work with compensation and data teams to provide clients with salary data.

20% Employee Relations

- Partner with HR manager in ER activities to establish positive employer-employee relationship and promote a high level of employee morale and motivation.
 - Partner with HR Manager as internal consultant to all levels of management in order to resolve human resources issues, including disciplinary actions and terminations, employee conflicts and code of conduct violations.
- Partner with HR manager to investigate employee complaints including allegations of discrimination and sexual harassment

10% HR Initiatives

- Maintain highly confidential employee information, documents and files (both active and terminated files.)
- Handle employee walk-in requests or identify proper resolution and ensure effective hand-off occurs.
- Serve as the location contact for the CMG HR/Payroll Resource Center and coordinate the intake of benefit forms and other documents as needed.
- Manage I-9s
- Manage projects and conduct research as needed such as employee documentation, unemployment claims and subpoena requests from CEI Legal.
- Use Microsoft office suite and HRIS system to produce and disseminate high-quality correspondence, documentation, presentations, reports, etc. as required.
- Sort and distribute mail including mass stuffing and mailing as needed.
- Print and mail the Department of Labor Separation Notices.
- Serve as the contact for tuition reimbursement.
- Serve as back up for Reqlogic.

Minimum Education Requirements: Bachelor's Degree required or 5-7 years equivalent experience.

Experience Requirement: A minimum of 2-3 years' experience in a human resources role that includes one or all of the following: Recruiting/Staffing, Employee Relations, Benefits Administration and Labor Relations.

Essential Skills:

- High School Diploma/GED required.
- Bachelor's degree in Human Resources or related field (or equivalent experience preferred).
- 3+ years prior Human Resources experience is required.
- Must demonstrate excellent verbal and written communication skills and have the ability to communicate and present in person, in writing, and on the telephone effectively with both large and small groups.
- Demonstrated analytical skills
- Experience preparing and analyzing reports and determining cause and effect relationships

and make recommendations to management to resolve complaints.

15% Policies/Procedures/Tools

- Assist in communicating policies and procedures to employees

5% Performance Management

- Provide support in performance review process at mid-year and year-end
- Act as coach and consultant to support supervisors to manage employee performance

5% Training & Development

- Generate and manage training within the Learning Management System.
- Administer significant reports as required to track results of employee's attainment of courses.
- Administer and amend training information for the LMS.
- Assist in all administrative duties and logistical tasks related to the coordination and facilitation of internal training activities, including; scheduling, room assignment /coordination and catering orders.

- Demonstrated ability to problem solve and recommend process improvements in assigned areas of responsibility
- Experience successfully managing multiple projects/initiatives at one time and independently
- Must have strong organizing ,prioritizing skills and attention to detail
- Ability to work independently and in a team environment
- Proficient in using Word, Excel, Power Point and Outlook.
- Must be able to generate a warm, friendly and caring manner on first impression.
- Ability to exercise discretion and handle confidential materials and information

Preferred Skills:
Experience using PeopleSoft

DISCLAIMER:
The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements
Contact: andrea.watkins@coxinc.com

Pressroom Foreman

Cox Media Group Ohio is seeking a Pressroom Foreman.

<p>Responsibilities:</p> <ul style="list-style-type: none"> • Preparing press crew sheets and press console setups • Walking the press levels and checking setups • Utilize best practice for checking conductivity before press starts • On press startups minimize newsprint waste by proper cutoffs and water numbers are implemented • Manage quality control throughout the production run to minimize press running waste • Bring a positive attitude to a fast pace environment and give crews feedback • Communication of production issues reported or calls made to others per standard operating procedures • Communicate to Packaging Foreman the lineups for the night • Support crew meetings and provide information driven by Production Director • Report any press mechanical, electrical issues and follow-up that repairs are complete and communicated 	<ul style="list-style-type: none"> • Present detail and accurate reports of the events of that production • Participate in blanket and roller plan for the yearly budget • Make sure Housekeeping and Safety procedures are followed • Overseeing the CTP operation as needed • Kronos Timekeeping: providing accuracy and communication to others as applicable <p>Minimum Qualifications:</p> <ul style="list-style-type: none"> • Understanding of the HK system for newsprint roll handling • 5 years of supervisory of experience • Excellent communication and time management skills • Strong leadership skills <p><i>Contact: J. Gruber, jim.gruber@coxinc.com</i></p>
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Packaging Associates

Cox Media Group Ohio is seeking qualified candidates to work at its Print Technology Center in Franklin, Ohio.

<p>Responsibilities:</p> <ul style="list-style-type: none"> • Feeding of pre-printed materials and newspaper sections into the insert machine • Stacking of bundled newspapers from press delivery systems and transporting to appropriate areas • Removal of newspaper sections and/or pre-printed materials from created packages <p><i>Contact: kymberly.bell@coxinc.com</i></p>	<p>Responsibilities Continued:</p> <ul style="list-style-type: none"> • Operation of powered strapping equipment • Cleaning of work area as needed <p>Minimum Qualifications:</p> <ul style="list-style-type: none"> • At least 18 years of age • Ability to lift 20 to 50 lbs repeatedly • Ability to stand for long periods of time
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We offer these excellent benefits:

Medical | Dental | Vision | Pension | 401k with a company match | Paid vacation | Onsite Fitness center & dining facility

To apply, submit resume to the listed contact

Subject Line: Position Name

Please include salary requirements

No telephone calls please

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Cox Media Group Ohio Open Positions 11.26.2013

products to create and promote.

Key Requirements:

- Deliver audience and client targets in assigned product area by using the extensive Digital portfolio: mobile, social, wired, contests, promotions and other Digital formats
- Work closely with third parties, vendors and other CMG properties to design, integrate and launch new products and services
- Measure and correlate campaigns and communicate results clearly to management
- Assist in planning/developing Digital revenue proposals by working with Digital sales staff
- Identify strategic opportunities and innovative ideas to move products forward
- Effectively communicate with technical and non-technical stakeholders across multiple business units
- Use metrics and research to make product decisions, with focus on continuous process improvement and benchmarking
- Ability to work in high-energy fast-paced environment
- Stay current on Digital audience, technology and advertising trends to help drive business development
- Actively watch, listen to, read or otherwise review products across all platforms (TV, radio, print)
- Collaborate effectively with others and integrate cross-functional teams (technology, marketing and creative/design) in support of products and campaigns
- Exhibit a sense of humor, fun and creativity
- Handle other assignments as needed, showing flexibility and adaptability

Minimum Requirements:

- Bachelor's degree in relevant discipline or equivalent experience
- Minimum 1 year of Digital experience
- Results-oriented approach to work, with proven track record
- Excellent communication and presentation skills, both verbal and written
- Minimum 2 years' experience with Omniture Site Catalyst, Google Analytics or other web analytics tools
- Strong analytical and math skills with an ability to translate data into succinct, visually-driven conclusions and action plans
- Experience with quality assurance and control regarding setup and deployment of pixels and UTMs (internal and external sites)
- Must be proficient with Word, Excel and PowerPoint and Microsoft Visio
- Excellent communication and presentation skills, both verbal and written, are essential

Preferred Skills:

- Google Analytics certified
- Experience presenting data and findings to executives and other leadership teams

Salary Grade: 8

Salary Range:

Min	Mid	Max
\$43,205	\$56,055	\$68,905

Contact: Brian Glass, brian.glass@coxinc.com

Mkt

Manager, Events & Community Outreach

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Cox Media Group Ohio is an Equal Opportunity Employer

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Modified Date

From: 6/1/2013

To: 05/31/2014

Reference Code

Job ID

Browse Jobs (20 Pages) Page # 5 Go

Sales Coordinator

Actions

Edit

[View Job Posting](#)

Owner: Sarah Reinman
 Status: Expired
 Originally Posted: 12/23/2013
 Last Modified: 12/23/2013
 Earliest expiration: 1/22/2014
 Views: 337 Applies 29 [View candidates](#)
 Clicks: 0 Email: 0

Job Description Postings Screening Auto-Reply

Job Description

Cox Media Group Ohio is the area's leading single, integrated media organization. This organization is comprised of WHIO-TV's Channel 7, the Dayton Daily News, Springfield News-Sun, Journal-News, Cox Ohio's Southwestern Ohio weekly newspapers, our commercial printing and mail operations and Cox radio stations in Dayton (WHIO AM and FM, WHKO and WZLR). Cox was started in 1898 by Governor James M. Cox. Cox Media Group Ohio is a unit of Cox Enterprises.

Sales Coordinator

Cox Media Group Ohio is seeking a Sales Coordinator to provide Internal and external customer support that will facilitate the sales process of advertising media schedules for print, commercial print, direct mail, digital, and broadcast ad placement.

This individual will work side by side with an assigned team of Media Consultants who specialize in Print, Digital, Direct Mail, Television, and Radio sales to create and implement successful integrated media campaigns. Coordinate and oversee the execution of all media campaigns among Specialists, Media Consultants, and Creative teams including DTI, OSI, Marketron, and Coast order entry. Will assist with troubleshooting billing, credit or production issues, creative coordination, campaign scheduling, ad proofing, production, and media delivery. Interface with internal departments as well as daily contact with outside customers.

