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April 26, 2021

EEO Staff
Policy Division
Media Bureau
Federal Communications Commission
445 12th Street, S.W.
Washington, DC 20554

Re: WCBS-TV (Facility ID: 9610) New York, NY

To Whom It May Concern:

This is in response to the Equal Employment Opportunity program audit letter ("Letter") for WCBS-TV New York, NY ("WCBS") dated February 25, 2021. The Exhibits referenced below are attached hereto and made a part hereof.

Paragraph 2(b)(i) of the Letter requires copies of WCBS' two most recent EEO Public File Reports to date. Copies of the reports, covering the periods from February 1, 2019 through January 31, 2020 and February 1, 2020 through January 31, 2021, are attached as **Exhibit A**. WCBS' website is located at <https://newyork.cbslocal.com/> and the most recent EEO report is available by clicking on the "CBS 2 EEO Report" link at the bottom right of each page of the website.

Paragraph 2(b)(ii) of the Letter requires, for the periods of February 1, 2019 through January 31, 2020 and February 1, 2020 through January 31, 2021, dated copies of all advertisements, bulletins, letters, faxes, emails and other communications announcing positions. Attached as **Exhibit B** are the job postings for the positions filled during the relevant periods, and the sources WCBS reached out to. All external job postings are also circulated to the recruitment sites listed in Section II the EEO Reports found in Exhibit A. WCBS management also engaged in-person at some community outreach programs at job fairs throughout the New York City DMA area. Examples of those are listed in the EEO Reports in Exhibit A.

Paragraph 3(c) of the Letter requires a list of the total number of interviewees for each vacancy and the referral source for each interviewee for all full-time vacancies filled during the periods of February 1, 2019 through January 31, 2020 and February 1, 2020 through January 31, 2021. Attached as **Exhibit C** are interview logs for the above-mentioned periods, which includes, among other data, a chart containing a listing of the position interviewed for, the number of applicants interviewed and the referral source (names of the applicants have been removed).

Pursuant to 47 C.F.R. §§73.2080(c)(2) and (e)(3), as WCBS had 169 full-time employees as of April 6, 2021 and the population of the New York City DMA is over 250,000, WCBS is required to perform four initiatives during each two-year period. Paragraph 2(b)(iv) of the Letter requires “documentation demonstrating performance of recruitment initiatives” during the periods of February 1, 2019 through January 31, 2020 and February 1, 2020 through January 31, 2021. Section III of the EEO Public File Reports for the periods of February 1, 2019 through January 31, 2020 and February 1, 2020 through January 31, 2021, which list all the supplemental recruitment measures taken by WCBS, are contained in section III of the EEO reports found in Exhibit A.

In response to Paragraph 2(b)(vi) of the Letter, overall responsibility for WCBS’ EEO policies and program rests with its General Manager, who ensures that the station complies with all applicable laws, orders and regulations, including but not limited to Executive Order 11246 and its progeny. Line and upper management share responsibility for the station’s EEO policies and program, including, but not limited to, assisting in auditing progress, including identifying problem areas, formulating solutions, and establishing appropriate goals. Attached as Exhibit E are March 9, 2017 and April 2, 2018 memos from the CEO of the then CBS Corporation and October 9, 2018 and September 20, 2019 memo from the Chief Compliance Officer of the then CBS Corporation reminding all employees of, among other things, the importance of complying with EEO policy. Attached also is an August 14, 2020 memo from the Chief Compliance Officer of ViacomCBS Inc. reminding all employees about the ViacomCBS Inc. Global Business Practices Statement. Pursuant to the 2016 CBS Corporation Business Conduct Statements (“CBS BCS”) “[a]ll managers, directors, and supervisory personnel are required to make a personal commitment to practice and enforce the principles of [CBS’s] equal employment opportunity policy” (CBS BCS at page 10.) Pursuant to the 2020 ViacomCBS Inc. Global Business Practices Statement (“BPS”), ViacomCBS “ensur[es] that all employment decisions are based on individual merit and business needs, irrespective of race, religious creed, color, sexual orientation, national origin, gender, ancestry, physical or mental disability, age, sex, gender expression, gender identity, military and veteran status, marital status or any other personal characteristic protected by applicable law.” The CBS BCS was also available online, as is the 2020 BPS. The policies are posted on bulletin boards accessible to WCBS employees and applicants and the EEO policy or BPS, as applicable, were covered as part of new hire orientation. Copies of the above, including the CBS BCS and BPS pages referenced are included at the end of **Exhibit D**.

In response to paragraph 2(b)(iv) of the Letter, there have been two such complaints during the term outlined in the Letter. Those complaints are noted in **Exhibit E**.

Paragraph 2(b)(vii) of the Letter seeks information on WCBS’s efforts to analyze the effectiveness of its EEO recruitment program and address any deficiencies found. The station

analyzes its employment statistics and makes every effort to ensure that there are diverse candidates when recruiting for open positions. Additionally, station management regularly reviews and analyzes all employment actions including hires, promotions and terminations to ensure that company policy is being followed.

Paragraph 2(b)(viii) of the Letter requests a description of WCBS's efforts to periodically analyze its attempts to review various elements to ensure that they do not have a discriminatory effect and that they provide equal opportunity, including, among others, pay, benefits and seniority practices. Information on WCBS's coordination with unions on EEO policy matters is also requested. Station management periodically reviews pay and benefits and follows ViacomCBS Inc. EEO policy regarding selection techniques and tests to make sure they provide equal opportunity and do not have a discriminatory effect.

WCBS has labor union agreements with SAG-AFTRA, IBEW, WGA, DGA and IATSE. EEO standards are applied equally between union and non-union members WCBS.

The Declaration of Joel D. Goldberg, Senior Vice President, Station Operations WCBS, is attached hereto and made a part hereof.

Please contact the undersigned if you have any further questions.

Very truly yours,



Zachary J. Abella

cc: Joel D. Goldberg, Senior Vice President Station Operations, WCBS-TV

DECLARATION OF JOEL D. GOLDBERG

I, Joel D. Goldberg, under penalty of perjury, deposes and states:

1. I am the Senior Vice President, Station Operations at WCBS-TV.
2. I have reviewed the attached response to the Federal Communications Commission Random EEO Audit Letter ("Audit Letter Response") being submitted herewith, based on information supplied by the staff at WCBS-TV, as well as from Human Resources and Labor and Employment personnel at ViacomCBS Inc.
3. To the best of my knowledge, information and belief, all the information contained in this Audit Letter Response is true and correct.

DocuSigned by:

Joel Goldberg

75A13F1AE5FB41D

Joel D. Goldberg

Dated: 4/23/2021

Exhibits to WCBS Response to FCC Enforcement Bureau EEO Audit

- Exhibit A EEO Public File Reports dated February 1, 2019 through January 31, 2020 and February 1, 2020 through January 31, 2021.
- Exhibit B 2019 – 2020 and 2020 – 2021 Job Postings and Outreach Program Distribution Lists; Job Postings.
- Exhibit C A chart showing a hiring log for the periods February 1, 2019 through January 31, 2020 and February 1, 2020 through January 31, 2021.
- Exhibit D March 9, 2017 and April 2, 2018 Memos from the CEO of CBS Corporation and October 9, 2018 and September 20, 2019 Memos from the Chief Compliance Officer of CBS Corporation, to all CBS Corporation employees regarding CBS EEO Policy; 2016 CBS Corporation Business Conduct Statement, page 10; Memo from the Chief Compliance Officer of ViacomCBS Inc and relevant pages from the Global Business Practices Statement.
- Exhibit E Pending or resolved complaints involving the Station

EXHIBIT B

1. Job postings February 1, 2019 – January 31, 2020
2. Job postings February 1, 2020 – January 31, 2021
3. Sources where WCBS job postings are circulated to
4. Individual job postings and sources reached



Note File Calendar Form Link person Build Link
View More



Ref# 32770

Assignment Editor

PINNED PAGES

My Open Jobs

RECENT PAGES

Assignment Editor

Ardan Thornhill

Untitled

Advanced Search

Corrie Seabrook

Untitled

Jeanne Guzman

Untitled

Karina Cuevas

Untitled

Diana Correa

Untitled

Gretchen Andsager

Untitled

Producer/Newswriter

Job Workflow

Job Workflow (use only for Requisitions)

Filled - Close Req

[Workflow History](#)

Tasks & Events

Record Data

Pipeline / Requisition *	Requisition
Job Posting Careers Site *	CBS Internal/Corporation/Divisional Sites
Division *	CTS
Country *	United States
CBS Business Unit *	CBS Television Stations
Job Code *	CTS.Assignment Desk Editor.Non Exempt
Job ID *	365843
Job Title *	Assignment Desk Editor
Job Function *	Editorial/Publishing/Content
Job Level *	Other
Job Status *	Non Exempt
EEO Category *	Professionals
Department Name *	CTS-New York / WCBS-TV News 0406
Org ID *	3812
Department Business Unit *	CTS New York
Department Sub-Business Unit *	CTS New York WCBS-TV
Department Segment *	Local Business
Department Diversity Executive *	Dunn, Peter
Department Budget Code *	1011-406--0000-00000000-000000----
Office Location *	NY025-NY-New York-524 W 57th St
Market *	New York
Organizations to Reach	Asian American Journalists Federation-New York, Black United Fund of New Jersey, Bronxnet, Job Path, National Lesbian & Gay Journalist Association, New York Association of Black Journalists, Statewide Hispanic Chamber of Commerce of New Jersey, The Bridge to Independence & Career Opportunity, The Harlem Business Alliance, The New York Urban League
TV Station *	WCBS-TV / WLNY-TV
TV Bldg/ Floor	513/02
Number of Positions *	1
Positions Remaining	0

Drag up to pin



Kathleen Kelly



Assignment Editor

Ref# 32770

Job

PINNED PAGES

My Open Jobs

RECENT PAGES

Assignment Editor

Ardan Thornhill

Untitled

Advanced Search

Corrie Seabrook

Untitled

Jeanie Guzman

Untitled

Karina Cuevas

Untitled

Diana Correa

Untitled

Gretchen Andsager

Untitled

Producer/Newswriter

Title of Employee Replaced *

Assignment Editor

Salary Type *

Edit

Bonus (STIP/SLSB)

Full-Time Staff

LTIP

Full-Time

Job Type *

Union

Schedule *

CBS 2 / WLNY-TV currently has an opening for an Assignment

Union/Talent Status *

Editor. Responsibilities include:

Job Description / Requisition Details *

Helping to generate, research and assign news stories to reporters, photographers and editors on a daily basis to ensure timely and consistent coverage of local news.

- * Helping to generate, research and assign news stories to reporters, photographers and editors on a daily basis to ensure timely and consistent coverage of local news.
- * Make outgoing phone calls to set up news stories and gather accurate information from multiple agencies for broadcast and online use.
- * Monitoring scanners and emergency service agencies.
- * Taking incoming calls and determining news worthiness.
- * Taking direction from assignment managers and upper news management.
- * Assigning editing duties and rolling feed tape numerous times each day.
- * Maintaining regular and predictable attendance.

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Qualifications *

Required:

- Bachelor's or technical degree in broadcast journalism or related field.
- 3-5 years of experience preferred with a minimum of 1 year as an Assignment Editor at a medium/lar market television station.
- Experience with Avid iNews computer system preferred.
- Ability to work on multiple tasks under deadline.
- Excellent verbal and written communication skills and the ability to work effectively and professionally with newsroom personnel and the public.

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About Us *

CBS Television Stations consists of 29 owned-and-operated stations, including 16 that are part of the CBS Television Network, eight affiliates of The CW Network, three independent stations and two MyNetworkTV affiliates. Among its stations are WCBS-TV and WLNY-TV (New York), KCBS-TV and KCAL-TV (Los Angeles), WBBM-TV (Chicago), KYW-TV and WPSG-TV (Philadelphia), KTVT-TV and KTXA-TV (Dallas-Ft. Worth), KPIX-TV and KBCW-TV (San Francisco), WBZ-TV and WSBK-TV (Boston), WUPA-TV (Atlanta), WWJ-TV and WKBD-TV (Detroit), KSTW-TV (Seattle), WTOG-TV (Tampa-St. Petersburg), WCCO-TV (Minneapolis), KCNC-TV (Denver), WFOR-TV and WBFS-TV (Miami), KOVR-TV and KMAX-TV (Sacramento), KDKA-TV and WPCW-TV (Pittsburgh), WJZ-TV (Baltimore), as well as WCCO-TV's satellite stations KCCO-TV (Alexandria, Minn.) and KCCW-TV (Walker, Minn.).

...Less

EEO Statement *

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Recruiter *

Recruiter
Kelly, Kathleen

add another

Main Recruiter *

Kelly, Kathleen

TA Lead *

Edit

Hiring Manager *

Hiring Manager	
Erminia Vacirca 000161770	

add another

Drag up to pin

HR Generalist *

Hurst, Jessica

Compensation Approver *

McCardle, Michelle

Charli

Kathleen Kelly



Assignment Editor

Ref# 32770

Job

If you have any questions, please contact your local HR or Business Manager.

Job Approvers *

Approver
Hakim, Lisa

[add another](#)

HireRight Information

[Less](#)

Journal

Filter

Simple

Full

Linked People

1 Hired

103 Rejected

104 Total

Settings

Linked people workflow
Requisition (ATS - United States)

Form when applying
No form selected

Forms

Job Req Approval Form

After reviewing the position details, please approve or decline: Approved
Added on 20-Dec-2018 by System Administrator

PINNED PAGES

My Open Jobs

RECENT PAGES

Assignment Editor

Arpan Thrimilli

Untitled

Advanced Search

Cornie Seabrook

Untitled

Jeanne Guzman

Untitled

Karima Cuevas

Untitled

Diana Correa

Untitled

Gretchen Andsager

Untitled

Producer/NewsWriter

Drag up to pin



Kathleen Kelly

Note File Calendar Form Link person Build Link
View More



Job

Maintenance Engineer 403(g)

Ref# 31825

PINNED PAGES

My Open Jobs

RECENT PAGES

Maintenance Engineer 40...

Assignment Editor

Arjan Tharani

Untitled

Advanced Search

Corrie Saabrook

Untitled

Jeanne Guernati

Untitled

Karina Cuevas

Untitled

Diana Comad

Untitled

Gretchen Landsager

Untitled

Drag up to pin



Kathleen Kelly

Job Workflow

Job Workflow (use only for Requisitions)

Filled - Close Req

[Workflow History](#)

Tasks & Events

Record Data

Pipeline / Requisition *	Requisition
Job Posting Careers Site *	CBS Internal/Corporation/Divisional Sites
Division *	CTS
Country *	United States
CBS Business Unit *	CBS Television Stations
Job Code *	CTS.Maintenance Technician 403(g).Non Exempt
Job ID *	839562
Job Title *	Maintenance Technician 403(g)
Job Function *	Engineering
Job Level *	Other
Job Status *	Non Exempt
EEO Category *	Technicians
Department Name *	CTS-New York / WLNY-TV Engineering 0401
Org ID *	12883
Department Business Unit *	CTS New York
Department Sub-Business Unit *	CTS New York WLNY-TV
Department Segment *	Local Business
Department Diversity Executive *	Dunn, Peter
Department Budget Code *	8011-401--0000-00000000-000000----
Office Location *	NY025-NY-New York-524 W 57th St
Market *	New York
Organizations to Reach	Asian American Journalists Federation-New York, Black United Fund of New Jersey, Bronxnet, Job Path, National Lesbian & Gay Journalist Association, New York Association of Black Journalists, Statewide Hispanic Chamber of Commerce of New Jersey, The Bridge to Independence & Career Opportunity, The Harlem Business Alliance, The New York Urban League
TV Station *	WCBS-TV / WLNY-TV
TV Bldg/ Floor	513/02
Number of Positions *	1
Positions Remaining	0



Note File Calendar Form Link person Build Link



View More

Maintenance Engineer 403(g)

Ref# 31825

PINNED PAGES

My Open Jobs

RECENT PAGES

Maintenance Engineer 40...

Assignment Editor

Ardan Thornhill

Untitled

Advanced Search

Corrie Seabrook

Untitled

Jeanne Guzman

Untitled

Karina Cuevas

Untitled

Diana Correa

Untitled

Gretchen Andsager

Untitled

Title of Employee Replaced *

Maintenance Technician 403(g)

Salary Type *

Edit

Annual Salary (Budget) *

Edit

Bonus (STIP/SLSB)

Full-Time Staff

LTIP

Full-Time

Job Type *

Union

Schedule *

CBS 2 / WLNY-TV is looking for an experienced television maintenance technician/desktop server administrator. This is a fast-paced environment that requires fast accurate thinking during times of high pressure. The ability to learn and understand broadcast television expected.

Union/Talent Status *

Job Description / Requisition Details *

The successful candidate will be expected to troubleshoot, isolate and fix problems with server applications as well as handle server administration, configuration and updates. Knowledge of audio and video media file formats is a necessity. The ability to interface with vendors and manufacturers to research and address support issues required.

Must be familiar with active directory, software deployment such as bigfix and basic linux/unix commands. Familiar with newsroom server systems, such as iNews and ENPS, is beneficial.

Additional familiarity with all forms of TV signal propagation, including baseband analog NTSC, SDi and HDSDi, ASI, IP and ATSC transport streams.

Methodical troubleshooting techniques are required as is the ability to design and construct video/audio/computer subsystems.

Live TV is a 24/7 environment and all candidates must be able to work all shifts and overtime as required. Individual must also be very customer support driven to support all different levels of personalities .

[... Less](#)

Required:

Computer networking is a requirement; Cisco certification is a big plus.

Qualifications *

Candidate should be very familiar with the following equipment as it will need to be maintained and/or interconnected; Non-linear editing (GVG Aurora), Newsroom production (iNews), Production control (Sony ELC), Switchers, Audio consoles, Graphics equipment (Chyron, Apple, Dell), Routing switcher (Harris Platinum), Satellite/microwave ingest (Sencore, Harris), Intercom/IFB (Adam) .

[... Less](#)

About Us *

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[... Less](#)

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

EEO Statement *

Recruiter *

Recruiter
Kelly, Kathleen

[add another](#)

Main Recruiter *

Kelly, Kathleen

TA Lead *

Edit

Hiring Manager *

Hiring Manager
Richard Paleski 000038129

Chat!!!

Kathleen Kelly

Note File Calendar Form Link person Build Link
View More



Job

Maintenance Engineer 403(g)

Ref# 31825

PINNED PAGES

My Open Inquiries

RECENT PAGES

Maintenance Engineer 40...

Assignment Editor

Ardan Thornhill

Untitled

Advanced Search

Corrie Seabrook

Untitled

Jeanie Guzman

Untitled

Carina Cuevas

Untitled

Diana Correa

Untitled

Gretchen Andsager

Untitled

Position Stations Approval Guidelines

Following approvers:

- 1: Local HR Representative
- 2: Local Station Controller

If you have any questions, please contact your local HR or Business Manager.

Job Approvers *

Approver
Hakim, Lisa

[add another](#)

HireRight Information

[Less](#)

Journal

Filter

Simple

Full

Linked People

1 Hired

32 Rejected

1 Withdrew

34 Total

Settings

Linked people workflow
Requisition (ATS - United States)

Form when applying
No form selected

Forms

Job Req Approval Form

After reviewing the position details, please approve or decline: Approved
Added on 18-Jan-2019 by System Administrator

Job Req Approval Form

Added on 13-Aug-2018 by System Administrator

Drag up to pin



Kathleen Kelly

Note File Calendar Form Link person Build Link

View More



Ref# 33587

Date 02-Apr-2019



Reporter

Details: **closed** - not published

kathleen.kelly

[Edit Tags](#)

Job

PINNED PAGES

My Open Jobs

RECENT PAGES

Reporter

Maintenance Engineer-40...

Assignment Editor

Arden Thontrijl

Untitled

Advanced Search

Carmie Seabrook

Untitled

Jeanie Guzman

Untitled

Marina Cuevas

Untitled

Diana Correa

Untitled

Gretchen Andvager

Job Workflow

Job Workflow (use only for Requisitions)

Filled - Close Req

[Workflow History](#)

Tasks & Events

Record Data

Pipeline / Requisition *	Requisition
Job Posting Careers Site *	CBS Internal Career Site Only
Division *	CTS
Country *	United States
CBS Business Unit *	CBS Television Stations
Job Code *	CTS.Reporter.Exempt
Job ID *	14209
Job Title *	Reporter
Job Function *	Editorial/Publishing/Content
Job Level *	Other
Job Status *	Exempt
EEO Category *	Professionals
Department Name *	CTS-New York / WCBS-TV News 0406
Org ID *	3812
Department Business Unit *	CTS New York
Department Sub-Business Unit *	CTS New York WCBS-TV
Department Segment *	Local Business
Department Diversity Executive *	Dunn, Peter
Department Budget Code *	1011-406--0000-00000000-000000----
Office Location *	NY025-NY-New York-524 W 57th St
Market *	New York
Organizations to Reach	Edit
TV Station *	WCBS-TV / WLNY-TV
TV Bldg/ Floor	513/02
Number of Positions *	3
Positions Remaining (positions left to fill) *	0
Addition/Replacement *	Replacement

Drag up to pin



Kathleen Kelly



Note File Calendar Form Link person Build Link



View More

- Job
- PINNED PAGES
 - My Open Jobs
- RECENT PAGES
 - Reporter
 - Maintenance Engineer 40...
 - Assignment Editor
 - Ardan Thornhill
 - Untitled
 - Advanced Search
 - Corrie Seabrook
 - Untitled
 - Jeannie Guzman
 - Untitled
 - Karina Cuevas
 - Untitled
 - Diana Correa
 - Untitled
 - Gretchen Andsager

Replaced * **Reporter**

Base Salary Range *

Salary Type * Annual Salary

Bonus (STIP/SLSB) Edit

LTIP Edit

Job Type * Full-Time Staff

Schedule * Full-Time

Union/Talent Status * Union

Job Description / Requisition Details * Responsibilities include, but are not limited, to:

- * Covering news events, writing stories and preparing for newscasts.
- * Researching information for accuracy, generating enterprising and relevant story ideas and following through the production and report of the same.
- * Shooting stories in the field with camera and tripod (equipment weighs up to 35 pounds).
- * Traveling to and reporting live from various locations and gathering sound for stories as needed (travel could be anywhere, typically, in the NY/NJ/CT area).
- * Presenting well-documented stories in an interesting manner while maintaining a high degree of professionalism and accuracy, sometimes covering stories under difficult work and weather conditions, doing whatever is necessary (within ethical guidelines) to obtain a story.

[...Less](#)

Qualifications * Required:

Three to five years of experience as a television reporter, handling a wide array of stories, in a large market preferred. Bachelor's degree in Journalism, Communications and/or Broadcasting preferred.

About Us * CBS Television Stations consists of 29 owned-and-operated stations, including 16 that are part of the CBS Television Network, eight affiliates of The CW Network, three independent stations and two MyNetworkTV affiliates. Among its stations are WCBS-TV and WLNY-TV (New York), KCBS-TV and KCAL-TV (Los Angeles), WBBM-TV (Chicago), KYW-TV and WPSG-TV (Philadelphia), KTVT-TV and KTXA-TV (Dallas-Ft. Worth), KPIX-TV and KBCW-TV (San Francisco), WBZ-TV and WSBK-TV (Boston), WUPA-TV (Atlanta), WWJ-TV and WKBD-TV (Detroit), KSTW-TV (Seattle), WTOG-TV (Tampa-St. Petersburg), WCCO-TV (Minneapolis), KCNC-TV (Denver), WFOR-TV and WBFS-TV (Miami), KOVR-TV and KMAX-TV (Sacramento), KDKA-TV and WPCW-TV (Pittsburgh), WJZ-TV (Baltimore), as well as WCCO-TV's satellite stations KCCO-TV (Alexandria, Minn.) and KCCW-TV (Walker, Minn.).

[...Less](#)

EEO Statement * Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Recruiter *

Recruiter
Kelly, Kathleen

[add another](#)

Main Recruiter * Kelly, Kathleen

TA Lead * Edit

Hiring Manager *

Hiring Manager
David Friend 000153501

[add another](#)

HR Generalist * Hurst, Jessica

Compensation Approver * McCardle, Michelle

Station Stations Approval Guidelines

Following approvers:

- 1: Local HR Representative
- 2: Local Station Controller

If you have any questions, please contact your local HR or Business Manager.

Job Approvers *

Approver Approver

Chat(0)

Kathleen Kelly



- Note
- File
- Calendar
- Form
- Link person
- Build Link
- View
- More



Job

Hireright Information

[Less](#)

PINNED PAGES

My Open Jobs

RECENT PAGES

Reporter

Maintenance Engineer 40...

Assignment Editor

Ardan Thornhill

Untitled

Advanced Search

Corrie Seabrook

Untitled

Jeannie Guzman

Untitled

Karina Cuevas

Untitled

Diana Correa

Untitled

Gretchen Andsager

Journal

Filter

Simple

Full

Linked People

3 Hired

3 Total

Settings

Linked people workflow
 Requisition (ATS - United States)
 Form when applying
 No form selected

Forms

Job Req Approval Form

After reviewing the position details, please approve or decline: **Approved**
 Added on 03-Apr-2019 by System Administrator

Drag up to pin



Kathleen Kelly

Note File Calendar Form Link person Build Link
View More



Ref# 33168

Job

Web Producer

PINNED PAGES

My Open Jobs

RECENT PAGES

Web Producer

Reporter

Maintenance Engineer 40

Assignment Editor

Ardan Thornhill

Untitled

Advanced Search

Carrie Seabrook

Untitled

Winnie Guzman

Untitled

Kanna Cuevas

Untitled

Diana Correa

Untitled

Drag up to pin



Kathleen Kelly

Job Workflow

Job Workflow (use only for Requisitions)

Filled - Close Req

[Workflow History](#)

Tasks & Events

Record Data

Pipeline / Requisition *	Requisition
Job Posting Careers Site *	CBS Internal/Corporation/Divisional Sites
Division *	CTS
Country *	United States
CBS Business Unit *	CBS Television Stations
Job Code *	CTS.Web Producer.Exempt
Job ID *	13846
Job Title *	Web Producer
Job Function *	Editorial/Publishing/Content
Job Level *	Other
Job Status *	Exempt
EEO Category *	Professionals
Department Name *	CTS-New York / WCBS-TV - Digital Internet Content 0409
Org ID *	23555
Department Business Unit *	CTS New York
Department Sub-Business Unit *	CTS New York WCBS-TV - Digital
Department Segment *	Local Business
Department Diversity Executive *	Dunn, Peter
Department Budget Code *	1019-409-----
Office Location *	NY025-NY-New York-524 W 57th St
Market *	New York
Organizations to Reach	Asian American Journalists Federation-New York, Black United Fund of New Jersey, Bronxnet, Job Path, National Lesbian & Gay Journalist Association, New York Association of Black Journalists, Statewide Hispanic Chamber of Commerce of New Jersey, The Bridge to Independence & Career Opportunity, The Harlem Business Alliance, The New York Urban League
TV Station *	WCBS-TV / WLNY-TV
TV Bldg/ Floor	513/02
Number of Positions *	1
Positions Remaining	0



Note File Calendar Form Link person Build Link



View More

Job

Web Producer

Ref# 33168

PINNED PAGES

My Open Jobs

RECENT PAGES

Web Producer

Reporter

Maintenance Engineer 40...

Assignment Editor

Ardan Thornhill

Untitled

Advanced Search

Corrie Seabrook

Untitled

Jeanne Guzman

Untitled

Karina Cuevas

Untitled

Diana Correa

Untitled

Title of Employee Replaced *

Web Producer

Annual Salary

Annual Salary

Bonus (STIP/SLSB)

Edit

LTIP

Edit

Job Type *

Full-Time Staff

Schedule *

Full-Time

Union/Talent Status *

N/A

Job Description / Requisition Details *

CBSNewYork.com is looking for a strong multi-media producer to join our dynamic team at the CBS 2 / WLNY-TV 10/55 station studios with the CBS Broadcast Center in New York. We feature the latest local news, politics, sports, traffic and weather as well as "The Best of New York."

The ideal candidate will be a passionate news junkie with his/her finger on the pulse of NYC. We are looking for someone who:

- * Thrives under unrelenting deadline pressure.
- * Can quickly and accurately report on a variety of platforms.
- * Writes engaging, sticky, creative copy that is also SEO friendly.
- * Is a social media addict and very comfortable using Instagram, Facebook, Twitter, Reddit and more.
- * Generates attention-grabbing headlines with speed and ease.
- * Produces copy on a wide variety of topics that you just know will go viral.
- * Has an interest/deep knowledge of our local sports teams.
- * Has the ability to wear at least 6 hats at once and enjoys working in a fast-paced newsroom environment.

[...Less](#)

Qualifications *

Required:

Individuals must have:

- * A Bachelor's degree in Journalism or related field
- * Photoshop
- * Web Publishing
- * At least 2 years working in a newsroom or for a news website
- * Excellent writer with a working knowledge of AP writing style

Ideal candidate will also have experience with WordPress, iNews and video editing software.

[...Less](#)

About Us *

CBS Television Stations consists of 29 owned-and-operated stations, including 16 that are part of the CBS Television Network, eight affiliates of The CW Network, three independent stations and two MyNetworkTV affiliates. Among its stations are WCBS-TV and WLNY-TV (New York), KCBS-TV and KCAL-TV (Los Angeles), WBBM-TV (Chicago), KYW-TV and WPSG-TV (Philadelphia), KTVT-TV and KTXA-TV (Dallas-Ft. Worth), KPX-TV and KBCW-TV (San Francisco), WBZ-TV and WSBK-TV (Boston), WUPA-TV (Atlanta), WWJ-TV and WKBD-TV (Detroit), KSTW-TV (Seattle), WTOG-TV (Tampa-St. Petersburg), WCCO-TV (Minneapolis), KCNC-TV (Denver), WFOR-TV and WBFS-TV (Miami), KOVR-TV and KMAX-TV (Sacramento), KDKA-TV and WPCW-TV (Pittsburgh), WJZ-TV (Baltimore), as well as WCCO-TV's satellite stations KCCO-TV (Alexandria, Minn.) and KCCW-TV (Walker, Minn.).

[...Less](#)

EEO Statement *

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Recruiter *

Recruiter
Kelly, Kathleen

[add another](#)

Main Recruiter *

Kelly, Kathleen

TA Lead *

Edit

Hiring Manager *

Hiring Manager
Matthew Stanton 000143521

[add another](#)

Drag up to pin



Kathleen Kelly

[Chat\(0\)](#)



Note File Calendar Form Link person Build Link
View More



Web Producer

Ref# 33168

PINNED PAGES

My Open Jobs

RECENT PAGES

Web Producer

Reporter

Maintenance Engineer 40...

Assignment Editor

Arqan Thornhill

Untitled

Advanced Search

Corrie Seabrook

Untitled

jeannie Guzman

Untitled

Karina Cuevas

Untitled

Diana Correa

Untitled

Following approvers:

1: Local HR Representative

2: Local Station Controller

Have any questions, please contact your local HR or Business Manager.

Job Approvers *

Approver
Hakim, Lisa

[add another](#)

HireRight Information

[Less](#)

Journal

Filter

Simple

Full

Linked People

1 Hired

122 Rejected

1 Withdrew

5 Inactive Steps

129 Total

Settings

Linked people workflow
Requisition (ATS - United States)
Form when applying
No form selected

Forms

Job Req Approval Form

After reviewing the position details, please approve or decline: Approved
Added on 15-Feb-2019 by System Administrator

Drag up to pin



Kathleen Kelly

Note File Calendar Form Link person Build Link

View More



Ref# 33966

Date 08-May-2019

Job

PINNED PAGES

My Open Jobs

RECENT PAGES

Assignment Editor

Web Producer

Reporter

Maintenance Engineer 40

Assignment Editor

Ardán Thörnhill

Untitled

Advanced Search

Corrie Seabrook

Untitled

Juanita Guzman

Untitled

Karilla Cuevas

Untitled

Diana Correa

Assignment Editor

Details: **closed** - not published

kathleen.kelly

[Edit Tags](#)

Job Workflow

Job Workflow (use only for Requisitions)

filled - Close Req

[Workflow History](#)

Tasks & Events

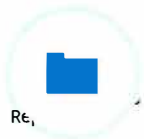
Record Data

Pipeline / Requisition *	Requisition
Job Posting Careers Site *	CBS Internal/Corporation/Divisional Sites
Division *	CTS
Country *	United States
CBS Business Unit *	CBS Television Stations
Job Code *	CTS.Assignment Editor.Non Exempt
Job ID *	12892
Job Title *	Assignment Editor
Job Function *	Editorial/Publishing/Content
Job Level *	Other
Job Status *	Non Exempt
EEO Category *	Professionals
Department Name *	CTS-New York / WLNY-TV News 0406
Org ID *	12887
Department Business Unit *	CTS New York
Department Sub-Business Unit *	CTS New York WLNY-TV
Department Segment *	Local Business
Department Diversity Executive *	Dunn, Peter
Department Budget Code *	8011-406--0000-00000000-000000----
Office Location *	NY025-NY-New York-524 W 57th St
Market *	New York
Organizations to Reach	Asian American Journalists Federation-New York, Black United Fund of New Jersey, Bronxnet, Job Path, National Lesbian & Gay Journalist Association, New York Association of Black Journalists, Statewide Hispanic Chamber of Commerce of New Jersey, The Bridge to Independence & Career Opportunity, The Harlem Business Alliance, The New York Urban League
TV Station *	WCBS-TV / WLNY-TV
TV Bldg/ Floor	513/02
Number of Positions *	1
Positions Remaining	0

Drag up to pin



Kathleen Kelly



Note File Calendar Form Link person Build Link
View More



Job

PINNED PAGES

My Open Jobs

RECENT PAGES

Assignment Editor

Web Producer

Reporter

Maintenance Engineer 40...

Assignment Editor

Ardan Thornhill

Untitled

Advanced Search

Corrie Seabrook

Untitled

Jeannie Guzman

Untitled

Karina Cuevas

Untitled

Diana Correa

Re,

Title of Employee

Assignment Editor

Base Salary Range *

Edit

Annual Salary (Budget) *

Edit

Bonus (STIP/SLSB)

Full-Time Staff

LTIP

Full-Time

Job Type *

Union

Schedule *

WCBS-TV / WLNY-TV currently has an opening for an Assignment Editor.

Union/Talent Status *

Responsibilities include:

Job Description / Requisition Details *

Helping to generate, research and assign news stories to reporters, photographers and editors on a daily basis to ensure timely and consistent coverage of local news.

- * Helping to generate, research and assign news stories to reporters, photographers and editors on a daily basis to ensure timely and consistent coverage of local news.
- * Make outgoing phone calls to set up news stories and gather accurate information from multiple agencies for broadcast and online use.
- * Monitoring scanners and emergency services agencies.
- * Taking incoming calls and determining news worthiness.
- * Taking direction from assignment manager and upper news management.
- * Assigning editing duties and rolling feed tape numerous times each day.
- * Maintaining regular and predictable attendance.

Qualifications *

Required:

Bachelor's or technical degree in broadcast journalism or related field.
 3-5 years of experience preferred with a minimum of 1 year as an Assignment Editor at a medium/large market television station.
 Experience with Avid iNews computer system preferred.
 Ability to work on multiple tasks under tight deadlines.
 Excellent verbal and written communication skills and the ability to work effectively and professionally with newsroom personnel and the public.
 Must be able and willing to work overnights and/or weekend shifts.

About Us *

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EEO Statement *

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Recruiter *

Recruiter
Kelly, Kathleen

[add another](#)

Main Recruiter *

Kelly, Kathleen

TA Lead *

Edit

Hiring Manager *

Hiring Manager
Erminia Vacirca 000161770

[add another](#)

HR Generalist *

Hurst, Jessica

Compensation Approver *

McCardle, Michelle

Cancel

Kathleen Kelly

[Note](#)
[File](#)
[Calendar](#)
[Form](#)
[Link person](#)
[Build Link](#)

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[More](#)



- Job
- PINNED PAGES
- My Open Jobs
- RECENT PAGES
- Assignment Editor
- Web Producer
- Reporter
- Maintenance Engineer 40...
- Assignment Editor
- Ardan Thornhill
- Untitled
- Advanced Search
- Corrie Seabrook
- Untitled
- jeannie Guzman
- Untitled
- Karina Cuevas
- Untitled
- Diana Correa

1: Local Representative

2: Local Station Controller

If you have any questions, please contact your local HR or Business Manager.

Job Approvers *

Approver
Hakim, Lisa

[add another](#)

HireRight Information

[Less](#)

Journal

Filter

Linked People

- 1 Hired
- 52 Rejected
- 53 Total

Settings

Linked people workflow
 Requisition (ATS - United States)
 Form when applying
 No form selected

Forms

Job Req Approval Form

After reviewing the position details, please approve or decline: Approved
 Added on 09-May-2019 by System Administrator

Drag up to pin





Note File Calendar Form Link person Build Link
View More



Ref# 33498

Date 22-Mar-2019

Accountant

Details: **closed** - not published

kathleen.kelly

[Edit Tags](#)

Job Workflow

Job Workflow (use only for Requisitions)

Filled - Close Req

[Workflow History](#)

Tasks & Events

Record Data

Pipeline / Requisition *	Requisition
Job Posting Careers Site *	CBS Internal/Corporation/Divisional Sites
Division *	CTS
Country *	United States
CBS Business Unit *	CBS Television Stations
Job Code *	CTS.Accountant.Non Exempt
Job ID *	14045
Job Title *	Accountant
Job Function *	Finance/Accounting
Job Level *	Other
Job Status *	Non Exempt
EEO Category *	Administrative Support Workers
Department Name *	CTS-New York / WCBS-TV Controller 0701
Org ID *	3806
Department Business Unit *	CTS New York
Department Sub-Business Unit *	CTS New York WCBS-TV
Department Segment *	Local Business
Department Diversity Executive *	Dunn, Peter
Department Budget Code *	1011-701--0000-00000000-000000----
Office Location *	NY025-NY-New York-524 W 57th St
Market *	New York
Organizations to Reach	Asian American Journalists Federation-New York, Black United Fund of New Jersey, Bronxnet, Job Path, National Lesbian & Gay Journalist Association, New York Association of Black Journalists, Statewide Hispanic Chamber of Commerce of New Jersey, The Bridge to Independence & Career Opportunity, The Harlem Business Alliance, The New York Urban League
TV Station *	WCBS-TV / WLNY-TV
TV Bldg/ Floor	513/03
Number of Positions *	1
Positions Remaining	0

PINNED PAGES

[My Open Jobs](#)

RECENT PAGES

[Accountant](#)

[Assignment Editor](#)

[Web Producer](#)

[Reporter](#)

[Maintenance Engineer -40 ...](#)

[Assignment Editor](#)

[Ardan Thornhill](#)

[Untitled](#)

[Advanced Search](#)

[Corrie Shearson](#)

[Untitled](#)

[Joanlie Guzman](#)

[Untitled](#)

[Marina Cuevas](#)

[Untitled](#)

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Kathleen Kelly



Note File Calendar Form Link person Build Link



View More

PINNED PAGES

My Open Jobs

RECENT PAGES

Accountant

Assignment Editor

Web Producer

Reporter

Maintenance Engineer 40...