Position Responsibilities:

- Assist Media Consultants with daily task as needed. May include, but not limited based on request:
 - o Troubleshoot billing, credit or production issues
 - o Typing, Composing presentations, Creating Power Point presentations
 - o Customer Contact
 - o Proof corrections
 - o Assist with special projects/events
 - o Pull reports or obtain specific reports
- Stay on task with all deadlines and track daily ads
- Order Broadcast ads, Handle preemptions for TV, Monitor missing copy for Radio Spots
- Work closely with other departments (creative, marketing, billing, credit, pubobs, and layout, traffic, production and Client Solutions
- Ability to apply creative thinking and exceptional problem solving skills

Position Requirements:

- Bachelor's degree or equivalent experience
- Knowledge of DTI, SiteCatalyst, APT, COAST, Prizm, OSI, and/or Marketron a plus

We offer these excellent benefits:

- Medical
- Dental
- Vision
- Pension
- Paid vacation
- 401k with a company match
- Fitness center & dining facility

No Phone Calls Please

Cox Media Group Ohio is an Equal Opportunity Employer

Salary

Career Level Required

Experience Required

Education Required

Job Type Employee

Job Status Full Time

Contact Information
Phone :
Fax :
Email : diane.stevens@coxinc.com

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Find Job Opening

Job Opening

[Print Job Opening](#)

Posting Title: Sales Coordinator Job Opening ID: 304589
 Job Opening Status: 110-Filled/Closed Job Type: Standard
 Job Title: Sales Coordinator I Job Code: OH0138
 Business Unit: CXOHP Cox Ohio Publishing

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[Manage Applicants](#) [Find Applicants](#) [Activity & Attachments](#) [Job Opening Details](#)

Job Information [Posting](#) [Hiring Team](#) [Add Job Information](#) [Screening](#)

Opening Information

*Template ID: Cox Recruitment Template
 Job Opening Type: Standard Requisition
 Created By: Sarah Reinman
 Created:
 *Openings to Fill: Limited
 Target Openings:
 Available Openings:
 Establishment ID:
 Business Unit: Cox Ohio Publishing
 Job Code: Sales Coordinator I
 Company: Dayton Newspapers, Inc.
 Department: DDN-Sales Admin
 Location: Media Center
 Recruiting Location: OH - Dayton/Springfield
[Add Additional Locations](#)

Status Code:
 Status Reason:
 *Status Date:
 Desired Start Date:

Additional Job Specifications [Find](#) [View All](#) [First](#) [1](#) of [1](#) [Last](#)

Staffing Information

Schedule Type:
 Travel Percentage:

Job Information [Posting](#) [Hiring Team](#) [Add Job Information](#) [Screening](#)

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Job Description

Job Title: Sales Coordinator
Job ID: 304589
Location: OH - Dayton/Springfield
Full/Part Time: Part-Time
Regular/Temporary: Regular

[Return to Previous Page](#) [Switch to Internal View](#)

Job Description

Cox Media Group Ohio is seeking a Sales Coordinator to provide internal and external customer support that will facilitate the sales process of advertising media schedules for print, commercial print, direct mail, digital, and broadcast ad placement. This individual will work side by side with an assigned team of Media Consultants who specialize in Print, Digital, Direct Mail, Television, and Radio sales to create and implement successful integrated media campaigns. Coordinate and oversee the execution of all media campaigns among Specialists, Media Consultants, and Creative teams including DTI, OSI, Marketron, and Coast order entry. Will assist with troubleshooting billing, credit or production issues, creative coordination, campaign scheduling, ad proofing, production, and media delivery. Interface with internal departments as well as daily contact with outside customers.

Responsibilities

- Assist Media Consultants with daily task as needed. May include, but not limited based on request:
 - Troubleshoot billing, credit or production issues
 - Typing, Composing presentations, Creating Power Point presentations
 - Customer Contact
 - Proof corrections
 - Assist with special projects/events
 - Pull reports or obtain specific reports
- Stay on task with all deadlines and track daily ads
- Order Broadcast ads, Handle preemptions for TV, Monitor missing copy for Radio Spots
- Work closely with other departments (creative, marketing, billing, credit, pubops, and layout, traffic, production and Client Solutions)
- Ability to apply creative thinking and exceptional problem solving skills

Qualifications

- Bachelor's degree or equivalent experience
- Knowledge of DTI, SiteCalalyst, APT, COAST, Prizm, OSI, and/or Marketron a plus

Closing Statement

Cox Media Group Ohio is the area's leading single, integrated media organization. This organization is comprised of WHIO-TV's Channel 7, the Dayton Daily News, Springfield News-Sun, Journal-News, Cox Ohio's Southwestern Ohio weekly newspapers, our commercial printing and mail operations and Cox radio stations in Dayton (WHIO AM and FM, WHKO and WZLR). Cox was started in 1898 by Governor James M. Cox. Cox Media Group Ohio is a unit of Cox Enterprises.

No Phone Calls Please

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Manage Job Postings

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Views

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User

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Modified Date

From

To

Reference Code

Job ID

Digital Trafficking Coordinator

Actions

[Edit](#)
[View Job Posting](#)
 Owner: Sarah Reinman
 Status: Expired
 Originally Posted: 12/20/2013 ✓
 Last Modified: 12/20/2013
 Earliest expiration: 1/19/2014
 Views: 367 Applies 43 [View candidates](#)
 Clicks: 0 Email: 0

Job Description Postings Screening Auto-Reply

Job Description

Cox Media Group Ohio is the area's leading single, integrated media organization. This organization is comprised of WHIO-TV's Channel 7, the Dayton Daily News, Springfield News-Sun, Journal-News, Cox Ohio's Southwestern Ohio weekly newspapers, our commercial printing and mail operations and Cox radio stations in Dayton (WHIO AM and FM, WHKO and WZLR). Cox was started in 1898 by Governor James M. Cox. Cox Media Group Ohio is a unit of Cox Enterprises.

The Digital Trafficking Coordinator handles all incoming digital communications, enters all insertion orders into the trafficking system and facilitates communication with NSS creative. It also provides crucial QA and trafficking backup for the rest of our team. The Coordinator will work across media platforms to act as a liaison between station personnel, media consultants, and sales coordinators to maintain an efficient support workflow.

Job Responsibilities:

- Manage digital inbox by monitoring incoming emails from digital specialists and sales coordinators
- Data entry of insertion orders
- Facilitate entry of creative direction
- Compile reports as requested across multiple systems
- Maintain a Campaign Summary Report to ensure efficiency with Sales
- Trafficking of digital ads including quality assurance

Skills & Qualifications:

- Prioritize and execute a wide variety of administrative duties
- Research and gather data for report preparation and distribution
- Demonstrate strong communication capabilities for both internal and external dialogue
- Display efficient time management skills
- Ability to work in a fast paced environment and balance multiple projects simultaneously
- Excellent written and oral communication skills
- Flexibility to work in a rapidly changing environment
- Self-motivated and ability to work well under pressure
- Results oriented with great attention to detail
- High School Diploma or equivalent required.
- Data entry experience or knowledge a plus.
- Strong computer skills, including knowledge of Excel
- Effective communication and organization skills required.
- Commitment to providing excellent customer service essential.

We offer these excellent benefits:

- Medical
- Dental
- Vision
- Pension
- Paid vacation
- 401k with a company match
- Fitness center & dining facility

No Phone Calls Please

Cox Media Group Ohio is an Equal Opportunity Employer

Salary

Career Level Required

Experience Required

Education Required

Job Type Employee

Job Status Full Time

Contact Information

Phone :

Fax :

Email : chip.beale@coxinc.com

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Cox Media Group Ohio Open Positions 12.21.2013

- Ability to interact with and direct a diverse work force
- Ability to prioritize and handle multiple tasks on a daily basis
- Must possess basic math skills
- Ability to solve problems quickly and logically to accommodate work flow needs and independently make decision using experience and logic as a guideline.
- Flexibility a must schedules may include weekends and holidays

Salary Grade: 4

Salary Range:

Min	Mid	Max
\$25,055	\$31,983	\$38,455

Internal Applicants Only. Contact: Phonda Gamble, Phonda.gamble@coxinc.com

Sales

Sales Coordinator

Cox Media Group Ohio is seeking a Sales Coordinator to provide internal and external customer support that will facilitate the sales process of advertising media schedules for print, commercial print, direct mail, digital, and broadcast ad placement. This individual will work side by side with an assigned team of Media Consultants who specialize in Print, Digital, Direct Mail, Television, and Radio sales to create and implement successful integrated media campaigns. Coordinate and oversee the execution of all media campaigns among Specialists, Media Consultants, and Creative teams including DTI, OSI, Marketron, and Coast order entry. Will assist with troubleshooting billing, credit or production issues, creative coordination, campaign scheduling, ad proofing, production, and media delivery. Interface with internal departments as well as daily contact with outside customers.