Assignment Editor

Ardan Thornhill

Untitled

Advanced Search

Cornie Seabrook

Untitled

Jeannie Guzman

Untitled

Karina Cuevas

Untitled

Title of Employee Replaced *

Accountant

Salary Type *

Annual Salary

Bonus (STIP/SLSB)

Edit

LTIP

Edit

Job Type *

Full-Time Staff

Schedule *

Full-Time

Union/Talent Status *

N/A

Job Description / Requisition Details *

Responsibilities:

- * Manages accounts payable, which includes customer vendor relations and handling all check disbursements, W9, ST121, 1099 and tax related matters. Ensures that all invoices match up with appropriate and approved purchase orders (POs).
- * Develops, implements and maintains systems, procedures and policies, including accounts payable functions to ensure adherence to company guidelines.
- * Assists with monthly closing of financial records and posting of month-end information; ensures accuracy of financial statements.
- * Reconciles intercompany account at month end and books journal entries to clear out balances.
- * Prepares and posts various journal entries.
- * Performs monthly AP reconciliations.
- * Provides accounting assistance to project managers and operations staff; responds to financial questions/concerns to meet business needs.
- * Acts as a liaison between the company, government and external accountants to meet information needs and to ensure that proper information is maintained for historical purposes.
- * Monitors operating and capital spending for adherence to budget.

...Less

Qualifications *

Required:

Bachelor's degree in accounting, finance or related field or equivalent combination of education and experience.
 Minimum of 5 years of accounting experience, which includes 1099 filing.
 One or more years of leadership experience.
 Experience working with generally accepted accounting principles and Oracle accounting software.
 Strong personal computer and business solutions software skills.
 Strong interpersonal skills for interacting with personnel both inside and outside of the Company.
 Strong analytical and problem solving skills.
 Good planning and organizational skills and good communications skills.

...Less

About Us *

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...Less

EEO Statement *

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Recruiter *

Recruiter
Kelly, Kathleen

add another

Main Recruiter *

Kelly, Kathleen

TA Lead *

Edit

Drag up to pin

Hiring Manager *

Hiring Manager
Lisa Hakim 000328850

Kathleen Kelly

Details

Note File Calendar Form Link person Build Link
View More



Job

Position Stations Approval Guidelines

Following approvers:

1: Local HR Representative

2: Local Station Controller

If you have any questions, please contact your local HR or Business Manager.

Job Approvers *

Approver

Hakim, Lisa

[add another](#)

HireRight Information

[Less](#)

Journal

Filter

Simple

Full

Linked People

1 Hired

215 Rejected

2 Withdrew

5 Inactive Steps

223 Total

Settings

Linked people workflow
Requisition (ATS - United States)

Form when applying
No form selected

Forms

Job Req Approval Form

After reviewing the position details, please approve or decline: Approved
Added on 22-Mar-2019 by System Administrator

PINNED PAGES

My Open Jobs

RECENT PAGES

Accountant

Assignment Editor

Web Producer

Reporter

Maintenance Engineer 40L

Assignment Editor

Arjun Thornhill

Untitled

Advanced Search

Corrie Seabrook

Untitled

Jeanie Guzman

Untitled

Karina Cuevas

Untitled

Drag up to pin



Kathleen Kelly



Note File Calendar Form Link person Build Link
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Ref# 34233
Date 04-Jun-2019

Associate Digital Line Producer

Details: **closed** - not published

kathleen.kelly [Edit Tags](#)

PINNED PAGES

Open Jobs

RECENT PAGES

- Associate Digital Line Pro...
- Accountant
- Assignment Editor
- Web Producer
- Reporter
- Maintenance Engineer 40...
- Assignment Editor
- Andari Thomhill
- Untitled
- Advanced Search
- Profile Search
- Untitled
- Kathleen Guzman
- Untitled
- Karina Cuevas

Job Workflow

Job Workflow (use only for Requisitions)

Filled - Close Req

[Workflow History](#)

Tasks & Events

Record Data

Pipeline / Requisition *	Requisition
Job Posting Careers Site *	CBS Internal/Corporation/Divisional Sites
Division *	CTS
Country *	United States
CBS Business Unit *	CBS Television Stations
Job Code *	CTS.Associate Digital Line Producer.Non Exempt
Job ID *	1726969
Job Title *	Associate Digital Line Producer
Job Function *	Production
Job Level *	Other
Job Status *	Non Exempt
EEO Category *	Administrative Support Workers
Department Name *	CTS-New York / WCBS-TV - CBSN Local 0452
Org ID *	25537
Department Business Unit *	CTS New York
Department Sub-Business Unit *	CTS New York WCBS-TV - CBSN Local
Department Segment *	Local Business
Department Diversity Executive *	Dunn, Peter
Department Budget Code *	1012-452--0000-00000000-000000----
Office Location *	NY025-NY-New York-524 W 57th St
Market *	New York
Organizations to Reach	Asian American Journalists Federation-New York, Black United Fund of New Jersey, Bronxnet, Job Path, National Lesbian & Gay Journalist Association, New York Association of Black Journalists, Statewide Hispanic Chamber of Commerce of New Jersey, The Bridge to Independence & Career Opportunity, The Harlem Business Alliance, The New York Urban League
TV Station *	WCBS-TV / WLNY-TV
TV Bldg/ Floor	513/02

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Kathleen Kelly



Note File Calendar Form Link person Build Link



View More

Job

Recruitment

Matthew Gideon

PINNED PAGES

My Open Jobs

RECENT PAGES

Associate Digital Line Pro...

Accountant

Assignment Editor

Web Producer

Reporter

Maintenance Engineer 40...

Assignment Editor

Ardan Thornhill

Untitled

Advanced Search

Cornie Seabrook

Untitled

Jeannie Guzman

Untitled

Karina Cuevas

Title of Employee Replaced *

Associate Digital Line Producer
Hourly Wage

Salary Type *

Full-Time Staff
Full-Time

Hourly Wage (Budget)

Job Type *

Schedule *

Union/Talent Status *

N/A

Job Description / Requisition Details *

CBSN New York is looking for an Associate Digital Line Producer to work on CBSN New York's local live streaming network. The ADLP will work with the Digital Line Producers (DLPs) and the control room teams managing and optimizing live and on demand video content for mobile, desktop and OTT platforms.

The role requires close coordination with DLPs, Senior and Broadcast Line Producers during live news programs, but the ADLP will assist with writing headlines and maximizing SEO and shareability and working with video editors and social media team to edit and publish out video.

Responsibilities include:

- * Assist with timing in a control room environment.
- * Helping to code/stack rundown content at the direction of the show producers with regard to video, graphics, scripts and other elements.
- * Anticipate the needs of the DLP and the show with regard to video, graphics, scripts and other elements while also taking direction from senior producers.
- * Helping to coordinate with the senior and line producers during live news programs.
- * Assist with building show rundowns.

[...Less](#)

Qualifications *

Required:

- * Recent college grad with 1+ years of experience preferred in helping to create and build show rundowns in cable, broadcast or digital environment.
- * Ability to work under extremely tight deadlines to write headlines and edit video for live digital broadcast.
- * Thorough knowledge of social media and the competitive digital news environment.
- * Familiarity with Avid editing systems and ENPS and iNews.
- * Available for early mornings, nights, overnights, weekends, holidays; this is a 24-hour streaming service.
- * Experience with Crispin and iNews is a huge plus.
- * Understanding of SEO.

[...Less](#)

About Us *

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[...Less](#)

EEO Statement *

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Recruiter *

Recruiter
Kelly, Kathleen

[add another](#)

Main Recruiter *

Kelly, Kathleen

TA Lead *

Edit

Hiring Manager *

Hiring Manager
Nicole Tindiglia 000010829

[add another](#)

(Sat/0)

Kathleen Kelly



- Note
- File
- Calendar
- Form
- Link person
- Build Link
- View
- More



Job

PINNED PAGES

My Open Jobs

RECENT PAGES

Associate Digital Line Pro...

Accountant

Assignment Editor

Web Producer

Reporter

Maintenance Engineer 40...

Assignment Editor

Ardan Thornhill

Untitled

Advanced Search

Corie Seabrook

Untitled

Jeanie Guzman

Untitled

Karina Cuevas

Position Summary Approval Guidelines

Following approvers:

1: Local HR Representative

2: Local Station Controller

If you have any questions, please contact your local HR or Business Manager.

Job Approvers *

Approver

Hakim, Lisa

[add another](#)

HireRight Information

[Less](#)

Journal

Filter

Simple

Full

Linked People

1 Hired

102 Rejected

1 Inactive Steps

104 Total

Settings

Linked people workflow
Requisition (ATS - United States)

Form when applying
No form selected

Forms

Job Req Approval Form

After reviewing the position details, please approve or decline: Approved

Added on 04-Jun-2019 by System Administrator

Drag up to pin



Kathleen Kelly

(Chart)

Note File Calendar Form Link person Build Link
View More



Ref# 34663
Date 16-Jul-2019

Maintenance Technician 403(g)

Details: **closed** - not published

kathleen.kelly [Edit Tags](#)

Job Workflow

Job Workflow (use only for Requisitions)

[Filled - Close Req](#)

[Workflow History](#)

Tasks & Events

Record Data

Pipeline / Requisition *	Requisition
Job Posting Careers Site *	CBS Internal/Corporation/Divisional Sites
Division *	CTS
Country *	United States
CBS Business Unit *	CBS Television Stations
Job Code *	CTS.Maintenance Technician 403(g).Non Exempt
Job ID *	839562
Job Title *	Maintenance Technician 403(g)
Job Function *	Engineering
Job Level *	Other
Job Status *	Non Exempt
EEO Category *	Technicians
Department Name *	CTS-New York / WCBS-TV Engineering 0401
Org ID *	3808
Department Business Unit *	CTS New York
Department Sub-Business Unit *	CTS New York WCBS-TV
Department Segment *	Local Business
Department Diversity Executive *	Dunn, Peter
Department Budget Code *	1011-401--0000-00000000-000000----
Office Location *	NY025-NY-New York-524 W 57th St
Market *	New York
Organizations to Reach	Asian American Journalists Federation-New York, Black United Fund of New Jersey, Bronxnet, Job Path, National Lesbian & Gay Journalist Association, New York Association of Black Journalists, Statewide Hispanic Chamber of Commerce of New Jersey, The Bridge to Independence & Career Opportunity, The Harlem Business Alliance, The New York Urban League
TV Station *	WCBS-TV / WLNy-TV
TV Bldg/ Floor	513/02

PINNED PAGES

My Openings

RECENT PAGES

Maintenance Technician ...

Associate Digital Line Prod ...

Accountant

Assignment Editor

Web Producer

Reporter

Maintenance Engineer 40...

Assignment Editor

Ardian Thornhill

Untitled

Advanced Search

Comic Sessions

Untitled

Jeanne Guzman

Untitled

Drag up to pin

Kathleen Kelly

Note File Calendar Form Link person Build Link



View More



Administrative Replacement

Name of Employee Replaced * Tracy Emory / Nick Fischer

Title of Employee Replaced * Photographer

Salary Type * Annual Salary

Bonus (STIP/SLSB) Edit

LTIP Edit

Job Type * Full-Time Staff

Schedule * Full-Time

Union/Talent Status * Union

Job Description / Requisition Details * CBS 2 / WLNY-TV is looking for an experienced television maintenance technician. This position deals primarily with the live studio/control room, graphics, newsroom and ingest, but can also be called upon for computer networking, transmitter and microwave troubleshooting. This is a fast-paced environment that requires fast accurate thinking during times of high pressure.

The successful candidate must be familiar with all forms of TV and data signal propagation, including baseband analog NTSC, SDi and HDSdi, ASI, IP and ATSC transport streams.

Methodical troubleshooting techniques are required as is the ability to design and construct video/audio/computer subsystems.

Live TV is a 24/7 environment and all candidates must be able to work all shifts and overtime as required. Individual must also be very customer support driven to support all different levels of personalities.

[...Less](#)

Qualifications * Required:

Computer networking is a requirement. Cisco certification is a plus.

Candidate should be very familiar with the following equipment as it will need to be maintained and/or interconnected; Non-linear editing (GVG Aurora), Newsroom production (iNews), Production control (Sony ELC), Switchers, Audio consoles, Graphics equipment (Chyron, Apple, Dell), Routing switcher (Harris Platinum), Satellite/microwave ingest (Sencore, Harris), Intercom/IFB (Adam).

[...Less](#)

About Us *

CBS Television Stations consists of 29 owned-and-operated stations, including 16 that are part of the CBS Television Network, eight affiliates of The CW Network, three independent stations and two MyNetworkTV affiliates. Among its stations are WCBS-TV and WLNY-TV (New York), KCBS-TV and KCAL-TV (Los Angeles), WBBM-TV (Chicago), KYW-TV and WPSG-TV (Philadelphia), KTVT-TV and KTXA-TV (Dallas-Ft. Worth), KPIX-TV and KBCW-TV (San Francisco), WBZ-TV and WSBK-TV (Boston), WUPA-TV (Atlanta), WWJ-TV and WKBD-TV (Detroit), KSTW-TV (Seattle), WTOG-TV (Tampa-St. Petersburg), WCCO-TV (Minneapolis), KCNC-TV (Denver), WFOR-TV and WBFS-TV (Miami), KOVR-TV and KMAX-TV (Sacramento), KDKA-TV and WPCW-TV (Pittsburgh), WJZ-TV (Baltimore), as well as WCCO-TV's satellite stations KCCO-TV (Alexandria, Minn.) and KCCW-TV (Walker, Minn.).

[...Less](#)

EEO Statement * Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Recruiter *

Recruiter
Kelly, Kathleen

[add another](#)

Main Recruiter * Kelly, Kathleen

TA Lead * Edit

Hiring Manager *

Hiring Manager
Jeffrey Birch 000116155

[add another](#)

HR Generalist * Hurst, Jessica

Compensation McCardle, Michelle

PINNED PAGES

My Open Jobs

RECENT PAGES

Maintenance Technician ...

Associate Digital Line Prod...

Accountant

Assignment Editor

Web Producer

Reporter

Maintenance Engineer 40...

Assignment Editor

Ardan Thornhill

Untitled

Advanced Search

Corrie Seabrook

Untitled

Jeannie Guzman

Untitled

Drag up to pin

Kathleen Kelly



Note File Calendar Form Link person Build Link
View More



Job
PINNED PAGES

My Open Jobs

RECENT PAGES

- Maintenance Technician ...
- Associate Digital Line Prod...
- Accountant
- Assignment Editor
- Web Producer
- Reporter
- Maintenance Engineer 40...
- Assignment Editor
- Ardan Thornhill
- Untitled
- Advanced Search
- Cornie Seabrook
- Untitled
- Jeanie Guzman
- Untitled

- 1: Local HR Representative
- 2: Local Station Controller

if you have any questions, please contact your local HR or Business Manager.

Job Approvers *

Approver
Hakim, Lisa

[add another](#)

HireRight Information

[Less](#)

Journal

Filter

Simple

Full

Linked People

1 Hired

28 Rejected

1 Withdrew

2 Active

32 Total

Settings

Linked people workflow
 Requisition (ATS - United States)
 Form when applying
 No form selected

Forms

Job Req Approval Form

After reviewing the position details, please approve or decline: Approved
 Added on 18-Jul-2019 by System Administrator

Drag up to pin



Kathleen Kelly

Question

Note File Calendar Form Link person Build Link
View More



Ref# 34901
Date 13-Aug-2019

Associate Digital Line Producer

Details: **closed** - not published

kathleen.kelly [Edit Tags](#)

- Job
- PINNED PAGES
- My Open Jobs
- RECENT PAGES

- Associate Digital Line Pro...
- Untitled
- Maintenance Technician 4...
- Associate Digital Line Pro...
- Accountant
- Assignment Editor
- Web Producer
- Reporter
- Maintenance Engineer 40 ...
- Assignment Editor
- Araan Thornhill
- Untitled
- Advanced Search
- Corrie Seabrook
- Untitled

Job Workflow

Job Workflow (use only for Requisitions)

[Filled - Close Req](#)

[Workflow History](#)

Tasks & Events

Record Data

Pipeline / Requisition *	Requisition
Job Posting Careers Site *	CBS Internal/Corporation/Divisional Sites
Division *	CTS
Country *	United States
CBS Business Unit *	CBS Television Stations
Job Code *	CTS.Associate Digital Line Producer.Non Exempt
Job ID *	1726969
Job Title *	Associate Digital Line Producer
Job Function *	Production
Job Level *	Other
Job Status *	Non Exempt
EEO Category *	Administrative Support Workers
Department Name *	CTS-New York / WCBS-TV - CBSN Local 0452
Org ID *	25537
Department Business Unit *	CTS New York
Department Sub-Business Unit *	CTS New York WCBS-TV - CBSN Local
Department Segment *	Local Business
Department Diversity Executive *	Dunn, Peter
Department Budget Code *	1012-452--0000-00000000-000000----
Office Location *	NY025-NY-New York-524 W 57th St
Market *	New York
Organizations to Reach	Asian American Journalists Federation-New York, Black United Fund of New Jersey, Bronxnet, Job Path, National Lesbian & Gay Journalist Association, New York Association of Black Journalists, Statewide Hispanic Chamber of Commerce of New Jersey, The Bridge to Independence & Career Opportunity, The Harlem Business Alliance, The New York Urban League
TV Station *	WCBS-TV / WLNY-TV
TV Bldg/ Floor	513/02
...	...

Drag up to pin

Kathleen Kelly



Note File Calendar Form Link person Build Link



View More

Job

Name or Employee Replaced * Miraya Vargas

PINNED PAGES

My Open Jobs

RECENT PAGES

Title of Employee Replaced * Associate Digital Line Producer

Associate Digital Line Pro...

Salary Type * Hourly Wage

Untitled

Hourly Wage (Budget)

Maintenance Technician 4..

Job Type * Full-Time Staff

Associate Digital Line Prod...

Schedule * Full-Time

Accountant

Union/Talent Status * N/A

Assignment Editor

Job Description / Requisition Details * CBSN-Local is looking for an Associate Digital Line Producer to work on CBSN-NY's local live streaming network. The ADLP will work with the Digital Line Producers (DLPs) and the control room teams managing and optimizing live and on demand video content for mobile, desktop and OTT platforms.

Web Producer

The role requires close coordination with DLPs, Senior and Broadcast Live Producers during live news programs, but the ADLP will assist with writing headlines and maximizing SEO and shareability and working with video editors and social media team to edit and publish out video.

Reporter

Responsibilities include:

Maintenance Engineer 40..