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- Work closely with other departments (creative, marketing, billing, credit, pubobs, and layout, traffic, production and Client Solutions
- Ability to apply creative thinking and exceptional problem solving skills

Position Requirements:

- Bachelor's degree or equivalent experience
- Knowledge of DTI, SiteCatalyst, APT, COAST, Prizm, OSI, and/or Marketron a plus

Salary Grade: 5

Salary Range:

Min	Mid	Max
\$28,467	\$36,597	\$44,967

Contact: Diane Stevens, diane.stevens@coxinc.com

Digital Sales Media Consultant

The Digital Media Consultant at Cox Media Group Ohio is our primary Search sales expert. They will help local businesses grow their market through the use of our extensive suite of digital solutions, highlighted by our Premier Partnership with Google, one of only 18 in the world. They are responsible for generating new business from existing clients by partnering with traditional media consultants as well as developing business from new clients.

Responsibilities:

- Exceed Digital Media sales goals
- Develop extensive prospect pipeline of new clients
- Assess clients marketing needs and build corresponding strategic solutions
- Be the face of Search for CMGO, including education of clients and sales department
- Continuously network to build local relationships
- Manage fulfillment of Digital media campaigns

Skills & Qualifications:

- Goal oriented with a need to win!
- Proven, Successful Digital Media sales and service experience
- Self-motivated and ability to work well under pressure
- Excellent written and oral communication skills
- Google AdWords certification required, IAB certification preferred
- Outstanding computer skills including solid knowledge of Microsoft Excel, Word and PowerPoint
- Technical aptitude (including basic knowledge of HTML, DFP)
- Ability to learn and operate a number of internal computer programs and systems

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Cox Media Group Ohio Open Positions 12.20.2013

- Self-motivated and ability to work well under pressure
- Strong focus on teamwork and ability to manage relationships across multiple departments
- Results oriented with great attention to detail
- Able to apply creative thinking and exceptional problem solving skills

Salary Grade: 6

Salary Range:

\$32,758	\$42,088	\$51,508
----------	----------	----------

Contact: Chip Beale, chip.beale@coxinc.com

Digital Trafficking Coordinator

The Digital Trafficking Coordinator handles all incoming digital communications, enters all insertion orders into the trafficking system and facilitates communication with NSS creative. It also provides crucial QA and trafficking backup for the rest of our team. The Coordinator will work across media platforms to act as a liaison between station personnel, media consultants, and sales coordinators to maintain an efficient support workflow.

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Skills & Qualifications:

- Prioritize and execute a wide variety of administrative duties
- Research and gather data for report preparation and distribution
- Demonstrate strong communication capabilities for both internal and external dialogue
- Display efficient time management skills
- Ability to work in a fast paced environment and balance multiple projects simultaneously
- Excellent written and oral communication skills
- Flexibility to work in a rapidly changing environment
- Self-motivated and ability to work well under pressure
- Results oriented with great attention to detail
- High School Diploma or equivalent required.
- Data entry experience or knowledge a plus.
- Strong computer skills, including knowledge of Excel
- Effective communication and organization skills required.
- Commitment to providing excellent customer service essential.

Salary Grade: 5

Salary Range:

\$28,467	\$36,597	\$44,967
----------	----------	----------

Contact: Chip Beale, chip.beale@coxinc.com

Sr. Account Executive

Develop projects in pricing and promotions, category planning, staff and relationship development and business development in our Direct Mail Department. In addition, this position leads initiatives requiring coordination of work across various company functions and departments, identifies the financial impact, risk/feasibility, and strategic fit of issues and opportunities, and presents findings and recommendations to management.

This position must possess an in-depth understanding of all major business areas related to our company planning and areas of growth for Direct Mail and Commercial Print; including but not limited to, macro strategic environment, strategic planning methodology, strategic finance, and management of external partnerships. By utilizing this knowledge, this position informs executive decision-making and generates new streams of revenue for the company.

Job Responsibilities:

- Leads, plans, and facilitates enterprise annual strategy planning cycle, including meetings and guidance.
- Leads facilitation and analysis of Direct Mail industry trends that have a direct correlation to Company Strategy; providing strategic and competitive intelligence to management.
- Identifies, analyzes, and monitors macro-strategic business related issues that affect profitability, growth, and productivity.
- Analyzes internal business metrics (current product mix, market share, distribution channels, pricing strategy, and other internal competitive factors) to enable strategic decision making.
- Creates and communicates enterprise strategic planning and business development methodology and thought leadership across all business units.
- Develops a business plan and sales strategy for the market that ensures attainment of company sales goals and profitability.
- Prepares action plans for effective search of sales leads and prospects to enhance market share.
- Initiates and coordinates development of action plans to penetrate new clients.
- Assists in the development and implementation of marketing plans as needed.

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ATTACHMENT C

(c) In accordance with Section 73.2080(c)(5)(v), the total number of interviewees for each vacancy and the referral source for each interviewee for all full-time Unit vacancies filled during the period covered by the above-noted EEO public file reports.

See the EEO Public File Reports included as part of Attachment A.

ATTACHMENT D

(d) Documentation of Unit recruitment initiatives described in Section 73.2080(c)(2) during the periods covered by the above-noted EEO public file reports, such as participation at job fairs, mentoring programs, and training for staff. Specify the Unit personnel involved in each such recruitment initiative. Also, provide the total number of full-time employees of the Unit and state whether the population of the market in which any station included in the Unit operates is 250,000 or more. Based upon these two factors, determine and state whether the Unit is required to perform two or four initiatives within a two-year period, pursuant to Sections 73.2080(c)(2) and (e)(3). If you have performed more than four initiatives, you may provide documentation for only four and summarize the rest instead of providing documentation for all of them. If we believe any of the initiatives you have documented are inadequate, we may ask for more information, but documentation for four is all we need at this time.

The station employment unit employs 460 full-time employees and operates in a market with a population size of 250,000 or more. Accordingly, the station employment unit is required to perform four initiatives within a two-year period.

See attached for documentation of the recruitment initiatives.

2013 CMGLP
Group 5
Participants

Participant First Name	Participant Last Name	Participant Email Address	Title - Job Description	Location	Participant Work Phone	Participant Cell Phone	Manager's First Name	Manager's Last Name
Heather	Blythe	hbeather@coxinc.com	Manager, Analytics & Insight	CMG Digital	678-439-1909	678-485-5184	Alan	Segal
Clay	Clifton	cclifton@abpost.com	Digital Director	Palm Beach	561-820-3918	561-307-9987	Tim	Burke
Tina	Commodore	tina.commodore@wsbtv.com	Manager, Coverage & Content	Atlanta TV	404-538-9065	404-538-9065	Mike	Dreaden
Liz	English	liz.english@coxinc.com	Director, Sales	Austin	512-445-3711	210-859-9125	Colleen	Brewer
Pat	Foley	pfoley@coxreps.com	Executive Director FP&A	Cox Repts	212-372-4342	973-714-8134	Bob	Drury
Bill	Funke	bfunke@actionnewsjax.com	Director of Sales	Jacksonville TV	904-596-7378	407-579-1695	Jim	Zerwekh
Isabelle	Helms	isabelle.helms@auto trader.com	Sr. Dir., Research & Mktg Analytics	Auto Trader Group	404-588-7881	404-307-3658	John	Kovac
Fantine	Kerckaert	fantine.kerckaert@cmgphio.com	Dir., Customer Rsrch & Program	CMG Ohio	937-259-2158	937-673-6355	Julia	Wallace
Tammie	McGrath	tammie.mcgrath@coxinc.com	Director, Sales	Orlando Radio	321-281-2210	239-229-3293	Susan	Larkin
Eddie	Mangan	ed.mangan@coxinc.com	Sr Mgr - Cox Corporate Security	CEI Corporate	678-645-0674	678-575-8226	Ming	Yao
Eric	Myers	ermyers@ajc.com	Sr. Dir., Advertising Sales	AJC	404-526-5780	404-825-8576	Moya	Neville
Johnny	Preyer	johnny.preyer@coxinc.com	Sr Mgr, Technology Operations	CMG Digital	678-645-4059	404-643-5281	Darrell	Golther
Mary	Rogers	mary.rogers@kicuj.com	Director, Sales	San Antonio Radio	210-615-5405	918-629-6583	Dan	Lawrie
Romeo	Solomon	romeo.solomon@kicuj.com	General Sales Manager	KICUJ	510-874-0100	510-206-6089	Tom	Raponi
Stephanie	Stewart	stephanie_stewart@valpak.com	Director, Agile Leadership	Valpak	727-399-3057	813-334-6466	Chris	Cate
Kay	Taylor	kay.taylor@cox.com	Sr. Dir., Enterprise Management	CCI	404-269-3788	404-324-9740	Andy	Weiss
Travis	Tolar	travis.tolar@coxinc.com	Dir., Financial Planning & Analysis	CMG Corporate	678-645-4125	404-754-3214	Jason	Facer
Reid	Wicoff	reid.wicoff@coxinc.com	Director, Sales	Austin	512-800-0986	512-800-0986	Colleen	Brewer
Katelin	Zaretsky	katelin.zaretsky@coxinc.com	Local Sales Manager	Long Island Radio	631-297-7512	631-830-7470	John	Shea