- * Assisting with timing in a control room environment.
- * Helping to code/stack rundown content at the direction of the show producers with regard to video, graphics, scripts and other elements.
- * Anticipate the needs of the DLP and the show with regard to video, graphics, scripts and other elements while also taking direction from senior producers.
- * Helping to coordinate with the senior and line producers during live news programs.
- * Assist with building show rundowns.

Assignment Editor

...Less

Ardian Thornhill

Qualifications *

Required:

Untitled

- * Recent college grad with 1+ years of experience preferred in helping to create and build show rundowns in cable, broadcast or digital environment.
- * Ability to work under extremely tight deadlines to write headlines and edit video for live digital broadcast.
- * Thorough knowledge of social media and the competitive digital news environment.
- * Familiarity with Avid editing systems and ENPS and iNews.
- * Available for early mornings, nights, overnights, weekends, holidays; this is a 24-hour streaming service.
- * Experience with Crispin and iNews is a huge plus.
- * Understanding of SEO.

Advanced Search

...Less

Corrie Seabrook

About Us *

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Untitled

...Less

EEO Statement *

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Recruiter *

Recruiter
Kelly, Kathleen

add another

Main Recruiter *

Kelly, Kathleen

TA Lead *

Edit

Hiring Manager *

Hiring Manager
Nicole Tindiglia 000010829

add another

Drag up to pin

Kathleen Kelly

CPM001



- Note
- File
- Calendar
- Form
- Link person
- Build Link
- View
- More



Job

following approvers:

- 1: Local HR Representative
- 2: Local Station Controller

If you have any questions, please contact your local HR or Business Manager.

Job Approvers *

Approver
Hakim, Lisa

[add another](#)

HireRight Information

[Less](#)

Journal

Filter

Linked People

- 1 Hired
- 98 Rejected
- 1 Withdrew
- 2 Inactive Steps
- 102 Total

Settings

Linked people workflow
 Requisition (ATS - United States)
 Form when applying
 No form selected

Forms

Job Req Approval Form

After reviewing the position details, please approve or decline: Approved
 Added on 13-Aug-2019 by System Administrator

PINNED PAGES

My Open Jobs

RECENT PAGES

- Associate Digital Line Pro...
- Untitled
- Maintenance Technician 4...
- Associate Digital Line Prod.
- Accountant
- Assignment Editor
- Web Producer
- Reporter
- Maintenance Engineer 40...
- Assignment Editor
- Ardan Thornhill
- Untitled
- Advanced Search
- Corrie Seabrook
- Untitled

Drag up to pin

Kathleen Kelly



Note File Calendar Form Link person Build Link View More



Ref# 31748

Job

PINNED PAGES

My Open jobs

RECENT PAGES

- Producer/Writer
- Associate Digital Line Prod-
- Untitled
- Maintenance Technician 4
- Associate Digital Line Prod-
- Accountant
- Assignment Editor
- Web Producer
- Reporter
- Maintenance Engineer 40
- Assignment Editor
- Ardan Thornhill
- Untitled
- Advanced Search
- Corrie Seabrook

Drag up to pin



Kathleen Kelly

Producer/Writer

Job Workflow

Job Workflow (use only for Requisitions)

Filled - Close Req

[Workflow History](#)

Tasks & Events

Record Data

Pipeline / Requisition *	Requisition
Job Posting Careers Site *	CBS Internal/Corporation/Divisional Sites
Division *	CTS
Country *	United States
CBS Business Unit *	CBS Television Stations
Job Code *	CTS.Writer/Producer.Non Exempt
Job ID *	13321
Job Title *	Writer/Producer
Job Function *	Marketing/Promotions
Job Level *	Other
Job Status *	Non Exempt
EEO Category *	Professionals
Department Name *	CTS-New York / WCBS-TV News 0406
Org ID *	3812
Department Business Unit *	CTS New York
Department Sub-Business Unit *	CTS New York WCBS-TV
Department Segment *	Local Business
Department Diversity Executive *	Dunn, Peter
Department Budget Code *	1011-406--0000-00000000-000000----
Office Location *	NY025-NY-New York-524 W 57th St
Market *	New York
Organizations to Reach	Asian American Journalists Federation-New York, Black United Fund of New Jersey, Bronxnet, Job Path, National Lesbian & Gay Journalist Association, New York Association of Black Journalists, Statewide Hispanic Chamber of Commerce of New Jersey, The Bridge to Independence & Career Opportunity, The Harlem Business Alliance, The New York Urban League
TV Station *	WCBS-TV / WLNY-TV
TV Bldg/ Floor	513/02
Number of Positions *	2
Positions Remaining	0

Print



Note File Calendar Form Link person Build Link
View More



Ref# 31748

Producer/Writer

PINNED PAGES

My Open Jobs

RECENT PAGES

Producer/Writer

Associate Digital Line Prod.

Untitled

Maintenance Technician 4

Associate Digital Line Prod.

Accountant

Assignment Editor

Web Producer

Reporter

Maintenance Engineer 40

Assignment Editor

Ardan Thornhill

Untitled

Advanced Search

Corrie Seabrook

Title of Employee Replaced *

Producer

Annual Salary

Annual Salary

Annual Salary (Budget) *

Bonus (STIP/SLSB)

Edit

LTIP

Edit

Job Type *

Full-Time Staff

Schedule *

Full-Time

Union/Talent Status *

Union

Job Description / Requisition Details *

CBS 2 / WLNY-TV is seeking a strong newscast producer with major market experience and proven leadership skills. The ideal candidate will thrive on breaking news; has a strong understanding of social media and how to drive content to and from various social media platforms; has high journalistic standards and will bring fresh, innovative ideas to a vibrant newsroom. Ultimately, we are looking for a creative producer who understands how to present complex stories, use social media platforms to drive viewership to our broadcasts and serve a diverse audience.

Responsibilities include:

- * Produce 30 or 60 minute newscasts.
- * Responsible for story selection and editorial content of stories, requires an eye for stories that can be used in newscasts that have both a relevance to the viewer as well as an appeal to a larger social media audience.
- * Time programs and segments with a good sense of pacing, energy and urgency.
- * Must have the ability, understanding and forethought to use social media as a promotional platform to drive viewers to watch our news programs.
- * Continuously gathering, evaluating, writing and assembling stories into newscast form in order to provide complete, accurate and compelling newscasts.
- * Working with anchors, executive producers, reporters and editors in refining, graphically enhancing and adding production value to stories to produce the best possible newscast.
- * Ability to update and create news posts for our social media pages keeping on top of trending news.
- * Writing newscast teases.
- * Constantly monitor wires and feed sources for updated information.
- * Respond aggressively to breaking news, and also updating our social media pages with video and written content to help drive viewership to our on-air produced newscasts.
- * Position includes news writing. Must be able to create compelling, succinct and clear news stories from raw material such as unedited video, reporter notes, telephone conversations and desk notes.
- * Must be able to work overnights, weekends and holidays when necessary.

[...Less](#)

Qualifications *

Required:

Candidate must have a minimum of 4 years of producing experience in a major market and at least 2 years of television news writing in a major market. Individual must be an excellent journalist, writer and leader willing to express and support his/her editorial ideas at editorial meetings. Must be a bold thinker. Must have control room experience with live breaking news coverage. Must also have experience writing news stories for broadcast.

[...Less](#)

About Us *

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[...Less](#)

EEO Statement *

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Recruiter *

Recruiter
Kelly, Kathleen

[add another](#)

Main Recruiter *

Kelly, Kathleen

TA Lead *

Edit

[Print\(0\)](#)

Kathleen Kelly

Note File Calendar Form Link person Build Link
View More



Ref# 31748



Producer/Writer

Job
PINNED PAGES

My Open Jobs

RECENT PAGES

- Producer/Writer
- Associate Digital Line Prod
- Untitled
- Maintenance Technician 4
- Associate Digital Line Prod
- Accountant
- Assignment Editor
- Web Producer
- Reporter
- Maintenance Engineer 40
- Assignment Editor
- Araan Thornhill
- Untitled
- Advanced Search
- Corrie Seabrook

HR Generalist * Hurst, Jessica
Compensation Approver * McCardle, Michelle

Station Stations Approval Guidelines

3 following approvers:

- 1: Local HR Representative
- 2: Local Station Controller

If you have any questions, please contact your local HR or Business Manager.

Job Approvers *

Approver
Hakim, Lisa

[add another](#)

HireRight Information

[Less](#)

Journal

Filter

Simple

Full

Linked People

2 Hired

293 Rejected

7 Withdrew

1 Inactive Steps

303 Total

Settings

Linked people workflow
Requisition (ATS - United States)
Form when applying
No form selected

Forms

Job Req Approval Form

After reviewing the position details, please approve or decline: Approved
Added on 02-Aug-2018 by System Administrator

Drag up to pin

Kathleen Kelly

Cancel

Note File Calendar Home Link person Build Link

VIEW More



Ref# 36064



Executive Producer

Job

PROVIDED PAGES

Executive Producer

RECENT PAGES

Executive Producer

Executive Producer

Executive Producer

Executive

Executive

Executive

Executive Producer

Executive Producer

Executive

Executive Producer

Executive Producer

Executive

Executive Producer

Executive

Executive

Job Workflow

Job Workflow (use only for Requisitions)

Filled - Close Req

[Workflow History](#)

Tasks & Events

Record Data

Pipeline / Requisition *	Requisition
Job Posting Careers Site *	CBS Internal/Corporation/Divisional Sites
Division *	CTS
Country *	United States
CBS Business Unit *	CBS Television Stations
Job Code *	CTS.Executive Producer.Exempt
Job ID *	12660
Job Title *	Executive Producer
Job Function *	Production
Job Level *	Director 1
Job Status *	Exempt
EEO Category *	Professionals
Department Name *	CTS-New York / WCBS-TV - CBSN Local 0452
Org ID *	25537
Department Business Unit *	CTS New York
Department Sub-Business Unit *	CTS New York WCBS-TV - CBSN Local
Department Segment *	Local Business
Department Diversity Executive *	Dunn, Peter
Department Budget Code *	1012-452--0000-00000000-000000----
Office Location *	NY025-NY-New York-524 W 57th St
Market *	New York
Organizations to Reach	Asian American Journalists Federation-New York, Black United Fund of New Jersey, Bronxnet, Job Path, National Lesbian & Gay Journalist Association, New York Association of Black Journalists, Statewide Hispanic Chamber of Commerce of New Jersey, The Bridge to Independence & Career Opportunity, The Harlem Business Alliance, The New York Urban League
TV Station *	WCBS-TV / WLNY-TV
TV Bldg/ Floor	513/02
Number of Positions *	1
Positions Remaining	0

Drag up to pin



Executive Producer

Note File Calendar Form Link person Build Link

Views More



Job

Executive Producer

Ref# 36064

PINNED PAGES

My Open Jobs

RECENT PAGES

Executive Producer

Producer/NewsWriter

Advanced Search

Untitled

Sh Yensamala

Untitled

Digital Sales Specialist

Carolyn Connolly

Untitled

SVP Human Resources

Renée Balducci

Untitled

Graphic Artist (freelance)

Untitled

Reporter

Salary Type *

Annual Salary

Bonus (STIP/SLSB)

Edit

LTIP

Edit

Job Type *

Full-Time Staff

Schedule *

Full-Time

Union/Talent Status *

N/A

Job Description / Requisition Details *

Oversee the editorial content, production and planning for various newscasts from story selection to on-air. Dynamic leadership, great editorial judgment and creativity necessary to manage team of producers and writers in sophisticated breaking news environment; must know how to present complex stories on broadcast, digital and streaming platforms. Ensure accuracy, quality and viewer appeal of newscasts. Maintain high standards in accordance with station and FCC regulations and requirements.

Work with production staff to ensure high quality, creative and error-free on-air look. Evaluate staff members, recruiting and hiring talented editorial staff. Interact with and manage anchors and reporters. Generate great story ideas and assist in production of "enterprise" reporting. Oversee high quality teases and promotion for newscasts.

[...Less](#)

Qualifications *

Required:

Minimum 5-7 years' experience as a producer or news manager preferred, with at least 2 of those years, preferably, in a large market. Must understand how to use social media as a promotional tool to extend viewership. Familiarity with New York market a big plus. Bachelor's degree in Broadcast Journalism or related field preferred. Excellent oral and written communication skills required.

[...Less](#)

About Us *

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[...Less](#)

EEO Statement *

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Recruiter *

Recruiter

Kelly, Kathleen

[add another](#)

Main Recruiter *

Kelly, Kathleen

TA Lead *

Edit

Hiring Manager *

Hiring Manager

Nicole Tindiglia 000010829

[add another](#)

HR Generalist *

Hurst, Jessica

Compensation Approver *

McCardle, Michelle

Drag up to pin

sion Stations Approval Guidelines

: following approvers:

1: Local HR Representative



Note File Calendar Form Link person Build Link
View More



Ref# 36064

Job

Executive Producer

Hakim, Lisa

[add another](#)

PINNED PAGES

My Open Jobs

RECENT PAGES

Executive Producer

Producer/NewsWriter

Production Search

Untitled

Prj Yamahall

Untitled

Digital Sales Specialist

Carlye Connolly

Untitled

HR Human Resources

Renew Budget

Untitled

Digital Artist Placement

Untitled

Reprose

HireRight Information

[Less](#)

Journal

Filter

Simple

Full

Linked People

1 Hired

58 Rejected

59 Total

Settings

Linked people workflow
Requisition (ATS - United States)

Form when applying
No form selected

Forms

Job Req Approval Form

After reviewing the position details, please approve or decline: Approved
Added on 06-Jan-2020 by System Administrator

Drag up to pin



Rashawn Kelly



Assignment Editor

Job

INTERNAL PAGES

Home

EXTERNAL PAGES

Assignment Editor

Internal Profiles

Internal Personnel

Internal Email

Home

Home

Home

Internal Email

Home

Home

Internal Personnel

Home

Home

Internal Personnel

Home

Job Workflow

Job Workflow (use only for Requisitions)

Filled - Close Req

[Workflow History](#)

Tasks & Events

Record Data

Pipeline / Requisition *	Requisition
Job Posting Careers Site *	CBS Internal/Corporation/Divisional Sites
Division *	CTS
Country *	United States
CBS Business Unit *	CBS Television Stations
Job Code *	CTS.Assignment Editor.Non Exempt
Job ID *	12892
Job Title *	Assignment Editor
Job Function *	Editorial/Publishing/Content
Job Level *	Other
Job Status *	Non Exempt
EEO Category *	Professionals
Department Name *	CTS-New York / WCBS-TV News 0406
Org ID *	3812
Department Business Unit *	CTS New York
Department Sub-Business Unit *	CTS New York WCBS-TV
Department Segment *	Local Business
Department Diversity Executive *	Dunn, Peter
Department Budget Code *	1011-406--0000-00000000-000000----
Office Location *	NY025-NY-New York-524 W 57th St
Market *	New York
Organizations to Reach	Asian American Journalists Federation-New York, Black United Fund of New Jersey, Bronxnet, Job Path, National Lesbian & Gay Journalist Association, New York Association of Black Journalists, Statewide Hispanic Chamber of Commerce of New Jersey, The Bridge to Independence & Career Opportunity, The Harlem Business Alliance, The New York Urban League
TV Station *	WCBS-TV / WLNY-TV
TV Bldg/ Floor	513/02
Number of Positions *	1
Positions Remaining	0

Drag up to pin



Authentic Self



Assignment Editor

PINNED PAGES

My Open jobs:

RECENT PAGES

Assignment Editor

Executive Producer

Producer/NewsWriter

Advanced Search

Untitled

Sri Venamala

Untitled

Digital Sales Specialist

Carolyn Connolly

Untitled

SVP Human Resources

Renier Baldoni

Untitled

Graphic Artist (freelance)

Untitled

Assignment Editor

Salary Type *

Annual Salary

Bonus (STIP/SLSB)

Edit

LTIP

Edit

Job Type *

Full-Time Staff

Schedule *

Full-Time

Union/Talent Status *

Union

Job Description / Requisition Details *

WCBS-TV / WLNY-TV currently has an opening for an Assignment Editor.

Responsibilities include:

Helping to generate, research and assign news stories to reporters, photographers and editors on a daily basis to ensure timely and consistent coverage of local news.

Make outgoing phone calls to set up news stories and gather accurate information from multiple agencies for broadcast and online use.

Monitoring scanners and emergency services agencies.

Taking incoming calls and determining news worthiness.

Taking direction from assignment manager and upper news management.

Assigning editing duties and rolling feed tape numerous times each day.

Maintaining regular and predictable attendance.

[...Less](#)

Qualifications *

Required:

Bachelor's or technical degree in broadcast journalism or related field.

3-5 years of experience preferred with a minimum of 1 year as an Assignment Editor at a medium/large market television station.

Experience with Avid iNews computer system preferred.

Ability to work on multiple tasks under tight deadlines.

Excellent verbal and written communication skills and the ability to work effectively and professionally with newsroom personnel and the public.

Must be able and willing to work overnights and/or weekend shifts.

[...Less](#)

About Us *

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[...Less](#)

EEO Statement *

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Recruiter *

Recruiter

Kelly, Kathleen

[add another](#)

Main Recruiter *

Kelly, Kathleen

TA Lead *

Edit

Drag up to pin



Kathleen Kelly

Note File Calendar Form Link person Build Link

View More



Ref# 35808

Job

Assignment Editor

PINNED PAGES

Any Open Items

RECENT PAGES

Assignment Editor

Executive Producer

Producer/Newscenter

Advanced Search

Untitled

Untitled

Untitled

Digital Sales System

Category Controller

Untitled

DVR Human Resources

Article Manager

Untitled

Graphic Artist (Freelance)

Untitled

HR Generalist *	Hurst, Jessica
Compensation Approver *	McCardle, Michelle

Station Stations Approval Guidelines

Following approvers:

1: Local HR Representative

2: Local Station Controller

If you have any questions, please contact your local HR or Business Manager.

Job Approvers *	Approver
	Hakim, Lisa

[add another](#)

HireRight Information

[Less](#)

Journal

Filter

[Summary](#)

[Full](#)

Linked People

1 Hired

62 Rejected

63 Total

Settings

Linked people workflow
 Requisition (ATS - United States)
 Form when applying
 No form selected

Forms

Job Req Approval Form

After reviewing the position details, please approve or decline: Approved
 Added on 03-Dec-2019 by System Administrator

Drag up to pin

Kathleen Kelly

Note File Calendar Form Link person Build Link

View More



Ref# 36152

Job

Reporter

LINKED PAGES

RECENT PAGES

Reporter

Executive Proc

Producer/Newsr

Union/Prof

al Sales Spe

Sup

ee Balducc

Job Desc

Graphical

Title of Employee
Replaced *

Photographer

Salary Type *

Annual Salary
(Budget) *

Edit

Bonus (STIP/SLSB)

Edit

LTIP

Full-Time Staff

Job Type *

Full-Time

Schedule *

Union

Union/Talent Status *

Responsibilities include, but are not limited,

Job Description /
Requisition Details *

to:

- * Covering news events, writing stories and preparing for newscasts.
- * Researching information for accuracy, generating enterprising and relevant story ideas and following through the production and report of the same.
- * Shooting stories in the field with camera and tripod (equipment weighs up to 35 pounds).
- * Traveling to and reporting live from various locations and gathering sound for stories as needed (travel could be anywhere, typically, in the NY/NJ/CT area).
- * Presenting well-documented stories in an interesting manner while maintaining a high degree of professionalism and accuracy, sometimes covering stories under difficult work and weather conditions, doing whatever is necessary (within ethical guidelines) to obtain a story.