2014 CMGLP
Group 6
Participants

Participant First Name	Participant Last Name	Participant Email Address	Title - Job Description	Location	Participant Work Phone	Participant Cell Phone	Manager's First Name	Manager's Last Name
Beth	Bowers	Beth.Bowers@coxinc.com	GSM Large Market	Atlanta Radio	404-887-7472	404-226-8106	Walt	Phillips
Craig	Davenport	craig.davenport@wsoctv.com	Director of Marketing	Charlotte TV	704.335.4824	561.685.7382	Joe	Pomilla
Chuck	Downs	chuck_downs@valpak.com	Senior Director, Marketing	Valpak	727 399 3082	727 452 7133	Lisa	Sullivan
Kathy	Eagle	kathy.eagle@cmgohio.com	GSM Large Market	CMG Ohio	937-259-2069	937-604-0062	James	Cosby
Cliff	Goolsby	cliff.goolsby@autotrader.com	Director, Technical Customer Experience Management	Auto Trader Group	404-568-7104	404-797-3877	Bob	Hadley
Anne Marie	Henick	annemarie.henick@coxinc.com	Director, Marketing Services	Houston Radio	713.963.1220	713.206.1893	Mark	Krieschen
Linda	Kendall Conti	linda.conti@coxmedia.com	Director Sales, Cox Media	Cox Communications	623-328-1920	949-981-2241	Francie	Mailace
TJ	King	tjking@actionnewsjax.com	Director Creative Services	Jacksonville TV	904-996-0504	904-303-1638	Jim	Zerwekh
Russell	Lawson	russell.lawson@coxinc.com	General Sales Manager	Athens Radio	(706) 395-1145	(706) 612-8305	Scott	Smith
Tina	Mathis	tina.mathis@coxinc.com	Digital Sales Manager	Houston Radio	713-963-1282	713-204-7896	Judy	Lakin
Toni	Mitchell	toni.mitchell@coxinc.com	Director Human Resources	CMG HR - Ohio	937.225.0502	937.313.2279	Susan	Davidson
Alfonso	Montemayor	alfonso.montemayor@coxinc.com	Internet Marketing Specialist	San Antonio Radio	210.615.5428	210.464.7828	Mary	Rogers
Suzanne	Nadell	suzanne.nadell@fox23.com	News Director	Tulsa TV	918-388-5266	918-270-0748	Greg	Blitte
Cheryl	Nlab	cheryl.nlab@wsbtv.com	Executive Producer	WSB-TV	404-887-2293	404-862-5184	Mike	Dreaden
Clark	Spell	cspell@hrprep.com	VP/General Sales Manager	Atlanta - HRP	404-965-4503	404-625-2395	Mark	Marrino
BJ	Sweeney	bsweeney@coxinc.com	Director Multi-Media Sales	AJC - Atlanta	404.526.2815	404.984.8094	Moya	Neville
Ashley	Testa	ashley.testa@coxinc.com	Digital Sales Manager	Jacksonville Radio	904-245-8642	904-343-4992	Bill	Hendrich
Stacey	Williams	stacey.williams@wftv.com	Manager Sales	Orlando TV	407-822-5925	407-929-5411	Craig	Campise
Rich	Zinselmeyer	rich.zinselmeyer@coxinc.com	Director, Sales Operations	Austin	847-687-1590	847-687-1590	Colleen	Brewer



Office of Disability Services
Division of Student Affairs
673 Student Union
3640 Colonel Glenn Hwy.
Dayton, OH 45435-0001

July 18, 2011


Sarah Reinman
Cox Media Group Ohio
1611 S. Main St.
Dayton, Ohio 45409

Ms. Reinman,

I would like to thank you and Cox Media Group for participating in the EmployAbility 2013 Career and Internship Expo for People with Disabilities on March 15, 2013. Participating in this event allows you to access a diverse group of interns and employees to meet the diverse needs of your organization. Following up the event by interviewing candidates and hiring talented individuals with disabilities assists your organization by creating a workforce that reflects the community it serves.

We look forward to having Cox Media Group attend future events.

Kind regards,



Angela Bonza, MRC, GCDF
Vocational Support Coordinator

2012 - 2013

Reinman, Sarah (CMG-Dayton)

From: Walker, Charlene A. <charlene.walker@wright.edu>
Sent: Friday, July 18, 2014 11:21 AM
To: Reinman, Sarah (CMG-Dayton)
Subject: 3-13-13 WSU Recruiting Day Confirmation
Attachments: Cox Media 3-13-13 Recruiting Day.docx

Hi Sarah,

Thank you for participating in the Public Services and Creative Careers Recruiting Day on March 13, 2013. Attached you will find the Event Registration that you completed on January 24, 2013 for Cox Media's participation in the event.

Below is a description of the event for your records.

Career Services appreciates your participation in Recruiting Days and looks forward to your participation in the All-Campus Career Fair scheduled for Tuesday, September 16, 2014.

Charlene Walker

Employer Description: The Public Service & Creative Careers Recruiting Day is open to employers who are interested in recruiting Wright State University students and alumni for co-op / internship employment and career employment in government, social action, healthcare, and communication / entertainment.

This event is open to students and alumni from ALL majors.

This event is FREE for employers and candidates.

Visit the [Event Page](#) for more information.

Registration will open on December 10th.

Charlene Walker
Associate Director
Career Services
Wright State University
3640 Colonel Glenn Hwy., E334 Student Union
Dayton, OH 43435-0001

Voice: 937-775-2128
FAX: 937-775-3381
Webpage: <http://career.wright.edu>

Click [here](#) to report this email as spam.

Reinman, Sarah (CMG-Dayton)

2012-2013

From: Reinman, Sarah (CMG-Dayton)
Sent: Monday, April 01, 2013 2:00 PM
To: Scherbauer, Lisa (CMG-Dayton); Dunster, Sean (CMG-Dayton)
Subject: FW: Conformation for the 14th Annual Career Exploration and Job Fair

Morning – Here are the details for tomorrow. Your registration also includes lunch & afternoon snack. See you tomorrow!
Thanks -

From: Career Services [<mailto:sinclair@myinterfase.com>]
Sent: Friday, March 22, 2013 10:17 AM
To: Reinman, Sarah (CMG-Dayton)
Subject: Conformation for the 14th Annual Career Exploration and Job Fair

Hello Career Exploration and Job Fair Participant:

Career Services received your registration to participate in our **14th Annual Career Exploration and Job Fair** on Tuesday, April 2, 2013. We have reserved a table for your organization's use in the Great Hall, Building 12, Sinclair Conference Center.

Booth Set-up: 10:00 a.m. - 11:00 a.m.
Lunch: 11:00 a.m. -12:00 p.m.
Job Fair: 12:00 p.m. - 3:00 p.m.

A drop off area is available at the Perry Street entrance to Sinclair Conference Center. Parking is available in the underground parking garage (Lot C) at the Fourth Street entrance (see attached map). Elevators are available at either end of the parking garage. Please check in at the registration desk at the south end of the Great Hall to pick up your name tag(s), parking passes and handouts.

We encourage you to bring along display materials and brochures for the students to keep. Your feedback to the students has an influential impact on their career direction and choice of companies. If you hold a drawing at your booth, please leave the prize with the winner's name and phone number along with your business card at the Registration Desk before leaving. We will contact the winner and have them pick-up their prize in the Career Services Office.

We look forward to your attendance at the **14th Annual Career Exploration & Job Fair** and hope that it proves to be a productive experience for you and your organization. Should you have any questions, please do not hesitate to contact Margaret Bailey, Clerk Typist at (937) 512-2956.

Thank you for your interest in our students at Sinclair Community College.

Sincerely,

Matt Massie, Manager
Career Services

2013-2014

Reinman, Sarah (CMG-Dayton)

From: Woods, Damon (CMG-Dayton)
Sent: Wednesday, February 12, 2014 8:58 AM
To: Reinman, Sarah (CMG-Dayton)
Subject: FW: 16 Spaces left for 2014 EmployAbility

From: TYKIAH WRIGHT [mailto:wrightchoiceinc@gmail.com] **On Behalf Of** TyKiah Wright
Sent: Wednesday, February 12, 2014 8:03 AM
To: twright@wrightchoice.org
Subject: 16 Spaces left for 2014 EmployAbility

Subject: 16 Spaces left for 2014 EmployAbility

Warm greetings in this frigid weather!

We are so pleased to invite you to register as an employer for our 2014 EmployAbility Career and Internship Fair on Wednesday, March 26. This event is hosted by Wright State University and WrightChoice, Inc.

Our annual event will be better than ever, thanks to the valuable feedback from employers in previous years. We have made some updates that we hope will make your experience more productive and enjoyable. This year, we are excited to reinstate our welcome session and add to it an employer networking breakfast. We hope that this opportunity will help you to connect with like-minded individuals who share the common goals of promoting the employment of individuals with disabilities and increasing the awareness of individuals with disabilities as an integral part of your diversity plan.

Space is limited for this event, so please register your organization early to secure your table at the only recruiting event of its kind in Dayton. You may register online at: https://wright.qualtrics.com/SE/?SID=SV_di1eSpDmvZjDT4V. As always, this event is **FREE** for employers and candidates.

Please see below the schedule of events for the EmployAbility Expo 2014, on March 26, 2014.

9:00–9:30 a.m.	Registration and Set up
9:30–10:45 a.m.	Welcome Session and Networking Breakfast
11:00–1:00 p.m.	Event Open to All Candidates
1:00–1:30 p.m.	Breakdown and clean up

If you have any questions, please contact me at 937-775-5680 or angela.bonza@wright.edu. Thank you!



2013-2014

Office of Disability Services
Division of Student Affairs
3640 Colonel Glenn Hwy.
Dayton, OH 45435-0001
(937) 775-2808
FAX (937) 775-3669
www.wright.edu/student-affairs

June 27, 2014

Sarah Reinman
Cox Media Group Ohio
1611 South Main Street
Dayton, Ohio 45409

Dear Sarah Reinman,

We would like to thank your organization for participating in the EmployAbility 2014 Internship and Career Expo; the event was a tremendous success, thanks in part to your participation and the commitment to hiring qualified candidates with disabilities. Also, we thank our past sponsors: Wright-Patt Credit Union, Nielsen, and Procter & Gamble.

After considering feedback from participants and employers, we have decided to move EmployAbility to October, beginning this year, for three reasons: 1) to coincide with National Disability Employment Awareness Month, 2) to allow employers to recruit for internships earlier in the season, and 3) to allow our highly sought after candidates to meet with a wide variety of organizations before making a final decision on placement.

This past March, our new format for the career fair was well received by all participants, candidates and employers. On October 30, 2014 we will again host a breakfast, including an employer focused training topic and other programming. To continue to provide quality content for this event, we need your assistance. We are seeking sponsors who are committed to the full inclusion of people with disabilities in the workplace. Please consider becoming a sponsor at one of the levels listed below:

EmployAbility Level Sponsor - \$1,000

- ✓ An opportunity to welcome fellow recruiters and share your company's commitment to disability inclusion during the Networking Breakfast
- ✓ Recognition as an EmployAbility Level Sponsor on website, event signage
- ✓ Placement of promotional items in swag-bags for job seekers
- ✓ An opportunity to have employer literature on the bulletin board in the Wright State University Office of Disability Services, available for promotion among all students with disabilities

Champion Level Sponsor - \$500

- ✓ Recognition as a Champion Level Sponsor on website, event signage and during opening remarks
- ✓ Placement of promotional items in swag-bags for job seekers

Inclusion Level Sponsor - \$250

- ✓ Recognition as an Inclusion Level Sponsor on website, event signage and during opening remarks
- ✓ Placement of promotional items in swag-bags for job seekers

The deadline for sponsorship commitment is August 15, 2014. Please contact me at 937-775-5680 with any questions or if your organization would like to move forward with sponsorship.

Respectfully,

Angela Bonza, MRC, GCDF
Vocational Support Coordinator

2013-2014

15th Annual CAREER EXPLORATION & Job Fair

Fact Sheet

Wednesday, April 9, 2014

Sinclair Conference Center, Building 12

Booth Set-up 10:00 a.m. - 11:00 a.m.

Lunch 11:00 a.m. - 12:00 p.m.

Job Fair 12:00 p.m. - 3:00 p.m.

The Career Exploration and Job Fair offers prospective graduates, alumni and community members information about organizations located throughout Ohio and the United States. We encourage all industries to represent themselves at this job fair.



Registration for this event will begin Monday, November 18, 2013.

There are 3 ways to register:

1. Register online at <https://www.myinterfase.com/sinclair/employer/> Register as employer.
2. Call our office at 937-512-2772.
3. Email margaret.bailey@sinclair.edu with the following information: company name, number and names of Representatives, and positions available.

Regular Registration - Monday, November 18, 2013 - Thursday, April 3, 2014 - \$125.00
Non-Profit Registration \$75.00

This fee includes a six foot display table, parking for one vehicle, lunch and afternoon break for one individual and access to electrical outlets for audio/visual displays. Additional attendees may participate for a cost of \$35 each.

We encourage you to bring along a Sinclair Alumnus who is working within your organization; the \$35.00 fee will be waived for this person. Sinclair students may be comfortable asking questions of someone who has been in their same situation. The success of the alumnus may also inspire current students towards success as well.

Corporate Sponsorship - Monday, November 18, 2013 - Thursday, April 3, 2014 - \$350.00

In addition to Regular Registration, Corporate sponsors also receive Internet access, parking and food for three additional attendees at no extra cost, an additional table/booth, and mention in the Career Exploration and Job Fair ad in Sinclair's newspaper, *The Clarion*.

NOTE: Sinclair's employer tax identification number is 31-0723444. No registrations will be accepted after Thursday, April 3, 2014 deadline. No refunds will be granted for cancellations received after 5:00 p.m. Friday, March 28, 2014. Make check payable to Sinclair Community College and mail to: Sinclair Community College, Attn: Career Services, Room 10312, 444 West Third Street, Dayton, OH 45402.

Career Services looks forward to your attendance at the Career Exploration & Job Fair this year. Should you have questions please contact Career Services at (937) 512-2772 or e-mail margaret.bailey@sinclair.edu.

Reinman, Sarah (CMG-Dayton)

From: Paxson, Ken (CMG-Dayton)
Sent: Friday, July 18, 2014 2:14 PM
To: Reinman, Sarah (CMG-Dayton)
Subject: FW: Please welcome our summer interns for school year 2012-13!

From: Paxson, Ken (CMG-Dayton)
Sent: Friday, May 24, 2013 4:06 PM
To: !CMG-COH-Content-CMG Ohio; !CMG-COH-Breaking_News_Team
Subject: Please welcome our summer interns for school year 2012-13!

Summer has arrived (sort of) and so have all 23 of our Cox Media Group Ohio content and promotions interns!

Here's a little bit about each of the new faces you will see around the newsrooms in Dayton, Springfield and Liberty Twp.

Please say hello and welcome these talented students!

MEDIA CENTER PRINT INTERNS

Kara Driscoll

Email: [REDACTED]
College: University of Cincinnati
Major: Journalism
Hometown: Cincinnati
Expected Graduation: April 2015
Experience: Incoming managing editor of the UC student newspaper (previously served as news editor).

Jack Adam

Email: [REDACTED]
College: Ohio State
Major: Public Affairs Journalism
Hometown: Kettering
Expected Graduation: May 2014
Interesting fact: Proficient in written and spoken Portuguese.

Spenser Hickey

Email: [REDACTED]
College: Ohio Wesleyan
Major: Journalism
Hometown: Middletown
Expected Graduation: May 2015
Experience: Reporter and copy editor for the OWU student newspaper.

Kevin O'Donnell

Email: [REDACTED]
Returning SI Burick Scholarship winner. Spent last summer with the Breaking News Team.

SPRINGFIELD PRINT INTERNS

Richard Quick

Email: [REDACTED]
College: Ashland University
Major: Journalism/English (minor in broadcast production)
Hometown: Springfield
Experience: Reporter for AU newspaper
Avid playback engineer and news anchor for AU TV station
Camera operator and sound engineer for Sports Time Ohio

Michele Crew

Email: [REDACTED]
College: Wright State
Major: Mass Communication
Experience: Various newswriting courses, produced briefs, stories for DDN.

NCG PRINT INTERNS

Ashley Matthew

Email: [REDACTED]
College: Cedarville University
Major: Journalism
Hometown: Fairfield
Experience: Reporter for the Cedarville student newspaper.

Hannah Berns

Email: [REDACTED]
College: Miami University
Major: Journalism and Psychology
Hometown: Middletown
Expected Graduation: December 2013
Experience: Studied journalism abroad in Scotland in the fall of 2012.

RADIO INTERNS

Alex Harshaw

Email: [REDACTED]
College: Ohio University
Major: Integrated Media
Hometown: Springfield
Experience: Extensive technical and on-air radio work with WOUB at OU.
Family: Alex is the son of former CMGO manager Karla Harshaw.

Isaiah Griffin

Email: [REDACTED]
College: Ohio University
Major: Journalism
Hometown: Middletown
Experience: Extensive technical and on-air radio work with WOUB at OU.

Margeaux Leakas

Email: [REDACTED]
College: Miami University
Major: Mass Communication/Media Production
Hometown: Dayton
Expected Graduation: May 2014
Experience: Worked for Miami's student newspaper, TV station and radio station.

RADIO PROMOTIONS INTERNS

Allison Murphy

Email: [REDACTED]
College: Wright State
Major: Communication Studies
Hometown: Springfield
Expected Graduation: May 2014
Experience: Intern at Life Connection of Ohio (summer 2012)

Danielle Morgan

Email: [REDACTED]
College: Piedmont College (Demorest, GA)
Major: Mass Communications
Experience: Promotions Intern with Clear Channel in Jacksonville, Florida.
Assistant radio station manager for Piedmont College.

BREAKING NEWS TEAM INTERNS

Will Garbe

Email: [REDACTED]
College: Dayton
Major: Journalism and Political Science
Hometown: Toledo
Expected Graduation: May 2014
Experience: Managing editor of the UD student newspaper.

Heather Keith

Email: [REDACTED]
College: Miami University
Major: Mass Communication
Hometown: Oxford
Expected graduation: May 2014

TV INTERNS

Kaity Conner

Email: [REDACTED]
College: Ohio University
Major: Broadcast Journalism
Hometown: Liberty Twp.
Expected Graduation: May 2014
Experience: Many jobs at OU TV station, including producer, reporter, video editor, newsroom manager and camera operator.