[...Less](#)

Qualifications *

Required:

Three to five years of experience as a television reporter, handling a wide array of stories, in a large market preferred. Bachelor's degree in Journalism, Communications and/or Broadcasting preferred.

About Us *

CBS Television Stations consists of 29 owned-and-operated stations, including 16 that are part of the CBS Television Network, eight affiliates of The CW Network, three independent stations and two MyNetworkTV affiliates. Among its stations are WCBS-TV and WLNJ-TV (New York), KCBS-TV and KCAL-TV (Los Angeles), WBBM-TV (Chicago), KYW-TV and WPSG-TV (Philadelphia), KTVT-TV and KTXA-TV (Dallas-Ft. Worth), KPIX-TV and KBCW-TV (San Francisco), WBZ-TV and WSBK-TV (Boston), WUPA-TV (Atlanta), WWJ-TV and WKBD-TV (Detroit), KSTW-TV (Seattle), WTOG-TV (Tampa-St. Petersburg), WCCO-TV (Minneapolis), KCNC-TV (Denver), WFOR-TV and WBFS-TV (Miami), KOVR-TV and KMAX-TV (Sacramento), KDKA-TV and WPCW-TV (Pittsburgh), WJZ-TV (Baltimore), as well as WCCO-TV's satellite stations KCCO-TV (Alexandria, Minn.) and KCCW-TV (Walker, Minn.).

[...Less](#)

EEO Statement *

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Recruiter *

Recruiter

Kelly, Kathleen

[add another](#)

Main Recruiter *

Kelly, Kathleen

TA Lead *

Edit

Hiring Manager *

Hiring Manager

David Friend 000153501

[add another](#)

HR Generalist *

Hurst, Jessica

Compensation
Approver *

McCardle, Michelle

Station Stations Approval Guidelines

following approvers:

1: Local HR Representative

2: Local Station Controller

Drag up to pin





Job



Reporter

PINNED PAGES

My Open jobs

RECENT PAGES

Reporter

Assignment Editor

Executive Producer

Director/NewsWriter

Advanced Search

Unfiled

Unfiled

Unfiled

Digital Sales Specialist

Employee Directory

Unfiled

HR Human Resources

Renee Balducci

Unfiled

Graphic Artist (Haitian)

HireRight Information

[Less](#)

Journal

Filter

Summary

Full

Linked People

2 Hired

167 Rejected

169 Total

Settings

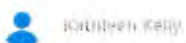
Linked people workflow
Requisition (ATS - United States)
Form when applying
No form selected

Forms

Job Req Approval Form

After reviewing the position details, please approve or decline: Approved
Added on 16-Jan-2020 by System Administrator

Drag up to pin



Note File Calendar Form Link person Build Link

View More



Ref# 37380

Digital Line Producer

PICKET PAGES

My Dashboard

RECENT PAGES

Digital Line Producer

Requisition

Requisition Form

Executive Workflow

My My Job Information

My Job Info (Self)

Unfilled

Unfilled

Unfilled

Digital Sign Production

Global Community

Unfilled

My Human Resources

Unfilled

Unfilled

Job Workflow

Job Workflow (use only for Requisitions)

[Filled - Close Req](#)

[Workflow History](#)

Tasks & Events

Record Data

Pipeline / Requisition *	Requisition
Job Posting Careers Site *	CBS Internal/Corporation/Divisional Sites
Division *	CTS
Country *	United States
CBS Business Unit *	CBS Television Stations
Job Code *	CTS.Digital Line Producer.Exempt
Job ID *	1712964
Job Title *	Digital Line Producer
Job Function *	Production
Job Level *	Other
Job Status *	Exempt
EEO Category *	Professionals
Department Name *	CTS-New York / WCBS-TV - CBSN Local 0452
Org ID *	25537
Department Business Unit *	CTS New York
Department Sub-Business Unit *	CTS New York WCBS-TV - CBSN Local
Department Segment *	Local Business
Department Diversity Executive *	Dunn, Peter
Department Budget Code *	1012-452--0000-00000000-000000----
Office Location *	NY025-NY-New York-524 W 57th St
Market *	New York
Organizations to Reach	Edit
TV Station *	WCBS-TV / WLNY-TV
TV Bldg/ Floor	513/02
Number of Positions *	1
Positions Remaining (positions left to fill) *	0
Addition/Replacement *	Replacement

Drag up to pin



[Home](#)
[Note](#)
[File](#)
[Calendar](#)
[Form](#)
[Link person](#)
[Build Link](#)

[View](#)
[More](#)



Ref# 37380

Digital Line Producer

FINISHED PAGES

[My Open Jobs](#)

RECENT PAGES

[Digital Line Producer](#)

[Reporter](#)

[Assignment Editor](#)

[Executive Producer](#)

[Productivity/NewsWriter](#)

[Advanced Search](#)

[Untitled](#)

[Sri Yanamala](#)

[Untitled](#)

[Digital Sales Specialist](#)

[Carolyn Connolly](#)

[Untitled](#)

[SVP, Human Resources](#)

[Renée Balducci](#)

[Untitled](#)

[Home](#) [Employee](#)

[Digital Line Producer](#)

[Annual Salary \(Budget\) *](#)

[Bonus \(STIP/SLSB\)](#)

[LTIP](#)

[Job Type *](#)

[Schedule *](#)

[Union/Talent Status *](#)

[Job Description / Requisition Details *](#)

[Qualifications *](#)

[About Us *](#)

[EEO Statement *](#)

[Annual Salary \(Budget\) *](#)

[Bonus \(STIP/SLSB\)](#)

[LTIP](#)

[Job Type *](#)

[Schedule *](#)

[Union/Talent Status *](#)

CBSNewYork.com is looking for a Digital Line Producer to work on the CBS NY local live streaming network. The DLP will work with the control room teams managing, optimizing and timing live and on demand video content for mobile, desktop and OTT platforms.

The role requires close coordination with Senior and Broadcast Producers during live news programs, but the DLP takes on many responsibilities from writing headlines to maximizing SEO and shareability and working with video editors and social media team to edit and publish out video.

Responsibilities include, but are not limited, to:

- * Demonstrating expertise in timing in a control room environment.
- * Coding/stacking rundown content at the direction of the show producers with regard to video, graphics, scripts and other elements.
- * Anticipating the needs of the show with regard to video, graphics, scripts and other elements while also taking direction from senior producers.
- * Coordinating with the senior and line producers during live news programs.
- * Building show rundowns.

[...Less](#)

[Qualifications *](#)

Required:

2+ years experience in creating and building show rundowns in cable, broadcast or digital environment.

Demonstrated success operating in a fast-paced control room.

Ability to work under extremely tight deadlines to write headlines and edit video for live digital broadcast.

Thorough knowledge of social media and the competitive digital news environment.

Familiarity with Avid editing systems and ENPS and iNews.

Available for early mornings, nights, overnights, weekends, holidays; this is a 24-hour streaming service.

Experience with Crispin and iNews a BIG plus.

Understanding of SEO.

[...Less](#)

[About Us *](#)

CBS Television Stations consists of 29 owned-and-operated stations, including 16 that are part of the CBS Television Network, eight affiliates of The CW Network, three independent stations and two MyNetworkTV affiliates. Among its stations are WCBS-TV and WLNY-TV (New York), KCBS-TV and KCAL-TV (Los Angeles), WBBM-TV (Chicago), KYW-TV and WPSG-TV (Philadelphia), KTVT-TV and KTXA-TV (Dallas-Ft. Worth), KPIX-TV and KBCW-TV (San Francisco), WBZ-TV and WSBK-TV (Boston), WUPA-TV (Atlanta), WWJ-TV and WKBD-TV (Detroit), KSTW-TV (Seattle), WTOG-TV (Tampa-St. Petersburg), WCCO-TV (Minneapolis), KCNC-TV (Denver), WFOR-TV and WBFS-TV (Miami), KOVR-TV and KMAX-TV (Sacramento), KDKA-TV and WPCW-TV (Pittsburgh), WJZ-TV (Baltimore), as well as WCCO-TV's satellite stations KCCO-TV (Alexandria, Minn.) and KCCW-TV (Walker, Minn.).

[...Less](#)

[EEO Statement *](#)

ViacomCBS is an equal opportunity employer (EOE) including disability/vet.

At ViacomCBS, the spirit of inclusion feeds into everything that we do, on-screen and off. From the programming and movies we create to employee benefits/programs and social impact outreach initiatives, we believe that opportunity, access, resources and rewards should be available to and for the benefit of all. ViacomCBS is proud to be an equal opportunity workplace and is an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, creed, sex, national origin, sexual orientation, age, citizenship status, marital status, disability, gender identity, gender expression, and Veteran status.

If you are a qualified individual with a disability or a disabled veteran, you

03/12/21

Drag up to pin



Kathleen Kelly

Note File Calendar Form Link person Build Link



View More

Digital Line Producer

Ref# 37380

- 1. [https://hrdefense.proofpoint.com/vzroute=https%3A__www.viacom.com_careers00-0www.viacom.com-1GUuvAdBXp_VqQ6t0yah2g&r=SqAs4dayWdXqSh31RT03DkcMFNF6F3rv-hrvKzSMsc&m=\)NftZuOqeme5j7SACq1hjz7sfeyPUS5nV9bsvzRrwjg&s=GlahUfjDyoqT4TO7UGi3YzkRQMbwVgr#5K2XkcDpiE4&e=](https://hrdefense.proofpoint.com/vzroute=https%3A__www.viacom.com_careers00-0www.viacom.com-1GUuvAdBXp_VqQ6t0yah2g&r=SqAs4dayWdXqSh31RT03DkcMFNF6F3rv-hrvKzSMsc&m=)NftZuOqeme5j7SACq1hjz7sfeyPUS5nV9bsvzRrwjg&s=GlahUfjDyoqT4TO7UGi3YzkRQMbwVgr#5K2XkcDpiE4&e=)
 - 2. <mailto:viacomaccommodations@viacom.com>
- [...Less](#)

Recruiter *	Recruiter Kelly, Kathleen Agnello, Rosa add another
Main Recruiter *	Kelly, Kathleen
TA Lead *	Edit
Hiring Manager *	Hiring Manager Nicole Tindiglia 000010829 add another
HR Generalist *	Hurst, Jessica
Compensation Approver *	McCardle, Michelle

Station Stations Approval Guidelines

following approvers:

1: Local HR Representative

2: Local Station Controller

For any questions, please contact your local HR or Business Manager.

Job Approvers *	Approver Hakim, Lisa add another
-----------------	--

HireRight Information

[Less](#)

Journal

Filter

Simple

Full

Linked People

1 Hired

52 Rejected

53 Total

Settings

Linked people workflow
Requisition (ATS - United States)

Form when applying
No form selected

PINNED PAGES

My Other Jobs

RECENT PAGES

Digital Line Producer

Recruiter

Assignment Editor

Executive Producer

Producer/News/Weather

Advanced Search

Untitled

SP: Yehonalla

Untitled

Digital Sales Stations

Sanjay Choudhary

Untitled

SP: Human Resources

Renee Balducci

Untitled

Drag up to pin



Note File Calendar Form Link person Build Link

View More



Ref# 37380



Digital Line Producer

Job

PINNED PAGES

My Open jobs

RECENT PAGES

Digital Line Producer

Reporter

Assignment Editor

Executive Producer

Producer/News/ITM

Advanced Search

Untitled

Sh Yamata

Untitled

Digital Sales Specialist

Carolyn Connolly

Untitled

S/P Human Resources

Renee Balducci

Untitled

Drag up to pin



Kathleen Kelly



News Business Manager

Job
Related Pages

Open Job

Recent Pages

News Business Manager

Human Resources

Recruiter

Assignment Steps

Executive Function

Recruiter Knowledge

Suspended Search

Profile

System Admin

Profile

Digital Sales Specialist

Executive Career

Insights

HR Human Resources

Times Ballroom

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Drag up to pin



Kathleen Kelly

Job Workflow

Job Workflow (use only for Requisitions)

Filled - Close Req

Current Step

CBS Corporate - Hiring Manager Recruitment Experience Survey Invitation (FCR) (pending) [Send now](#)
[Workflow History](#)

Tasks & Events

Record Data

Pipeline / Requisition *	Requisition
Job Posting Careers Site *	CBS Internal/Corporation/Divisional Sites
Division *	CTS
Country *	United States
CBS Business Unit *	CBS Television Stations
Job Code *	CTS.Business Manager News.Exempt
Job ID *	9906
Job Title *	Business Manager News
Job Function *	Finance/Accounting
Job Level *	Other
Job Status *	Exempt
EEO Category *	First/Mid Level Officials and Managers
Department Name *	CTS-New York / WCBS-TV News 0406
Org ID *	3812
Department Business Unit *	CTS New York
Department Sub-Business Unit *	CTS New York WCBS-TV
Department Segment *	Local Business
Department Diversity Executive *	Dunn, Peter
Department Budget Code *	1011-406--0000-00000000-000000----
Office Location *	NY025-NY-New York-524 W 57th St
Market *	New York
Organizations to Reach	Asian American Journalists Federation-New York, Black United Fund of New Jersey, Bronxnet, Job Path, National Lesbian & Gay Journalist Association, New York Association of Black Journalists, Statewide Hispanic Chamber of Commerce of New Jersey, The Bridge to Independence & Career Opportunity, The Harlem Business Alliance, The New York Urban League
TV Station *	WCBS-TV / WLNY-TV
TV Bldg/ Floor	513/03

Note File Calendar Form Link person Build Link



View More

News Business Manager

Ref# 37079

Job

PINNED PAGES

My Open jobs

RECENT PAGES

News Business Manager

Digital Line Producer

Reporter

Assignment Editor

Executive Producer

Producer/NewsWriter

Advanced Search

Untitled

Sri Yenamala

Untitled

Digital Sales Specialist

Carolyn Connolly

Untitled

SVP, Human Resources

Renee Balducci

Title of Employee Replaced *

News Business Manager

Salary Type *

Annual Salary

Bonus (STIP/SLSB)

Edit

LTIP

Edit

Job Type *

Full-Time Staff

Schedule *

Full-Time

Union/Talent Status *

N/A

Job Description / Requisition Details *

WCBS-TV and WLNY-TV is seeking an accounting professional to join our team as a News Business Manager. This full-time permanent position serves our stations located in New York, NY, reporting to the Director of Planning and Operations. This role is focused on financial activities of the station's news department including budgeting and forecasting the costs of news related activities. Payroll is the most significant cost in a news operation so the News Business Manager will be involved in reviewing newsroom payroll. The News Business Manager is expected to be able to maintain analysis summarizing news related costs vs both budget, current forecast and prior years to assist both News and Station management in controlling news expenditures.

Some responsibilities include, but are not limited, to:

*

Helping to create the annual budgets for the news and related production departments and to prepare monthly forecasts, working with the department managers of those areas.

*

Analyzing data and creating reports to communicate with News management and other station management, streamlining and tracking the current news related payroll process to identify opportunities that will create greater operational efficiency.

*

Assist with annual budgeting process and continuous payroll forecasting including headcount analysis.

*

The candidate will also be required to help process payroll for news and production employees including various union payments and payroll overrides.

*

This person will also need to interface with the central Controller's organization at Television Stations for any adjustments necessary in the general ledger relating to the News and production operation.

...Less

Qualifications *

Required:

Qualifications:

- * Degree in Accounting or Finance is preferred or equivalent work experience.
- * Minimum 2 years experience in finance environment
- * Strong proficiency with Microsoft Office software tools, specifically Excel and Word.
- * Be well organized with a high degree of accuracy and attention to detail.
- * Possess ability to quality review own work.
- * Possess strong analytical and problem solving skills.
- * Demonstrated ability to communicate verbally and in writing throughout all levels of organization, both internally and externally.
- * Must be a team player who works well with a group.
- * Ability to work with minimal supervision while fulfilling all obligations.

#LI-CW1

...Less

About Us *

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Drag up to pin



Note File Calendar Form Link person Build Link

View More



Ref# 37079

News Business Manager

PINNED PAGES

My Open Jobs

RECENT PAGES

News Business Manager

Digital Line Producer

Reporter

Assignment Editor

Executive Producer

Producer/NewsWriter

Advanced Search

Untitled

See Resumes

Untitled

Digital Sales Solutions

Salary Correlator

Untitled

SVP Human Resources

Bonnie Banducci

programming and movies we create to employee benefits/programs and social impact outreach initiatives, we believe that opportunity, access, resources and rewards should be available to and for the benefit of all. ViacomCBS is proud to be an equal opportunity workplace and is an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, creed, sex, national origin, sexual orientation, age, citizenship status, marital status, disability, gender identity, gender expression, and Veteran status.

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to use or access [1] www.viacbs.com/careers as a result of your disability. You can request reasonable accommodations by calling 212.846.5500 or by sending an email to [2] viacomaccommodations@viacom.com. Only messages left for this purpose will be returned.

References

Visible links

1. https://urldefense.proofpoint.com/v2/url?u=http-3A__www.viacbs.com_careers&d=DwMGaQ&c=|GUUvAdBXp_VqD6t0yah2g&r=SqAs4dayWdXq5h31RT03DkcMFNF6F3rv-hrvK25Msc&m=|NFTZuOqeme5j75ACq1hj?7sFeyPU5SnV9bsvzRrwjg&s=GLahUfDyoqT4TG7UGi3YzRQMbwVgrP5K2XKcDplE4&e=

2. <mailto:viacomaccommodations@viacom.com>

...Less

Recruiter *	Recruiter Winkler, Casey add another
Main Recruiter *	Winkler, Casey
TA Lead *	Edit
Hiring Manager *	Hiring Manager Lisa Hakim 000328850 add another
HR Generalist *	Hurst, Jessica
Compensation Approver *	McCardle, Michelle

Station Approvals

Following approvers:

1: Local HR Representative

2: Local Station Controller

If you have any questions, please contact your local HR or Business Manager.

Job Approvers *	Approver Hakim, Lisa add another
-----------------	--

HireRight Information

[Less](#)

Journal

Filter

Summary

Full

Linked People

1 Hired

135 Rejected

Drag up to pin



Kathleen Kelly

Note File Calendar Form Link person Build Link
View More



Job

News Business Manager

Ref# 37079

PINNED PAGES

My Open Jobs

RECENT PAGES

- News Business Manager
- Digital Line Producer
- Reporter
- Assignment Editor
- Executive Producer
- Producer/NewsWriter
- Advanced Search
- Untitled
- SP: Perennialist
- Untitled
- Digital Sales Specialist
- Control Console
- Untitled
- SVP Human Resources
- Renee Bulducci

Form when applying
No form selected

Notes



Casey Winkler

Edited on 28-Sep-2020 by Casey Winkler

Finance Note

Finalist Identified

Forms

Job Req Approval Form

After reviewing the position details, please approve or decline: Approved
Added on 31-Aug-2020 by System Administrator

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Kathleen Kelly

Note File Calendar Form Link person Build Link

View More



Associate Digital Line Producer

Ref# 37505

Date 05-Nov-2020

Details: **closed** - not published

kathleen.kelly

[Edit Tags](#)

WINNED PAGES

Miss Open Jobs

RECENT PAGES

Associate Digital Line Pro...