Lacey Mendenhall

Email: [REDACTED]
College: Miami University
Major: Journalism and Strategic Communication
Hometown: Springfield
High School: Enon
Expected Graduation: May 2014
Experience: Reporter for Miami's TV news station. Was an intern with marketing at the Media Center last summer.

Lauren Clark

Email: [REDACTED]
College: Saint Anselm College (Manchester, New Hampshire)
Major: Communication/international studies
Hometown: Dayton
High School: CJ
Expected Graduation: May 2014
Experience: Interned at The New England Center for Investigative Reporting at Boston University and WLKY-TV in Louisville, Kentucky.

Kaitlynn Espeleta

Email: [REDACTED]
College: Miami University
Major: Mass Communication/Journalism
High School: Northmont
Expected Graduation: May 2015
Experience: Incoming president of Miami TV, worked on camera and in production.
Writer for the Miami Student newspaper.

TV SPORTS INTERNS (Working with Mike Hartsock)

Kelly Hart

Email: [REDACTED]
College: Bowling Green
Hometown: Kettering
Major: Communication Major (Broadcast Journalism Minor)
Expected Graduation: May 2015
Experience: Sports director and sports anchor for BGSU TV station.

Sara Nealeigh

Email: [REDACTED]
College: Ohio University
Major: Journalism
Hometown: Miami County
Experience: Sports reporter for Athens PBS station, producer/reporter for Bobcat Sports Showcase

TV METEOROLOGY INTERN

Britley Ritz

Email: [REDACTED]
College: Ball State
Major: Meteorology and Climatology
Hometown: Greenville

Experience: Weather Forecaster for NewsLink Indiana and Wave96 Radio

DIGITAL INTERN

Morgan Decker

Email: [REDACTED]

College: Ohio University

Major: Information Graphics/Publication Design

Hometown: Casstown (Miami East H.S.)

Expected graduation: 2014

Experience: Page and marketing designer for several newspapers and magazines.

Reinman, Sarah (CMG-Dayton)

From: Paxson, Ken (CMG-Dayton)
Sent: Friday, July 18, 2014 2:13 PM
To: Reinman, Sarah (CMG-Dayton)
Subject: FW: Please welcome our summer interns for school year 2013-14

From: Paxson, Ken (CMG-Dayton)
Sent: Tuesday, June 03, 2014 10:44 AM
To: !CMG-COH-Content-DDN; !CMG-COH-Content TV; !CMG-COH-DigitalDepartment; !CMG-COH-Content-Radio; !CMG-COH-Content-NCG; !CMG-COH-Content-SNS
Subject: Please welcome our summer interns for school year 2013-14!

Summer has arrived and so have our summer interns – most of them anyway.

Here's a quick look at the new faces in the newsroom at the Media Center, as well as those who will be in Springfield and at NCO headquarters in Liberty Twp.

Please say hello and welcome these talented students!

ALREADY ARRIVED ...

AMJ - SPRINGFIELD

Brandon Semler

(Supervisor: Samantha Sommer)

Phone: 937-328-0382

Email: [REDACTED]

College: Wright State University

Major: Mass Communication (Graduated Spring 2014)

More: Editor of WSU's student newspaper, The Guardian ... Radio DJ at WWSU ... member of the Wright State Jazz Ensemble and vice president of WSU's Men's Chorale.

AMJs – MEDIA CENTER

Andrew Smith

(Supervisor: Ben McLaughlin)

Phone: 937-225-2117

Email: [REDACTED]

College: Wright State University

Major: Mass Communication

Expected Graduation: Dec. '14

Experience: Reporter (The Clarion 10/12-12/12), News/Sports Writer (The Guardian 1/13-5/13), Sports Editor (The Guardian 8/13-5/14)

Interests: Exercising, Watching TV, Football (San Francisco 49ers), Basketball (Cleveland Cavaliers), Baseball (San Francisco Giants), Food Blogging, Photography

Eileen McClory

(Supervisor: Rich Gillette)

Phone: 937-225-2105

Email: [REDACTED]

College: The Ohio State University

Major: Journalism and Political Science

Expected Graduation: June 2017

Experience: Wrote for Lantern 2013-2014, Intern at Oakwood Register June 2013-Aug. 2013, edited high school paper The Dome for 2 years.

Interests: Graphic Design editor at The Lantern 2014-2015 school year, Secretary of Buckeye Fencing Club. I also enjoy reading, writing creatively, designing clothes, and I run half marathons when I get the time.

Christina Perry

(Supervisor: Sharon Wilmore)

Phone: 937-225-2138

Email: [REDACTED]

College: Ohio University

Major: Dance and Accounting

Expected graduation date: May 2017

Experience: Student alumni board, treasurer of the black student business caucus, Dean's list, member in Alpha Lambda Delta national honors society

Interests: dance, running, baking.

AND BACK BY POPULAR DEMAND ARE ...

DIGITAL

Morgan Decker

(Supervisor: Seth Jones)

Phone: 937-225-2409

Email: [REDACTED]

College: Ohio University

Major: Information Graphics/Publication Design

Experience: Page and marketing designer for several newspapers and magazines. This is Morgan's third stint as an intern with Digital.

AMJ/DIGITAL/BNT – MEDIA CENTER

Will Garbe

(Supervisor: Brian Kollars)

Phone: 937-225-2404

Email: [REDACTED]

Info: Will is a spring 2014 graduate of the University of Dayton. This is his third stint as an intern with us. He has AMJ experience working with the Breaking News Team and with Digital. He was managing editor of UD's student newspaper.

JOINING US SOON ...

AMJ – NCG (June 9)

Lauren Olson

(Supervisor: Jennifer Collins)

Email: [REDACTED]

College: Miami University

Major: Integrated English/Language Arts Education Major, Writing and Rhetoric Minor

Expected graduation: May 2015

Experience: Print Intern, The News Sentinel, Fort Wayne, IN—January 2014 (spent 25 hours/week of shooting photos, editing copy, writing stories for print, and interviewing) ... Photo Editor, The Miami Student—March 2012-Present ... Taught photo workshops for those interested in shooting photos while reporting.

RADIO (July 1)

Jasmine Higgins

(Supervisor: Jeremy Ratliff)

Email [REDACTED]

College: Wright State University

Major: Mass Communication

Experience: Radio Host Trainee/Assistant Sports Director WWSU 106.9 Radio Station ... Training to host my own collegiate radio station ... Broadcast sports games for the station and assist sports director.

Mitchell, Toni (CMG-Dayton)

From: Williams, Laverne (CMG-Atlanta)
Sent: Tuesday, April 29, 2014 8:44 AM
To: Smith, Jason (CMG-Atlanta); Sterling, Kani (CMG-Austin); Holloway, Stacy (CMG-Atlanta); Davis III, Carl (CMG-Atlanta); Doyle, Thomas (CMG-Atlanta); Watkins, Andrea (CMG-Dayton); Woods, Damon (CMG-Dayton); Mitchell, Toni (CMG-Dayton); Siroky, Christina (CMG-REP); Weisfeld, Bill (CMG-REP); Nohr, Chris (CMG-Oakland); Shaffer, Sara (CMG-Seattle); Ruth, Selena Baltimore (CMG-Corp); Ochs, Andee (CMG-Atlanta); Kennedy, Shawn (CMG-Corp); Adams, Dd (CMG-Austin); Qualls, Linda (CMG-Orlando); Barlow, Amy (CMG-Jacksonville); Valenzuela, Diana (CMG-Miami); Ahrenhold, Beth (CMG-Atlanta); Friedlander, Anne (CMG-Corp)
Subject: 2014 Cox Mentor Program
Attachments: CMG Cox Mentor Program Participants 2014.docx

Good morning,

We have updated and finalized the CMG participants for the upcoming Cox Mentor Program. At this point you are free to congratulate them, but not to **share the name/division of their partner**. A key part of the excitement on the day of the launch is learning about their partner for the first time. Therefore, please maintain the secrecy. On tomorrow I will send the official congratulations email that will provide additional details. As I notify those who were not matched, I will advise them about the virtual mentoring and seek their inclusion in that initiative.

As a reminder, participation in the Cox Mentor Program is based on our ability to match a mentee with a mentor who can best aid them in their development based on the *information on their questionnaire*. Also, since this is a program linked to our diversity and inclusion strategy, we are very mindful to have good representation among all genders and ethnicities.