Web Producer

Producer/NewsWriter

News Business Manager

Digital Line Producer

Reporter

Assignment Editor

Executive Producer

Producer/NewsWriter

Advanced System

Journalist

Senior Journalist

Journalist

Digital Sales Specialist

Creative Community

Job Workflow

Job Workflow (use only for Requisitions)

Filled - Close Req

[Workflow History](#)

Tasks & Events

Record Data

Pipeline / Requisition *	Requisition
Job Posting Careers Site *	CBS Internal/Corporation/Divisional Sites
Division *	CTS
Country *	United States
CBS Business Unit *	CBS Television Stations
Job Code *	CTS.Associate Digital Line Producer.Non Exempt
Job ID *	1726969
Job Title *	Associate Digital Line Producer
Job Function *	Production
Job Level *	Other
Job Status *	Non Exempt
EEO Category *	Administrative Support Workers
Department Name *	CTS-New York / WCBS-TV - CBSN Local 0452
Org ID *	25537
Department Business Unit *	CTS New York
Department Sub-Business Unit *	CTS New York WCBS-TV - CBSN Local
Department Segment *	Local Business
Department Diversity Executive *	Dunn, Peter
Department Budget Code *	1012-452--0000-00000000-000000----
Office Location *	NY025-NY-New York-524 W 57th St
Market *	New York
Organizations to Reach	Asian American Journalists Federation-New York, Black United Fund of New Jersey, Bronxnet, Job Path, National Lesbian & Gay Journalist Association, New York Association of Black journalists, Statewide Hispanic Chamber of Commerce of New Jersey, The Bridge to Independence & Career Opportunity, The Harlem Business Alliance
TV Station *	WCBS-TV / WLNY-TV
TV Bldg/ Floor	513/02

Drag up to pin



Kathleen Kelly

[Note](#)
[File](#)
[Calendar](#)
[Form](#)
[Link person](#)
[Build Link](#)

[View](#)
[More](#)



PINNED PAGES

My Open jobs

RECENT PAGES

Associate Digital Line Pro...

Web Producer

Producer/Newswriter

News Business Manager

Digital Line Producer

Reporter

Assignment Editor

Executive Producer

Producer/Newswriter

Advanced Search

Untitled

Sn Yamamata

Untitled

Digital Sales Specialist

Carolyn Connolly

Title of Employee Replaced * Associate Digital Line Producer

Salary Type * Annual Salary

Bonus (STIP/SLSB) Edit

LTIP Edit

Job Type * Full-Time Staff

Schedule * Full-Time

Union/Talent Status * N/A

Job Description / Requisition Details *

CBSN New York is looking for an Associate Digital Line Producer to work on CBSN NY's groundbreaking local live streaming network. This is an invaluable opportunity to work with seasoned journalists within a newsroom in the #1 market in the country, helping to innovate a-first-of-its-kind local digital streaming service. The ADLP will work with the Digital Line Producers (DLPs) and the control room teams to create, manage and optimize live and on demand video content for mobile, desktop and OTT platforms.

The role requires close work with a news team, including strategizing with DLPs, Senior and Broadcast Line Producers during live news programs, but the ADLP will assist with writing headlines and maximizing SEO and shareability and working with video editors and social media team to edit and publish out video.

Responsibilities include:

- * Managing live and playback elements of continuous digital stream available on multiple platforms across the country.
- * Assisting with production, timing and guidance within a live control room environment.
- * Assisting with building show rundowns.
- * Helping to form and code rundown content at the direction of the show producers with regard to video, graphics, scripts and other elements.
- * Anticipate the needs of the DLP and the show with regard to video, graphics, scripts and other elements while also taking direction from senior producers.
- * Helping to coordinate with the senior and line producers during live news programs.

[...Less](#)

Qualifications * Required:

- * Recent college grad with 1+ years of experience preferred in helping to create and build show rundowns in cable, broadcast or digital environment.
- * Ability to work under extremely tight deadlines to write headlines and edit video for live digital broadcast.
- * Thorough knowledge of social media and the competitive digital news environment.
- * Familiarity with Avid editing systems and ENPS and iNews.
- * Available for early mornings, nights, overnights, weekends, holidays; this is a 24-hour streaming service.
- * Experience with Crispin and iNews a big plus.
- * Understanding of SEO.

[...Less](#)

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[...Less](#)

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Chait (27)

Kathleen Kelly

Note File Calendar Form Link person Build Link
view More



Job

be returned.
References

PINNED PAGES

My Open jobs

RECENT PAGES

Associate Digital Line Pro...

Web Producer

Producer/NewsWriter

News Business Manager

Digital Line Producer

Reporter

Assignment Editor

Executive Producer

Producer/NewsWriter

Advanced Search

United

See You Later

United

Digital Sales Specialist

Carlyyn Connelly

Recruiter *

Recruiter

Kelly, Kathleen

Agnello, Rosa

[add another](#)

Main Recruiter *

Kelly, Kathleen

TA Lead *

Edit

Hiring Manager *

Hiring Manager

Nicole Tindiglia 000010829

[add another](#)

HR Generalist *

Hurst, Jessica

Compensation Approver *

McCardle, Michelle

Station Stations Approval Guidelines

following approvers:

1: Local HR Representative

2: Local Station Controller

For any questions, please contact your local HR or Business Manager.

Job Approvers *

Approver

Hakim, Lisa

[add another](#)

HireRight Information

[Less](#)

Journal

Filter

Simple

Full

Linked People

1 Hired

154 Rejected

1 Withdrew

156 Total

Settings

Linked people workflow
Requisition (ATS - United States)

Drag up to pin



Kathleen Kelly

Note File Calendar Form Link person Build Link
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Job



15

PINNED PAGES

My Open Jobs

RECENT PAGES

Associate Digital Line Pro...

Web Producer

Producer/NewsWriter

News Business Managin

Digital Line Producer

Recorder

Assignment Editor

Executive Producer

Producer/NewsWriter

Advanced Search

Untitled

Sr. Videomaker

Untitled

Digital Sales Specialist

Cathryn Connolly

Job Req Approval Form

After reviewing the position details, please approve or decline: **Approved**

Added on 06-Nov-2020 by System Administrator

Drag up to pin



Kathleen Kelly



Producer/NewsWriter

08/4

PROVIDED PAGES

Site Description

REQUESTED PAGES

Featured Position

Producer/NewsWriter

Producer/Staff

Writer

Editor

Writer

Regional News Producer

News Producer

Writer

Field Journalist/Reporter

News Producer

Writer

Regional News Producer

Writer

Writer

Job Workflow

Job Workflow (use only for Requisitions)

Filed - Close Req

[Workflow History](#)

Tasks & Events

Record Data

Pipeline / Requisition *	Requisition
Job Posting Careers Site *	CBS Internal/Corporation/Divisional Sites
Division *	CTS
Country *	United States
CBS Business Unit *	CBS Television Stations
Job Code *	CTS.Writer/Producer.Non Exempt
Job ID *	13321
Job Title *	Writer/Producer
Job Function *	Marketing/Promotions
Job Level *	Other
Job Status *	Non Exempt
EEO Category *	Professionals
Department Name *	CTS-New York / WCBS-TV News 0406
Org ID *	3812
Department Business Unit *	CTS New York
Department Sub-Business Unit *	CTS New York WCBS-TV
Department Segment *	Local Business
Department Diversity Executive *	Dunn, Peter
Department Budget Code *	1011-406--0000-00000000-000000----
Office Location *	NY025-NY-New York-524 W 57th St
Market *	New York
Organizations to Reach	Asian American Journalists Federation-New York, Black United Fund of New Jersey, Bronxnet, Job Path, National Lesbian & Gay Journalist Association, New York Association of Black Journalists, Statewide Hispanic Chamber of Commerce of New Jersey, The Bridge to Independence & Career Opportunity, The Harlem Business Alliance, The New York Urban League
TV Station *	WCBS-TV / WLNK-TV
TV Bldg/ Floor	513/02
Number of Positions *	2
Positions Remaining	0

Drag up to pin



WILLIAMS, JEFF

Note File Calendar Form Link person Build Link

View More



Job

Producer/Newswriter

Ref# 37245

PINNED PAGES

My Open Jobs

RECENT PAGES

Executive Producer

Producer/Newswriter

Advanced Search

Untitled

Sri Venkatesh

Untitled

Digital Sales Specialist

Carolyn Connolly

Untitled

SVP Human Resources

Renee Balducci

Untitled

Graphic Artist (freelance)

Untitled

Reporter

Title of Employee Replaced *

Producer/Newswriter

Salary Type *

Annual Salary

Bonus (STIP/SLSB)

Edit

LTIP

Edit

Job Type *

Full-Time Staff

Schedule *

Full-Time

Union/Talent Status *

Union

Job Description / Requisition Details *

CBS 2 / WLNY-TV is seeking a strong newscast producer with major market experience and proven leadership skills. The ideal candidate will thrive on breaking news; has a strong understanding of social media and how to drive content to and from various social media platforms; has high journalistic standards and will bring fresh, innovative ideas to a vibrant newsroom. Ultimately, we are looking for a creative producer who understands how to present complex stories, use social media platforms to drive viewership to our broadcasts and serve a diverse audience.

Responsibilities include:

- * Produce 30 or 60 minute newscasts
- * Responsible for story selection and editorial content of stories, requires an eye for stories that can be used in newscasts that have both a relevance to the viewer as well as an appeal to a larger social media audience.
- * Time programs and segments with a good sense of pacing, energy and urgency.
- * Must have the ability, understanding and forethought to use social media as a promotional platform to drive viewers to watch our news programs.
- * Continuously gathering, evaluating, writing and assembling stories into newscast form in order to provide complete, accurate and compelling newscasts.
- * Working with anchors, executive producers, reporters and editors in refining, graphically enhancing and adding production value to stories to produce the best possible newscast.
- * Ability to update and create news posts for our social media pages keeping on top of trending news.
- * Write newscast teases.
- * Constantly monitor wires and feed sources for updated information.
- * Respond aggressively to breaking news, and also updating our social media pages with video and written content to help drive viewership to our on-air produced newscasts.
- * Position includes some news writing. Must be able to create compelling, succinct and clear news stories from raw material such as unedited video, reporter notes, telephone conversations and desk notes.
- * Must be able to work overnights, weekends and holidays when necessary.

[...Less](#)

Qualifications *

Required:

Candidate must have a minimum of 4 years of producing experience in a major market and at least 2 years of television news writing in a major market. Individual must be an excellent journalist, writer and leader willing to express and support his/her editorial ideas at editorial meetings. Must be a bold thinker. Must have control room experience with live breaking news coverage. Must also have experience writing news stories for broadcast.

[...Less](#)

About Us *

CBS Television Stations consists of 29 owned-and-operated stations, including 16 that are part of the CBS Television Network, eight affiliates of The CW Network, three independent stations and two MyNetworkTV affiliates. Among its stations are WCBS-TV and WLNY-TV (New York), KCBS-TV and KCAL-TV (Los Angeles), WBBM-TV (Chicago), KYW-TV and WPSG-TV (Philadelphia), KTVT-TV and KTXA-TV (Dallas-Ft. Worth), KPIX-TV and KBCW-TV (San Francisco), WBZ-TV and WSBK-TV (Boston), WUPA-TV (Atlanta), WWJ-TV and WKBD-TV (Detroit), KSTW-TV (Seattle), WTOG-TV (Tampa-St. Petersburg), WCCO-TV (Minneapolis), KCNC-TV (Denver), WFOR-TV and WBFS-TV (Miami), KQVR-TV and KMAX-TV (Sacramento), KDKA-TV and WPCW-TV (Pittsburgh), WJZ-TV (Baltimore), as well as WCCO-TV's satellite stations KCCO-TV (Alexandria, Minn.) and KCCW-TV (Walker, Minn.).

[...Less](#)

EEO Statement *

ViacomCBS is an equal opportunity employer (EOE) including disability/vet.

At ViacomCBS, the spirit of inclusion feeds into everything that we do, on-screen and off. From the programming and movies we create to employee benefits/programs and social impact outreach initiatives, we believe that opportunity, access, resources and rewards should be available to and for the benefit of all. ViacomCBS is proud to be an equal opportunity workplace and is an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, creed, sex, national origin, sexual orientation, age, citizenship status, marital status, disability, gender identity, gender expression, and Veteran status.

Chat(27)

Drag up to pin



Kathleen Kelly

Note File Calendar Form Link person Build Link
View More



Ref# 37245

Producer/NewsWriter

- Job
- PINNED PAGES
- My Open Jobs
- RECENT PAGES
- Executive Producer
- Producer/NewsWriter
- Advanced Search
- Unlimited
- Search Alerts
- Unlimited
- Digital Sales Executive
- Carolyn Connolly
- Unlimited
- SVP Human Resources
- Renee Balazs
- Unlimited
- Graphic Artist (Freelance)
- Unlimited
- Reporter

VISITED LINKS

- https://urldefense.proofpoint.com/v2/url?u=http-3A__www.viacbs.com_careers&d=DwMGaQ&c=jGUJuvAdBXp_VqQ6t0yah2g&r=SqAs4dayWdXqSh31RT03DkcMFNF6F3rv-hrvKzSM4c&m=jNftZuOqeme5j7SACq1hjz7sFeyPUSsnV9bsvzRwJg&s=GLahUfjDyoqT4TO7UG3YzkRQMowVgrP5K2XKcDpIE4&e=
 - <mailto:viacomaccommodations@viacom.com>
- ...Less

Recruiter *	Recruiter
	Kelly, Kathleen
	Agnello, Rosa
	add another
Main Recruiter *	Agnello, Rosa
TA Lead *	Edit
Hiring Manager *	Hiring Manager
	David Friend 000153501
	add another
HR Generalist *	Hurst, Jessica
Compensation Approver *	McCardie, Michelle

Position Approval Guidelines

Following approvers:

- 1: Local HR Representative
- 2: Local Station Controller

If you have any questions, please contact your local HR or Business Manager.

Job Approvers *	Approver
	Hakim, Lisa
	add another

HireRight Information

[Less](#)

Journal

Filter

Settings

Full

Linked People

2 Hired

138 Rejected

140 Total

Settings

- Linked people workflow
- Requisition (ATS - United States)
- Form when applying
- No form selected

Drag up to pin



Note File Calendar Form Link person Build Link

View More



Producer/Newsriter

Ref# 37245

Added on 29-Sep-2020 by System Administrator

Job

PINNED PAGES

My Open jobs

RECENT PAGES

Executive Producer

Producer/Newsriter

Advanced Search

Untitled

Shriyanamata

Untitled

Digital Sales Specialist

Courtyn Connolly

Untitled

SVP Human Resources

Rohini Balwani

Untitled

Graphic Artist (Freelance)

Untitled

Reprints

Drag up to pin



Nathleen Kelly

DirectEmployers

DirectEmployers Association Job Syndication Alliances

Revised October 29, 2018

Please Note: DirectEmployers Association, Inc. (hereinafter referred to as DE) can only assure that Member Company job content in our feed is provided correctly to "third party" alliance websites. Any and all alteration performed to said job feed by a "third party" alliance website is outside the scope and ability of control by DE. Consequently, DE shall not be liable for any damages, compensatory or punitive, that are incurred by Member Company due to changes or alterations done to Member Company's job feed by a "third party" alliance website.

Diversity Sites

African American	https://africanamerican.dejobs.org/	
AfricanAmericanJobsite.com	http://www.africanamericanjobsite.com/	(DE Member Jobs Only)
AsianAmericanJobsite.com	http://www.asianamericanjobsite.com/	(DE Member Jobs Only)
Asian American	https://asianamerican.dejobs.org/	
BabyBoomerJobs.net	http://www.babyboomerjobs.net/	(DE Member Jobs Only)
The Black Perspective	http://www.blackperspective.com/index.php/career-opportunities/job-listings/career-search-engine	
Campus Pride	http://campuspride.jobs	
DirectEmployers Diversity	https://diversity.dejobs.org	
Diversityjobs.ca	http://www.diversityjobs.ca/	(DE Member Jobs Only)
DiversityJobsite.com	http://www.diversityjobsite.com/	(DE Member Jobs Only)
Diversityworkers.com	http://www.diversityworkers.com/	(DE Member Jobs Only)
Father and Families Center	http://fatherresource.jobs/	(DE Member Jobs & Indiana Locations Only)
Hispanic American	https://hispanicamerican.dejobs.org/	
HispanicJobsite.com	http://www.hispanicjobsite.com/	(DE Member Jobs Only)
Hispanic Today	http://www.hispanic-today.com/index.php/career-opportunities/job-listings/career-search-engine/listings/career-search-engine/	

Jobs4Women.net	http://www.jobs4women.net/	(DE Member Jobs Only)
Latino American	https://latinoamerican.dejobs.org/	
Lgbtjobsite.com	http://www.lgbtjobsite.com	(DE Member Jobs Only)
LGBTQ	https://lgbtq.dejobs.org/	
Minority	https://minority.dejobs.org/	
MinorityJobsite.com	http://www.minorityjobsite.com/	(DE Member Jobs Only)
Native American	https://nativeamerican.dejobs.org/	
New Start Career Network	http://newstartcareernetwork.jobs/ (Jobs in New Jersey, New York, Pennsylvania - Long-term unemployed mature workers)	
RetiredStars.com	http://www.retiredstars.com/	(DE Member Jobs Only)
SeniorJobsNetwork.com	http://www.seniorjobsnetwork.com/	(DE Member Jobs Only)
Way Finders Careers	http://wayfinderscareers.com/	
Women	https://women.dejobs.org/	
Women For Hire	http://jobs.womenforhire.com/	
Women in Business and Industry	http://www.wib-i.com/index.php/career-opportunities/job-listings/career-search-engine	

Disability Sites

Allsup Employment Services	https://disability.dejobs.org/allsup-disability-partner/new-jobs/?vs=553&utm_source=Allsup-DE&utm_medium=Disability&utm_campaign=Allsup	
Bosma Enterprises	http://bosma.jobs/	(Indiana Located Jobs Only)
Deaf To Work	http://deaftowork.jobs/	
DirectEmployers Disability	https://disability.dejobs.org	
Disabled Veterans	https://disabledveterans.dejobs.org/	
Easter Seals	http://easterseals.jobs/	
Enable America	http://enableamerica.jobs	
Indiana Career Connect (Indiana State Workforce)	http://indianacareerconnect-disability.jobs	(Indiana Located Jobs Only)
Land A Job	http://jobs.landajob.org/	
Maryland Works, Inc	http://mdworks.jobs/	(Maryland Located Jobs Only)
National Multiple Sclerosis Society	http://nationalmssociety.jobs/	(DE Member Jobs Only)
Options Unlimited Inc.	http://optionsunlimitedinc.jobs/	(Louisville, KY Located Jobs Only)
Our Ability	http://www.ourability.com/	
Quest	http://questinc.jobs/	(Entry Level & Orlando, FL Located Jobs Only)
The Career Index Plus	http://thecareerindex.com	
Think Beyond The Label	http://www.thinkbeyondthelabel.com/Job-Board/Job-Board.aspx	
United Spinal Association	http://spinalcord.jobs/	
VetCentral – Disabled Veteran Outreach Program Representatives (DVOPs)	Jobs are emailed by geographic location, consult your Compliance Reporting Tool in your Member Desktop.	
Workforce Recruitment Program	http://wrp.jobs/	
Work In Iowa Disability (Iowa State Workforce)	http://workiniowa-disability.jobs/	

Military Network Sites

ArmedServicesJobs.com	http://www.armedservicesjobs.com/	(DE Member Jobs Only)
CASY/National Guard Employment Program	http://casy.msccn.jobs/	
DirectEmployers Veterans	https://veterans.dejobs.org	
MarineGigs.com	http://www.marinegigs.com/	(DE Member Jobs Only)
MarineJobsite.com	http://www.marinesjobsite.com/	(DE Member Jobs Only)
MilitaryGigs.com	http://www.militarygigs.com/	(DE Member Jobs Only)
Military Spouse Employment Program (MSEP)	https://msejobs.militaryonesource.mil/job-map (Only jobs from companies that have membership with BOTH MSEP and DirectEmployers Association are posted here.)	
Military Spouse	https://militaryspouse.dejobs.org/	
Military Spouse Connections	http://militaryspouseconnection.jobs	
Military Spouse Corporate Career Network (MSCCN)	http://casy.msccn.jobs/	
MOC2SOC	https://www.moc2soc.com	
My Next Move for Veterans – U.S. DOL/ETA	http://www.mynextmove.org/vets/find/browse?c=0 Choose an Industry; Access 'Job Outlook' at bottom of page Choose 'Find Jobs'	
NYWorks Veterans (New York State Workforce)	http://nyworks-veterans.jobs/	
Save Our Veterans	http://board.jobcentral.com/saveourveterans	
SDWorks Veterans (South Dakota State Workforce)	http://sdworks-veterans.jobs/	
Student Veterans Of America	http://studentveteransofamerica.jobs	
USA Cares	https://careers.usacares.org/	
US Military Pipeline	https://usmilitarypipeline.com/	
Vet720.com	http://vet720.com/vetjobs720/directjobsdatabase.aspx	

VetCentral /Local Veteran Employment Representatives & Disabled Veteran Outreach Program Representatives (LVERS & DVOP's)	Jobs are emailed by geographic location, consult your OFCCP Compliance Reporting Tool in your Member Desktop Jobs also appear on https://veterans.usnlx.com
Veteran's Enterprise	http://www.veteransenterprise.com/index.php/career-opportunities
Veterans Job Bank	https://www.vets.gov/employment/job-seekers/search-jobs
VeteranJobSite.com	http://www.veteranjobsite.com/ (DE Member Jobs Only)
State Workforce Agency Veteran/Military Sites	
Arizona Workforce Connection (Arizona State Workforce)	http://workinaz-veterans.jobs/
Connecting Colorado (Colorado State Workforce)	http://coworkforce-veterans.jobs
IndianaCareerConnect (Indiana State Workforce)	http://indianacareerconnect-veterans.jobs/
KansasWorks Veterans (Kansas State Workforce)	http://kansasworks-veterans.jobs/
Mass Veterans (Massachusetts State Workforce)	http://mass-veterans.jobs/
MO Veterans (Missouri State Workforce)	http://mo-veterans.jobs/
Nevada Veterans (Nevada State Workforce)	http://employnevadavets.jobs/
NYWorks Veterans (New York State Workforce)	http://nyworks-veterans.jobs/
SCWorks (South Carolina State Workforce)	http:// SCWorks-veterans.jobs/
SDWorks Veterans (South Dakota State Workforce)	http://sdworks-veterans.jobs/
WorkInIllinois Veterans (Illinois State Workforce)	http://workinillinois-veterans.jobs/

WorkInIowa Veterans (Iowa State Workforce)	http://workiniowa-veterans.jobs/
WorkInMichigan (Michigan State Workforce)	http://workinmichigan-veterans.jobs/
MontanaWorks (Montana State Workforce)	http://workinmontana-veterans.jobs/
WorkInOregon Veterans (Oregon State Workforce)	http://workinoregon-veterans.jobs/
WorkInTexas Veterans (Texas State Workforce)	http://workintexas-veterans.jobs/
WorkInWashington Veterans (WA State Workforce)	http://workinwashington-veterans.jobs/

Federal Government Sites

American Job Center (USDOL)	https://www.careeronestop.org/JobSearch/job-search.aspx
CareerOneStop (USDOL/ETA)	http://www.careeronestop.org/JobSearch/JobSearch.aspx
My Next Move (USDOL/ETA)	http://www.mynextmove.org Access 'Job Outlook' at bottom of the page Choose 'Find Jobs'
My Next Move for Veterans (USDOL/ETA)	http://www.mynextmove.org/vets/find/browse?c=0 Access 'Job Outlook' and 'Find Jobs'
My Skills My Future (USDOL/ETA)	http://www.myskillsmyfuture.org
Summer Jobs (White House Sponsored Initiative)	http://www.whitehouse.gov/economy/jobs/youthjobs/
Virtual Career Network Healthcare (USDOL/ETA)	https://www.vcn.org/healthcare/findwork

State Government Sites

The National Labor Exchange (operated through a public-private partnership between NASWA and DirectEmployers Association)	https://usnlx.com
VetCentral /Local Veteran Employment Representatives & Disabled Veteran Outreach Program Representatives (LVERS & DVOP's) (State)	Jobs are emailed by geographic location, consult your OFCCP Compliance Reporting Tool in your <u>Member Desktop</u> Jobs also appear on VetCentral http://vetcentral.usnlx.com/vet_index.asp?styp=moc http://veterans.usnlx.com
Pennsylvania Career Connect – Pittsburgh/Allegheny County, PA	https://3rivers.rescaretalentmarket.com/
Rescare Workforce Services - Indiana	https://indiana.rescaretalentmarket.com/
State & US Territory Workforce Agency Job Banks	All DE member jobs are delivered to over 3000+ appropriate State Workforce Agencies (ESDS), Local Veterans Employment Representatives (LVER's) or Disabled Veterans Outreach Program Representatives (DVOP's) and through the appropriate Wagner-Peyser

	funded Career One Stop Centers to assure VEVRAA compliance. All 50 States, DC, Puerto Rico and Guam have signed data sharing agreements with DirectEmployers Association. Electronic exchange of job data varies by State Workforce Agencies' technical capabilities. Members access your VEVRAA Compliance Reporting through the <u>Member Desktop</u> for confirmation of job listing delivery
State of Alabama	https://joblink.alabama.gov/ada/
State of Alaska	http://www.jobs.state.ak.us/jobseeker.htm
State of Arizona	https://www.azjobconnection.gov/ada/r/
State of Arkansas	https://www.arjoblink.arkansas.gov/ada/
State of California	http://www.caljobs.ca.gov/
State of Colorado	http://www.connectingcolorado.com/
State of Connecticut	https://www.cthires.com/vosnet/Default.aspx
State of Delaware	https://joblink.delaware.gov/ada/
District of Columbia	https://www.dcnetworks.org/vosnet/Default.aspx
State of Florida	https://www.employflorida.com/vosnet/Default.aspx
State of Georgia	http://employgeorgia.com/
Guam Job Bank	https://www.hireguam.com/vosnet/Default.aspx
State of Hawaii	https://www.hirenethawaii.com/vosnet/Default.aspx
State of Idaho	http://labor.idaho.gov/
State of Illinois	https://illinoisjoblink.illinois.gov/ada/r/
State of Indiana	https://www.indianacareerconnect.com/
State of Iowa	https://www1.iowajobs.org/jobs/login.seek
State of Kansas	https://www.kansasworks.com/ada/r/
State of Kentucky	http://kcc.ky.gov/
State of Louisiana	https://www.louisianaworks.net/hire/vosnet/Default.aspx/
State of Maine	http://www.mainecareercenter.com/
State of Maryland	https://mwejobs.maryland.gov/vosnet/Default.aspx

State of Massachusetts	https://jobquest.detma.org/JobQuest/Default.aspx
State of Michigan	http://www.mitalent.org/
State of Minnesota	https://www.minnesotaworks.net/
State Of Mississippi	https://wings.mdes.ms.gov/wings/welcome.jsp
State of Missouri	http://jobs.mo.gov/
State of Montana	https://jobs.mt.gov/
State of Nebraska	https://networks.nebraska.gov/vosnet/Default.aspx
State of Nevada	http://nevada.us.jobs/
State of New Hampshire	https://nhworksjobmatch.nhes.nh.gov/
State of New Jersey	http://careerconnections.nj.gov/
State of New Mexico	https://www.jobs.state.nm.us/vosnet/Default.aspx
State of New York	http://newyork.us.jobs/
State of North Carolina	https://www.ncworks.gov/vosnet/Default.aspx
State of North Dakota	http://www.jobsnd.com/
State of Ohio	https://ohiomeansjobs.com/omj/
State of Oklahoma	https://okjobmatch.com/ada/
State of Oregon	http://www.oregon.gov/employ/pages/default.aspx
State of Pennsylvania	https://www.cwds.pa.gov/
Puerto Rico Job Bank	http://puertorico.us.jobs/
State of Rhode Island	https://www.employri.org/vosnet/Default.aspx
State of South Carolina	https://jobs.scworks.org/vosnet/Default.aspx
State of South Dakota	http://dlr.sd.gov/
State of Tennessee	https://www.jobs4tn.gov/vosnet/Default.aspx
State of Texas	https://wit.twc.state.tx.us/
State of Utah	https://jobs.utah.gov/
State of Vermont	https://www.vermontjoblink.com/ada/

State of Virginia	https://www.vawc.virginia.gov/vosnet/Default.aspx?plang=E
State of Washington	https://seeker.worksourcewa.com/
State of West Virginia	http://www.wvcommerce.org/business/workforcew/default.aspx
State of Wisconsin	http://www.wisconsinjobcenter.org/
State of Wyoming	https://www.wyomingatwork.com/vosnet/Default.aspx
State Workforce Agency Microsites (See list of specific state microsites below).	Several State Workforce Agencies have added .jobs microsites to target specific recruiting populations, allowing states to drive more jobseeker traffic to their niche microsites and state job banks (see below).
Arizona Workforce Connection (Arizona State Workforce)	http://workinaz-veterans.jobs/
California Employment Development Dept. (EDD)	http://ca-veterans.jobs/
Colorado Department of Labor & Employment	http://coworkforce-veterans.jobs/
EmployNevada (Nevada State Workforce)	http://employnevadavets.jobs
IndianaCareerConnect Veterans (IN State Workforce)	http://indianacareerconnect-veterans.jobs/
KansasWorks Veterans (Kansas State Workforce)	http://kansasworks-veterans.jobs/
Mass Veterans (Massachusetts State Workforce)	http://mass-veterans.jobs/
Missouri Veterans (Missouri State Workforce)	http://mo-veterans.jobs/
NYWorks Veterans (New York State Workforce)	http://nyworks-veterans.jobs/
SDWorks Veterans (South Dakota State Workforce)	http://sdworks-veterans.jobs/
WorkInIllinois Veterans (Illinois State Workforce)	http://workinillinois-veterans.jobs/

WorkInIowa Veterans (Iowa State Workforce)	http://workiniowa-veterans.jobs/
WorkInOregon Veterans (Oregon State Workforce)	http://workinoregon-veterans.jobs/
WorkInTexas Veterans (Texas State Workforce)	http://workintexas-veterans.jobs/
WorkInWashington Veterans (WA State Workforce)	http://workinwashington-veterans.jobs/

Other Sites		
Azuna	https://www.adzuna.com/	(UK and Canada located jobs only)
Nexxt	http://www.nexxt.com/	(DE Member Jobs Only)
Career Bliss	http://www.careerbliss.com/jobs/	
Facebook Social Jobs Partnership	https://www.facebook.com/socialjobs/app_417814418282098	
Flexjobs	https://www.flexjobs.com	(only remote positions)
Internships	https://internships.dejobs.org/	
Info.com	http://info.com/	
Jobalot	http://www.jobalot.com/	
Job Inventory	http://www.jobinventory.com/	
Juju	http://www.job-search-engine.com/	
The Ladders	http://TheLadders.com/	
Mitula	http://www.mitula.com/	
Nevada Career Explorer	https://nv.headed2.com/	(Nevada located jobs only)
Servant@Heart Christian Business Directory	http://jobs.servantatheart.org/	
St. Christopher Parish	http://jobs.saintchristopherparish.org/	
TalentPlanet	http://talentplanet.com/index.php	
Trovit	http://job.trovit.com/	
Universal Technical Institute	http://uti.jobs/	*Automotive Industry Related Job Content
Zippia.com	https://www.zippia.com	
Ziprecruiter.com	https://www.ziprecruiter.com/	

Global Sites	
Australia.recruit.net	Jobrapido.de – Germany
China.recruit.net	Jobrapido.nl – Holland
HongKong.recruit.net	Jobrapido.ie – Ireland
India.recruit.net	Jobrapido.it – Italy
Japan.recruit.net	Jobrapido.mx – Mexico
Malaysia.recruit.net	nz.jobrapido.com – New Zealand
NewZealand.recruit.net	Jobrapido.pl – Poland
Singapore.recruit.net	Jobrapido.es – Spain
Jobespresso.net – Italy	Jobrapido.se – Sweden
Jobrapido.com.ar – Argentina	Jobrapido.ch – Switzerland
Jobrapido.at – Austria	Jobrapido.co.uk – UK
Jobrapido.com.au – Australia	Jobrapido.com – USA
Jobrapido.br – Brazil	Jumpstation.com.au
Jobrapido.cl – Chile	
Jobrapido.fr – France	
Wowjobs.ca – Jobs in Canada and Australia Only	

Metro Areas on USNLx.com

STATES: METRO AREAS:

Alabama:	Birmingham	Huntsville	Mobile	Montgomery	
Alaska:	Anchorage	Fairbanks	Juneau		
Arizona:	Flagstaff	Phoenix	Tucson		
Arkansas:	Fayetteville	Little Rock			
California:	Bakersfield	Fresno	Lancaster	Los Angeles	Modesto
	Oakland	Sacramento	Salinas	San Bernardino	San Diego
	San Francisco	San Jose	Santa Clara	Stockton	Vellejo
Colorado:	Colorado Springs	Denver	Fort Collins	Pueblo	
Connecticut:	Bridgeport	Hartford	New Haven	Stamford	Waterbury
Delaware:	Dover	Wilmington			
District of Columbia:	Washington				
Florida:	Clearwater	Fort Lauderdale	Jacksonville	Miami	Orlando
	St. Petersburg	Tallahassee	Tampa		
Georgia:	Athens	Atlanta	Augusta	Columbus	Savannah
Hawaii:	Hilo	Honolulu			
Idaho:	Boise	Pocatello			
Illinois:	Aurora	Chicago	Joliet	Peoria	Rockford
	Springfield				
Indiana:	Evansville	Fort Wayne	Gary	Indianapolis	South Bend
Iowa:	Cedar Rapids	Des Moines			
Kansas:	Kansas City	Topeka	Wichita		
Kentucky:	Frankfort	Lexington	Louisville		

Louisiana:	Baton Rouge	Lafayette	New Orleans	Shreveport	
Maine:	Augusta	Portland			
Maryland:	Annapolis	Baltimore			
Massachusetts:	Boston	Springfield	Worcester		
Michigan:	Ann Arbor	Battle Creek	Detroit	Grand Rapids	Lansing
Minnesota:	Minneapolis	St. Paul			
Mississippi:	Gulfport	Jackson			
Missouri:	Independence	Jefferson City	Kansas City	Springfield	St. Louis
Montana:	Billings	Helena			
Nebraska:	Lincoln	Omaha			
Nevada:	Carson City	Las Vegas	Reno		
New Hampshire:	Concord	Manchester			
New Jersey:	Elizabeth	Jersey City	Newark	Patterson	Trenton
New Mexico:	Albuquerque	Santa Fe			
New York:	Albany Syracuse	Buffalo	Elmira	New York	Rochester
North Carolina:	Asheville Durham	Charlotte Winston-Salem	Fayettesville	Greensboro	Raleigh
North Dakota:	Bismarck	Fargo			
Ohio:	Akron Toledo	Cincinnati	Cleveland	Columbus	Dayton
Oklahoma:	Oklahoma City	Tulsa			
Oregon:	Eugene	Portland	Salem		
Pennsylvania:	Allentown	Erie	Philadelphia	Pittsburgh	
Rhode Island:	Providence				
South Carolina:	Charleston	Columbia			

South Dakota:	<i>Pierre</i>	<i>Sioux Falls</i>			
Tennessee:	<i>Chattanooga</i>	<i>Clarksville</i>	<i>Knoxville</i>	<i>Memphis</i>	<i>Nashville</i>
Texas:	<i>Abilene</i>	<i>Amarillo</i>	<i>Austin</i>	<i>Beaumont</i>	<i>Brownsville</i>
	<i>Corpus Christi</i>	<i>Dallas</i>	<i>El Paso</i>	<i>Fort Worth</i>	<i>Houston</i>
	<i>Laredo</i>	<i>Longview</i>	<i>Lubbock</i>	<i>San Antonio</i>	<i>Tyler</i>
	<i>Waco</i>	<i>Wichita Falls</i>			
Utah:	<i>Provo</i>	<i>Salt Lake City</i>			
Vermont:	<i>Burlington</i>	<i>Montpelier</i>			
Virginia:	<i>Alexandria</i>	<i>Norfolk</i>	<i>Richmond</i>	<i>Virginia Beach</i>	
Washington:	<i>Olympia</i>	<i>Seattle</i>	<i>Spokane</i>	<i>Tacoma</i>	
West Virginia:	<i>Charleston</i>	<i>Huntington</i>			
Wisconsin:	<i>Green Bay</i>	<i>Madison</i>	<i>Milwaukee</i>		
Wyoming:	<i>Casper</i>	<i>Cheyenne</i>			

College Network

Academy of Art University
 ADA University
 Ain Shams University
 Alabama State University
 Albany Law School
 Albertus Magnus College
 Alcorn State University
 Alfred State, SUNY College of Technology
 American College of Greece
 American University of Sharjah
 American University of Sharjah, School of Business Administration
 American University, School of Professional & Extended Studies (SPExS)
 American University, Washington College of Law
 Amherst College
 Amridge University
 Anne Arundel Community College
 Appalachian State University
 Arkansas State University

Assumption College
Athens State University
Atlanta's John Marshall Law School
Augsburg College
Augusta Technical College
Augusta University
Australian Graduate School of Management
Ave Maria School of Law
Azusa Pacific University
Ball State University
Baylor Law School
Bellevue College (WA)
Belmont Abbey College
Belmont University, College of Law
Beloit College
Bennington College
Bentley University
Berklee College of Music
Bethel University (MN)
Black River Technical College
Blackburn College
Bloomfield College
Bloomsburg University of Pennsylvania (PASSHE)
Blue Mountains International Hotel Management School
Bob Jones University
Bond University
Boston Architectural College
Boston College
Boston University, School of Law
Bowdoin College
Bowie State University
Bowling Green State University
Brigham Young University
Brigham Young University, Idaho
Brigham Young University, Marriott School of Management
Brooklyn Law School
Bucknell University
Bucks County Community College
Cabrillo College
Cairn University
Calhoun Community College
California Baptist University
California Lutheran University