Laverne Williams | Organizational Effectiveness Manager



6205 Peachtree Dunwoody Rd. | Atlanta, GA 30328
Ph: 678-645-4982 | Fax: 404-526-2971 | Email: laverne.wright@coxinc.com

CMG Cox Mentor Program Participants 2014-2015 Cycle

CMG Mentor/Mentee	CMG Employee	Mentoring Partner	Mentor's Division
Mentee	Matt Moldovan	Michelle Ducayet	MAN
Mentee	Lisa Yokota	Annette Heaton	CCI
Mentee	Jason Jarrett	Damon Bennett	ATG (KBB)
Mentee	Ariane Adams	Fran Mallace	CCI
Mentee	Carol Manning	Dan Ingle	ATG (KBB)
Mentee	Andrea Moore Summerville	Linda Skorb	ATG
Mentee	Khobi Hall	Michael Bolognini	CCI
Mentee	Susie Toma	Esther Dabney	ATG
Mentee	Phillip Thompson	John Shea	CMG
Mentee	Michelle Serra	John Bell	CEI
Mentee	Jaime Sarrio	Donna Hall	CCI
Mentee	Candy Mendez	Danita Harris	CCI
Mentee	Matt Dalton	Steve Piccinati	MAN
Mentee	Tahlisha Williams	Gayle Porterfield	CCI
Mentee	Tiffany Williams- Murray	Anthony Caudill	CEI
Mentee	Will Hauck	Alpesh Patel	ATG
Mentee	Paula Petty	Spencer Taft	CEI
Mentee	Lena Rodriguez	Brent Green	MAN
Mentee	Kerry McQuone	Judy Train	CCI
Mentee	Jamila Robinson	Vic Chandar	CEI
Mentee	Josh Hill	Karen Lah	CMG
Mentor	Alan Segal	Frances Reyes	ATG
Mentor	Matt Ledbetter	Nan Pollock	MAN
Mentor	Julia Wallace *	Claudia Ginty	CCI
Mentor	Patrick Acton	Kimber Hanrahan	CCI
Mentor	Jeanne Griswold	Jennifer Bronner	ATG
Mentor	Darrell Gollither	Anand Narayan	ATG
Mentor	Tracy Brown	Anthony Gravanda	MAN
Mentor	Walt Phillips	John Sanke	CEI
Mentor	Jesse McCambridge	Chris Thorpe	CEI
Mentor	Harry Davis	Eddie Lafferty	MAN
Mentor	Sandra Brown	Angela Jones	CEI
Mentor	Paul Briggs	Fabian Ortiz	MAN
Mentor	Michelle Harper	Carlotta Rogers	CEI
Mentor	Mark Waligore	Jason Remaley	ATG
Mentor	Heidi Mason	Rachelle Petusky	ATG
Mentor	Jim Haman	Mike Fair	MAN
Mentor	Clarence Jackson	Ali Abbasi	CCI
Mentor	Mark Barash	Peggy Kanakis	ATG
Mentor	Steve Dorsey	Austin Harmon	CCI
Mentor	Chris Eagan	Brad Einarson	CCI
Mentor	Julie Szulczewski	Heather Blum	CCI

Reinman, Sarah (CMG-Dayton)

Subject: Upcoming A Path to Leadership Workshop on July 10-11, 2014 @ 9 AM

Importance: High

From: Corporate Training- HRD [<mailto:coxdevelops@coxinc.com>]

Sent: Monday, June 30, 2014 12:49 PM

To: Corporate Training- HRD

Subject: REMINDER - PREWORK ACTION: Participant Information about your Upcoming A Path to Leadership Workshop on July 10-11, 2014 @ 9 AM (Complete Pework by July 3rd)

Importance: High

Important Notice: High – Begin Pework today if you have not already. If so, thank you for your diligence with getting the prework completed.



APTL Participants,

We are excited about your confirmed attendance to the **A Path to Leadership**, in Atlanta, on **July 10th @ 9:00 AM to July 11th 5:30 PM**. Your participation in this workshop requires completion of two (2) urgent pre-session tasks immediately. Be sure to save the date and session logistics information on your calendar now to avoid cancellation/no show fee.

The *A Path to Leadership* workshop is part of a systematic, ongoing process of feedback, analysis, planning, and action with the ultimate goal of helping you increase satisfaction in your current job and align your efforts with your organization's business priorities. Past participants of this course shared feelings of heightened confidence in their on-the-job skill and expertise as well as appreciating the opportunity to get formally solicited feedback from his or her manager.

Pre-Session Tasks:

1. **Complete the APTL Self-Assessment by Thursday, July 3rd.** You will solicit feedback from your manager and a colleague who knows you well and knows what you appear to value most. Using the instructions below, complete an online APTL Self-Assessment which requires about 90 minutes of uninterrupted time. It is essential that you start the process today, giving your manager and colleague enough time to respond, and so that we can produce a confidential feedback report for you to use during the workshop.
 - a) Click on link www.mppgonline.net/cox to create your APTL User Profile (New User Key - Cox01)
 - b) Click "*Register for APTL*" in the second box. Select "*I am scheduled to attend...*" then click "*Next*".
 - c) Complete user profile information; "*Submit Profile*". Select workshop date and preferred skill inventory option. Begin your assessment process.
 - d) Enter your manager's contact information accurately.
 - e) Enter your colleague's contact information accurately.
 - f) Confirm all submitted information and begin assessment.
2. **Print/Bring the "Personal Values Assessment" and "How Do You See Me" colleague assessment** which is provided in your user profile once your colleague completes the survey". If not yet provided, please send a gentle reminder request to them for completion.

Session Logistics:

- ☐ Date/Time - July 10th @ 9:00 AM to July 11th @ 5:30 PM EST
- ☐ Location - CMG Ohio (Dayton), 1611 S. Main St., Dayton, Ohio 45409
- ☐ Room - Conference Room
- ☐ Attire - Business Casual

Program Contact - Tiarra Alexander @ coxdevelops@coxinc.com and Sarah Reinman @ Sarah.Reinman@coxinc.com.

If you have any questions about the upcoming workshop, please contact the CEI Talent Management & Diversity program contact. Thank you in advance for developing yourself and others through engaging participation, knowledge sharing, and active listening.

CEI Talent Management & Diversity Team
coxdevelops@coxinc.com

No Show/Cancellation Policy:

Cox values and invests in employee development. Cancellations should be immediately communicated to your HR Representative and the corporate training department for approval. If an employee cannot attend this training opportunity for any reason, they should contact their manager immediately and email the HR Representative. If the participant fails to provide a cancellation notice within 10 working days of the class start date, does not provide a replacement or does not attend the registered class, a cancellation fee of \$900.00 per day will be directly billed to the participant's department.

Reinman, Sarah (CMG-Dayton)

From: CMG COH All Cox Ohio Employee Communications
Sent: Wednesday, February 27, 2013 11:32 AM
To: Athmer, Michael (CMG-Dayton); Beale, Chip (CMG-Dayton); Bennalack, David (CMG-Dayton); Blizzard, Andy (CMG-Dayton); Bouquot, Terry (CMG-Dayton); Collier, Jana (CMG-Dayton); Condit, John (CMG-Dayton); Cosby, James (CMG-Dayton); Coulter, Scott (CMG-Dayton); Davidson, Susan (CMG-Atlanta); Eagle, Kathy (CMG-Dayton); Gamble, Phonda (CMG-Dayton); Getts, Tony (CMG-Dayton); Goheen, Mike (CMG-Dayton); Hall, Donna (CMG-Dayton); Houseman, Lori (CMG-Dayton); Kedziora, Barbara (CMG-Dayton); Kerckaert, Fantine (CMG-Dayton); King, Jay (CMG-Dayton); Klopfenstein, Suzanne (CMG-Dayton); Macduff, Shelly (CMG-Corp); Mcelroy, Quindelda (CMG-Dayton); Miller, Charlotte (CMG-Dayton); Mitchell, Toni (CMG-Dayton); Powell, Larry (CMG-Dayton); Roberts, Nick (CMG-Dayton); Rohr, Rob (CMG-Dayton); Rollins, Ronald (CMG-Dayton); Stange, Mark (CMG-Dayton); Thomas, Dave (CMG-Dayton); Wallace, Julia (CMG-Dayton); Zikias, Robert (CMG-Dayton)
Cc: Woods, Damon (CMG-Dayton); Reinman, Sarah (CMG-Dayton); Weldon, Nicholas (CMG-Dayton); Chambers, Emily (CMG-Dayton); Woods, Angela (CMG-Dayton)
Subject: From Human Resources: CMG/CMGO Training Classes

Date: February 27, 2013

To: Dayton-Based Initiatives Group
From: Damon Woods, Human Resources

Subject: Training Opportunities to Support Goals & IDPs

All,

As you and your managers approach development planning discussions with your employees, please be aware of and share these facilitator-led training sessions that we will be sponsoring here at Media Center. Other classes will be added later.

Please note that unless otherwise noted, these sessions will take place in Studio C on the 4th Floor at Media Center. All classes will be open to CMG employees or managers working out of Media Center, including CMG Ohio, CMG-IT, NSS and CMG Corporate employees. Please share this list with all of your managers and employees as you deem appropriate.

For registration for any class listed below, please contact Sarah Reinman at (937)225-6998 or sarah.reinman@coxinc.com.

Valuing Diversity & Inclusion at Work : April 25, 2013 (8:00-5:00)

This workshop is taught as a one-day, facilitator-led program, designed to support Cox employees to work together in new and productive ways. Participants discover the meaning of diversity, as well as build an understanding about how to actively seek out and recognize varying differences in order to achieve better, sustained results. Recommended for any CMG employee- especially those with no recent exposure to diversity/inclusion training. This course replaces Thriving In a Diverse Work Environment (the non-manager version).

Civil Treatment for Managers: May 7, 2013 (8:30am - 4:00pm)

This one day workshop reinforces the critical role managers have in creating and sustaining workplaces where all employees are treated professionally and where all business decisions are based on legitimate business criteria rather than on personal characteristics (e.g., race, gender, age, etc.) Throughout this experience managers will examine how professional, fair conduct furthers the mission of CMG. More importantly, managers will leave this workshop more aware of their responsibilities to take action and deal with unprofessional or inequitable treatment appropriately. Recommended for all CMG managers supervisors who have not previously attended.

Leadership Fundamentals : June 26-27, 2013 (8:00am - 5:00pm)

A 2-day program designed to equip managers and supervisors with critical skills to maximize performance and lead people through change. Participants explore their business strategy and management competencies. They receive tools to support effective management practices and an opportunity to build a management network to collaborate and problem solve management challenges. Recommended for all CMG managers /supervisors, team leaders regardless of years of experience.

A Path to Leadership: July 16-17, 2013 (8:00am - 5:00pm)

A 2-day workshop-based experience that helps employees achieve greater satisfaction in their current job. It also enables them to direct their own development. With today's increased responsibility to enhance organizational performance, it is critical that employees link their individual goals to their business unit's goals. To do this, the employee and manager identify job priorities, skills, and development strategies that can lead to greater business outcomes and more effective performance. Recommended for high performing employees with the potential to take on more significant responsibility if/when the opportunity arises.

Navigator: May 2, 2013-July 25, 2013 (Class meets each Thursday, 8:30am - 10:15am; Media Center, Room 350)

The Navigator series is designed for relatively new team leaders, supervisors, and managers . The classes help ease the transition from individual contributor to manager by enhancing the participant's comfort and skills to manage everyday challenges including: Resolving Conflict, Recruitment & Selection, Problem Solving/Decision Making, Managing Your Relationship With Your Boss, Diversity Challenges, Performance Management, Change Management, Budget & Expense Control and others. Each weeks session tackles a different management topic.

Thanks,
Damon



Damon Woods | HR Manager
Cox Media Group | 1611 S. Main St. | Dayton, OH 45409
Ph: 937-225-2145 | Cell: 937-304-5575 | Fax: 937-225-2153
Email: Damon.Woods@coxinc.com

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ATTACHMENT E

(e) Disclose any pending or resolved complaints involving the Station filed during the Station's current license term before any body having competent jurisdiction under federal, state, territorial or local law, alleging unlawful discrimination in the employment practices of the Unit on the basis of race, color, religion, national origin, or sex. For each such complaint, provide: (1) a brief description of the allegations and issues involved; (2) the names of the complainant and other persons involved; (3) the date the complaint was filed; (4) the court or agency before which it is pending or by which it was resolved; (5) the file or case number; and (6) the disposition and date thereof or current status. Note that all complaints must be reported, regardless of their status or disposition.

The station employment unit has not received any complaints regarding unlawful discrimination during the stations' current license terms.

ATTACHMENT F

(f) In accordance with Section 73.2080(b), from the first day of the Station's current license term (or the date the licensee became the owner, if after that date) until June 10, 2014, describe the responsibilities of each level of Unit management responsible for implementing Unit EEO policies and describe how the Unit has informed employees and job applicants of its EEO policies and program.

Cox Media Group Ohio is an equal opportunity employer and is committed to ensuring that all qualified individuals are treated equally without regard to their race, color, religion, national origin, age or sex in all personnel actions to include recruitment, evaluation, selection, promotion, compensation, training and termination. This commitment to equal opportunity is referenced on the employment application and posted throughout the building.

All employees with supervisory or management oversight are responsible for following all Cox EEO policies. Cox Media Group Ohio employment decisions are made in conjunction with human resources and by following established policies and procedures. Human Resources works with management to ensure that job descriptions are accurate and updated to reflect the job as it relates to the knowledge, skills and abilities of the job. Job descriptions, qualifications or requirements are not tailored to a specific individual.

The Cox Media Group handbook is made available to all employees and can be accessed on our intranet site via the CMGConneX website. On the first day of employment the new employee attends new hire orientation and is provided with information and directions on where to find the human resources policies and procedures. The employee also receives an "acknowledgement of receipt" letter and is required to sign the document and acknowledges their responsibility to comply with all policies and to report any violations to management or Human Resources.

ATTACHMENT G

(g) In accordance with Section 73.2080(c)(3), from the first day of the Station's current license term (or the date the licensee became the owner, if after that date) until June 10, 2014, describe the Unit's efforts to analyze its EEO recruitment program to ensure that it is effective and to address any problems found as a result of such analysis.

At Cox Media Group Ohio we have always been committed to a strong EEO program. Diversity and inclusion are foundations in our corporate culture and Cox works at both the corporate and at the local level to ensure that we are always reaching out to our local communities to recruit and hire the most qualified applicants for all open positions. For example, in Dayton, we have worked closely with Women in Business Networking, a program of the local Better Business Bureau that is the area's leading organization for women in business. As part of our involvement, we provided multi-platform support for their annual Professional Development Conference that brings together women for a day of professional and personal development, education, and networking. One of our anchor/reporters was also a guest speaker and honoree at their "25 Women to Watch" awards banquet. Another anchor participated in one of their signature fundraising events called "What's in Her Bag?" that benefits Clothes That Work. We also work with the Greater Dayton Association of Black Journalists where we hosted a forum with community organizations about public relations and what it takes to pitch stories and get news coverage and also annually host their journalist "boot camp" which is a one day multi-media workshop for aspiring high school and college students interested in journalism.

We also partner with the community by speaking and working with students at local colleges and universities. The focus of the speaking engagement is generally about the broadcast industry and how it continues to evolve. Our talent and/or personalities participate in local festivals and events as the master of ceremonies, auctioneer, etc. These events and festivals allow them the opportunity to talk about the industry and their insights and experiences. When we attend job fairs we also bring lists of our open positions so that we can inform job seekers of exactly the positions we have open at Cox Media Group Ohio.

We provide tours upon request and during this meeting we provide an overview of Cox Media Group Ohio and the many career opportunities that are available. We also allow interested career seekers to job shadow with our employees to gain a better understanding of the role that they are interested in pursuing to provide the job seeker a more realistic view of the job.

At Cox Media Group we have found that to find candidates with the skills necessary for success, we have had to turn our attention and focus to electronic and internet job based candidate searches. Candidates increasingly seek us out via electronic means and present their resumes in both text and in visual electronic form and we have had to adapt to this evolution. We have had to adapt quickly to the changing marketplace and use methods to attain the progressive candidates looking for positions in the media industry. To help us in this area we sometimes use the resources of search firms such as Talent Dynamic and Frank Magrid Associates who are able to reach out broadly to qualified applicants in the broadcasting industry with information about our job openings for both on-air and off-air positions. Further, job seekers can post their video resume reels with Talent Dynamics, and we routinely reviewed those resumes when filling Meteorologist and All Media Journalist positions. Magrid would also send us a list of potential candidates with information to view their reels for meteorologists and on-air reporters.

As the media landscape continues to change we continue to review our EEO listings to ensure our outreach is generating a diverse pool of candidates and is effective. Upon a position becoming open, we review our outreach efforts and determine along with the hiring manager if other outreach is required based on the type of opening and the organization's needs. As positions become open and available they are posted internally and externally and on job boards, with local colleges and universities, and with local county agencies. However, as we prepared for this audit response, we determined that we have not been as diligent in routinely reaching out to our EEO Recruitment Source List as we had intended. While we believe that the sources we used did accomplish broad outreach to qualified applicants in our local community and in the industry generally, going forward, we have systems in place to ensure that the EEO Recruitment Source List is contacted for all open full-time positions.

ATTACHMENT H

(h) In accordance with Section 73.2080(c)(4), from the first day of the Station's current license term (or the date the licensee became the owner, if after that date) until June 10, 2014, describe the Unit's efforts to analyze periodically its measures taken to examine pay, benefits, seniority practices, promotions, and selection techniques and tests to ensure that they provide equal opportunity and do not have a discriminatory effect. If the Unit has one or more union agreements, describe how the Unit cooperates with each union to ensure EEO policies are followed for the Unit's union-member employees and job applicants.

We are committed to performance management and feel that each employee should be aware of how they are performing against their goals and objectives. We conduct mid-year performance reviews and year end-reviews. The mid-year review is focused on the employee's progress and if any adjustments are needed. During the year-end performance review process human resources reviews performance ratings. Human resources reviews performance appraisals for employees that are rated above and below "meets expectations" and evaluates and discusses with management to determine if the performance rating is justified.

Cox Media Groups compensation philosophy is to pay employees competitively based on comparable companies in the external market. Employees are paid fairly for similar jobs within our business and we reward employee for their contributions. The compensation structure is based on salary grades and salary range that is established by corporate. Any new position is market priced by compensation; jobs with significant changes in duties and responsibilities are also priced. All pay increases are reviewed and approved by human resources.

Cox Media Group Dayton has two television unions (WHIO-TV) that are both represented by the International Brotherhood of Electrical Workers (IBEW). The company offers competitive and fair employment policies and programs to all employees both union and non-union. The unions tend to prefer (and bargain for) seniority based criteria regarding promotions, layoff selection, pay practices, etc., that can perpetuate the impact of hiring decisions made decades ago, and which can result in pay increases that do not accurately reflect skills, ability, and merit based on workplace performance. However, the Station has declined to agree to these union proposals during the current license term, instead insisting that promotions, layoffs and pay increases be made based on merit and job performance, as measured by documented and objective performance criteria specifically tied to station business success outcomes