California State Polytechnic University, Pomona
California State University Channel Islands
California State University Fullerton
California State University Long Beach
California State University Monterey Bay
California State University Northridge
California State University Sacramento
California University of Pennsylvania (PASSHE)
California Western School of Law
Campbell University, Wiggins School of Law
Canada College
Cape Fear Community College
Capella University
Capital University Law School
Capitol Technology University
Carleton College
Carnegie Mellon University, Tepper School of Business
Case Western Reserve University, School of Law
Case Western Reserve University, Weatherhead School of Management
Cass Business School
Catholic University of America, Columbus School of Law
Catholic University of Portugal
Catholic University of Portugal, School of Business
Central Arizona College
Central College
Central New Mexico Community College
Central Oregon Community College
Central State University
Central Washington University
Centre College
Chaffey College
Champlain College
Chapman University, Dale E. Fowler School of Law
Charleston School of Law
Chattahoochee Technical College
Chattanooga State Community College
Cheyney University of Pennsylvania (PASSHE)
Chicago-Kent College of Law
China Europe International Business School (CEIBS)
Christian Brothers University
Cincinnati State Technical and Community College
City Colleges of Chicago
Clarion University of Pennsylvania (PASSHE)

Clark University
Clarkson University
Clayton State University
Clemson University
Clemson University, Alumni Association
Cleveland State University
Cleveland State University, Cleveland-Marshall College of Law
Coastline Community College
Colgate University
College of Coastal Georgia
College of Idaho
College of Southern Nevada
College of St. Benedict & St. John's University
College of the Bahamas
College of the Holy Cross
College of Western Idaho
Collin College
Columbia Law School, Columbia University
Columbia Southern University
Columbia University, The Earth Institute
Columbus College of Art & Design
Community College of Vermont
Concordia College (NY)
Concordia University at Irvine
Concordia University, School of Law
Connecticut College
Cornell College
Cornell University Law School
Cranfield University, School of Management
Creighton University School of Law
Cuesta College
Cumberland University
CUNY Baruch College
CUNY Baruch College, School of Public and International Affairs
CUNY Baruch College, Weissman School of Arts & Sciences
CUNY Baruch College, Zicklin School of Business
CUNY Borough of Manhattan Community College
CUNY Bronx Community College
CUNY Brooklyn College
CUNY College of Staten Island
CUNY Graduate School of Journalism
CUNY Hostos Community College
CUNY Hunter College

CUNY John Jay College of Criminal Justice
CUNY Kingsborough Community College
CUNY Lehman College
CUNY Macaulay Honors College
CUNY Medgar Evers College
CUNY New York City College of Technology
CUNY Queens College
CUNY School of Law
CUNY The City College of New York
CUNY York College
Dallas County Community College District
Daniel Webster College
Dartmouth College, Thayer School of Engineering
Dean College
Delaware Valley University
Delta State University
Demo University of Symplicity
DePaul University College of Law
DeSales University
Dickinson School of Law
Dominican College
Drake University
Drake University, School of Law
Drew University
Drexel University
Drexel University, School of Public Health
Drexel University, Thomas R. Kline School of Law
Duke University, Sanford School of Public Policy
Duke University, School of Law
Dunwoody College of Technology
Duquesne University
Duquesne University, School of Law
Earlham College
East Georgia State College
East Stroudsburg University of Pennsylvania (PASSHE)
Eastern Connecticut State University
Eastern Illinois University
Eastern University
Eckerd College
Edinboro University of Pennsylvania (PASSHE)
Elizabeth City State University
Elmhurst College
Elon University School of Law

Emily Griffith Technical College
Emmanuel College
Emory University, School of Law
Erie Huron Ottawa Vocational Education (EHOVE)
ESADE
Excelsior College
Fairfield University
Fairleigh Dickinson University
Fairmont State University
Fashion Institute of Design & Merchandising (FIDM)
Faulkner University, Jones School of Law
Florida A&M University, College of Law
Florida A&M University, School of Business and Industry
Florida Coastal School of Law
Florida Gulf Coast University
Florida International University, Chaplin School of Hospitality
Florida International University, College of Business
Florida International University, College of Law
Florida State College at Jacksonville
Florida State University
Florida State University, College of Law
Fordham University
Fordham University, Gabelli School of Business (Graduate Programs)
Fordham University, Gabelli School of Business (Undergrad Programs)
Fordham University, Graduate School of Social Service
Fordham University, School of Law
Fort Lewis College
Fort Valley State University
Full Sail University
Fullerton College
Fundacion Empresa, Universidad de Navarra
Furman University
Gallaudet University
Gateway Community College
George Mason University
George Mason University, Schar School of Policy & Government
George Mason University, School of Law
George Washington University, Career Services
Georgetown College
Georgetown University, Edmund A. Walsh School of Foreign Service
Georgetown University, Law Center
Georgetown University, McCourt School of Public Policy
Georgia State University, College of Law

Georgia Tech
Georgia Tech, Scheller College of Business
Gettysburg College
Golden Gate University
Golden Gate University School of Law
Gonzaga University, School of Law
Goucher College
Governors State University
Grambling State University
Grand Canyon University
Green Mountain College
Grinnell College
Gwinnett Technical College
H. Councill Trenholm State Technical College
Hamline University
Hampden-Sydney College
Hampshire College
Hampton University
Hanover College
Harper College
Harvard University
Harvard University, Graduate School of Design
Harvard University, Graduate School of Education & Harvard Divinity School
Harvard University, Kennedy School of Government
Harvard University, Law School
Harvard University, T.H. Chan School of Public Health
Hawaii Pacific University
Hendrix College
Henry Ford College
Hofstra University, School of Law
Hong Kong Polytechnic University
Hood College
Howard University
Howard University, School of Law
Hult International Business School
IE Business School
IESE Business School, University of Navarra
Illinois State University
IMD Business School
Imperial College London, Business School
iNav (Metro Atlanta Chamber)
Independent Colleges of Indiana
Indiana Tech Law School

Indiana University Bloomington, College of Arts & Sciences
Indiana University Bloomington, Jacobs School of Music
Indiana University Bloomington, Kelley School of Business-MBA
Indiana University Bloomington, Kelley School of Business-Undergraduate
Indiana University Bloomington, Maurer School of Law
Indiana University Bloomington, School of Education
Indiana University Bloomington, School of Informatics, Computing, and Engineering
Indiana University Bloomington, School of Public & Environmental Affairs
Indiana University Bloomington, School of Public Health
Indiana University East
Indiana University Northwest
Indiana University School of Optometry
Indiana University South Bend
Indiana University Southeast
Indiana University, Kokomo
Indiana University-Purdue University, Columbus
Indiana University-Purdue University, Fort Wayne
Indiana Wesleyan University
iNet Internship Network
INSEAD
Institute of International Education
Iona College
Iowa Central Community College
Iowa College Recruiting Network (ICoRN)
Iowa State University
IST Tecnico Lisboa
IUPUI, Herron School of Art and Design
IUPUI, Kelley School of Business
IUPUI, Lilly Family School of Philanthropy
IUPUI, Office of Student Employment
IUPUI, Richard M. Fairbanks School of Public Health
IUPUI, Robert H. McKinney School of Law
IUPUI, School of Education
IUPUI, School of Engineering and Technology
IUPUI, School of Health and Rehabilitation Sciences
IUPUI, School of Informatics and Computing
IUPUI, School of Liberal Arts
IUPUI, School of Physical Education and Tourism Management
IUPUI, School of Public and Environmental Affairs
IUPUI, School of Science
IUPUI, School of Social Work
IUPUI, Talent

Ivy Tech Community Colleges
Jackson State University
Jacksonville State University
James Madison University
John Marshall Law School
Johns Hopkins University, Advanced Academic Programs Office
Johns Hopkins University, Bloomberg School of Public Health
Johns Hopkins University, Carey Business School
Johns Hopkins University, School of Advanced International Studies (SAIS)
Johnson C. Smith University
Johnson University
Juniata College
Kansas City Kansas Community College
Kendall College
Kendall College of Art and Design, Ferris State University
Kenyon College
King Abdullah University of Science and Technology (KAUST)
Koc University
Kutztown University of Pennsylvania (PASSHE)
La Salle University
Lafayette College
Lake Land College
Lake Superior State University
Laney College
Langara College
Lanier Technical College
Lansing Community College
Lehigh Carbon Community College
Les Roches International School of Hotel Management, Switzerland
Liberal Arts Career Network (LACN)
Liberty University
Liberty University, School of Law
LIM College (Laboratory Institute of Merchandising)
Lincoln Memorial University, Duncan School of Law
Linfield College
Lingnan College, Sun Yat-sen University
Lock Haven University of Pennsylvania (PASSHE)
London Business School
Los Angeles Film School
Louisiana State University
Louisiana Tech University
Lower Columbia College
Loyola Law School, Los Angeles

Loyola Marymount University
Loyola Marymount University, School of Film and Television
Loyola University Chicago
Loyola University Chicago, School of Law
Loyola University New Orleans, College of Law
Luther College
Lycoming College
Lynchburg College
Madonna University
Maharishi University of Management
Mansfield University of Pennsylvania (PASSHE)
Marian University
Marist College
Marlboro College
Marquette University Law School
Marshall University
Marymount California University
Marymount Manhattan College
Maryville University of St. Louis
Massasoit Community College
McDaniel College
Memphis College of Art
Mercer University School of Law
Mercy College
Merrimack College
MetroLink Consortium
Metropolitan Community College of Kansas City
Middlebury Institute of International Studies at Monterey
Mississippi College
Mississippi College, School of Law
Mississippi State University
Missouri Baptist University
Mitchell Hamline School of Law
Monroe College
Montgomery College
Moore College of Art & Design
Moorpark College
Morehead State University
Morgan International
Morgan State University
Mount Holyoke College
Mount Ida College
Mount St. Mary's University (CA)

Mt. San Antonio College
Mt. San Jacinto College
Murray State University
National Park Community College
Nazarbayev University
Nebraska College Recruiting Consortium
New England School of Law
New Horizons Computer Learning Center
New Jersey Institute of Technology
New York Law School
New York University
New York University, Abu Dhabi
New York University, School of Law
New York University, Shanghai
New York University, SPS Noncredit Program
New York University, Stern School of Business
Newbury College
Norco College
Norfolk State University
North Carolina A&T State University
North Carolina Central University
North Carolina Central University, School of Law
North Carolina State University
North Central University
North Dakota State University
North Park University
Northeast Alabama Community College
Northeastern University, School of Law
Northern Alberta Institute of Technology
Northern Essex Community College
Northern Illinois University
Northern Kentucky University, Chase College of Law
Northern State University
Northshore Technical Community College
Northwest Missouri State University
Northwestern University
Northwestern University, Medill School of Journalism
Northwestern University, School of Law
Northwood University
Norwalk Community College
Norwich University
Notre Dame de Namur University
Nova Southeastern University, Shepard Broad Law Center

NYC Department of Small Business Services
Oberlin College
Occidental College
Ohio Christian University
Ohio Northern University
Ohio Northern University, Pettit College of Law
Ohio State University
Ohio State University, College of Arts & Sciences
Ohio State University, College of Engineering
Ohio State University, College of Food, Agriculture & Environmental Sciences
Ohio State University, Moritz College of Law
Ohio University
Oklahoma City University School of Law
Oral Roberts University
Orange Coast College
Ouachita Baptist University
Ozyegin University
Pace University, School of Law
Palm Beach Atlantic University
Palomar College
Park University
Pasadena City College
Peirce College
Peking University, School of Transnational Law
Penn State, Alumni
Penn State, College of Agricultural Sciences
Penn State, College of Engineering
Penn State, College of Information Sciences & Technology
Penn State, College of the Liberal Arts
Penn State, Consortia
Penn State, Harrisburg
Penn State, School of Law
Penn State, Smeal College of Business
Penn State, Supply Chain & Information Systems
Penn State, The Behrend College
Penn State, University Park
Pennsylvania College of Technology
Pensacola State College
Pepperdine University School of Law
Philadelphia University
Piedmont Virginia Community College
Pikes Peak Community College
Pima Community College

Pittsburgh Technical College
Prairie View A&M University
Pratt Institute
Pueblo Community College
Purdue University
Purdue University, Krannert School of Management
Queen's University, Belfast
Queen's University, Faculty Of Law
Quinnipiac University
Quinnipiac University, School of Law
Ranken Technical College
Rasmussen College
Reed College
Regent University
Regent University, School of Law
Regis College
Rensselaer Polytechnic Institute
Renton Technical College
Resurrection University, College of Nursing and Allied Health
Rhodes College
Riverside City College
Roane State Community College
Rochester Institute of Technology
Rockhurst University
Rocky Mountain College
Rocky Mountain College of Art and Design
Roger Williams University School of Law
Roosevelt University
Rose-Hulman Institute of Technology
Rowan College at Burlington County
Rowan College at Gloucester County
Rowan University
Royal Roads University
Russell Sage College
Rutgers University Camden
Rutgers University Camden, School of Law
Rutgers University New Brunswick
Rutgers University New Brunswick, Undergraduate Business
Rutgers University Newark
Rutgers University Newark, Executive MBA
Rutgers University Newark, Graduate Business School
Rutgers University Newark, Quantitative Finance (MQF)
Rutgers University Newark, School of Law

Saddleback College
Saginaw Valley State University
Salus University
Samford University, Cumberland School of Law
San Diego State University
San Juan College
Santa Barbara City College
Santa Clara University, School of Law
Santa Fe Community College
Savannah College of Art and Design
Savannah State University
Savannah Technical College
SDA Bocconi School of Management
Seattle University, School of Law
Service Academy Career Central (SACCentral)
Seton Hall University
Seton Hall University, School of Law
Sewanee, The University of the South
Shippensburg University of Pennsylvania (PASSHE)
Siena College
Simmons College, School of Management
Singapore Management University
Singapore Management University, Centre for Social Responsibility
Singapore Management University, Dato Kho Hui Postgraduate
SIT Graduate Institute
Skidmore College
Slippery Rock University of Pennsylvania (PASSHE)
Smith College
Sonoma State University
South Central College
South Texas College of Law Houston
Southeast Missouri State University
Southeast Technical Institute
Southeastern Baptist Theological Seminary
Southeastern Louisiana University
Southeastern Technical College
Southern Connecticut State University
Southern Crescent Technical College
Southern Illinois University, College of Business
Southern Methodist University, Dedman School of Law
Southern Regional Technical College
Southern Union State Community College
Southern University Law Center

Southwestern Law School
Southwestern University
Spokane Community College
St. Ambrose University
St. Bonaventure University
St. Clair County Community College
St. Francis College
St. John's University, School of Law
St. Joseph's University
St. Leo University
St. Louis University, School of Law
St. Mary's College of Maryland
St. Mary's University, Sobey School of Business
St. Michael's College (VT)
St. Peter's University
St. Thomas Aquinas College
St. Thomas University, School of Law
St. Xavier University
Stanford University, Graduate School of Education
Stanford University, Law School
Stetson University, College of Law
Stratford University
Suffolk University Law School
SUNY College at Oneonta
SUNY College of Optometry
SUNY Cortland
SUNY Farmingdale State College
SUNY Fredonia
SUNY Hudson Valley Community College
SUNY Jefferson Community College
SUNY New Paltz
SUNY Oswego
SUNY Purchase College
SUNY University at Buffalo, Law School
SUNY University at Buffalo, School of Management
Susquehanna University
Swiss Education Group
Syracuse University
Syracuse University, College of Law
Tallahassee Community College
Temple University
Temple University, Fox School of Business
Temple University, School of Media and Communication

Temple University, School of Tourism and Hospitality Management
Texas A&M University, Bush School of Government & Public Service
Texas A&M University, College Station
Texas Southern University, Thurgood Marshall School of Law
Texas Tech University, School of Law
Texas Wesleyan University
The American University in Cairo
The College of New Rochelle
The College of William & Mary
The College of William & Mary, Law School
The College of William & Mary, Mason School of Business
The College of Wooster
The Master's Seminary
The National Society of Leadership and Success
The Southern Baptist Theological Seminary
The Universities at Shady Grove
The University of Manchester Worldwide Limited
The University of the Arts
Thomas Jefferson School of Law
Thomas Jefferson University
Thompson Rivers University
Tidewater Community College
Touro College
Touro College, Jacob D. Fuchsberg Law Center
Trident Technical College
Trident University International
Trine University
Trinity Christian College
Trinity College (CT)
Trinity University
Trinity Washington University
Trinity Western University
Troy University
Truckee Meadows Community College
Tufts University, Fletcher School of Law and Diplomacy
Tufts University, Office of Public Health
Tufts University, School of Dental Medicine
Tulane University, Law School
UCAN, University Career Action Network
UCLA
UCLA LLM Interview Program
UCLA, Luskin School of Public Affairs
UCLA, School of Law

Union University
United States International University, Africa
Universidad de Monterrey
Universidad del Sagrado Corazon
University of Akron, School of Law
University of Alabama
University of Alabama in Huntsville
University of Alabama School of Law
University of Arizona, Lundgren Center for Retailing
University of Arizona, Rogers College of Law
University of Arkansas at Fort Smith
University of Arkansas at Pine Bluff
University of Baltimore
University of Baltimore, School of Law
University of Birmingham, Business School
University of British Columbia Vancouver
University of British Columbia, Law School
University of California Berkeley, Goldman School of Public Policy
University of California Berkeley, School of Law
University of California Berkeley, School of Public Health
University of California Berkeley, School of Social Welfare
University of California Davis
University of California Davis, School of Law
University of California Irvine, School of Law
University of California Merced
University of California Riverside
University of California San Diego
University of California San Diego, Academic Internship Program
University of California San Diego, School of Global Policy and Strategy
University of California Santa Cruz
University of California, Hastings College of the Law
University of California, Washington Center
University of Chicago, Financial Mathematics
University of Chicago, Graduate Schools and Divisions
University of Chicago, Harris School of Public Policy
University of Chicago, Law School
University of Cincinnati College of Law
University of Colorado at Boulder, School of Law
University of Connecticut, School of Law
University of Dallas
University of Denver, Graduate School of International Studies
University of Denver, Sturm College of Law
University of Evansville

University of Florida
University of Florida, Levin College of Law
University of Florida, Warrington/Hough Business
University of Georgia, School of Law
University of Hawaii at Manoa, Shidler College of Business
University of Houston
University of Houston, Bauer College of Business
University of Houston, College of Technology
University of Houston, Conrad Hilton College
University of Houston, Cullen College of Engineering
University of Houston, Health and Human Performances
University of Houston, Law Center
University of Idaho, College of Law
University of Illinois at Chicago
University of Illinois at Springfield
University of Illinois at Urbana-Champaign, College of Law
University of Iowa
University of Iowa, College of Law
University of Johannesburg
University of Kansas
University of Kansas, School of Law
University of Kentucky, College of Law
University of La Verne
University of Louisville, Brandeis School of Law
University of Louisville, College of Business
University of Louisville, Speed School of Engineering
University of Maine
University of Maine at Augusta
University of Maine, School of Law
University of Manitoba, Asper School of Business
University of Maryland Baltimore County
University of Maryland Baltimore, Francis King Carey School of Law
University of Maryland College Park
University of Maryland College Park, Clark School of Engineering
University of Maryland College Park, School of Public Policy
University of Massachusetts Amherst
University of Massachusetts Dartmouth, School of Law
University of Massachusetts, Amherst, Isenberg School of Management
University of Memphis
University of Memphis, Cecil C. Humphreys School of Law
University of Miami, School of Law
University of Miami, Ziff School of Business
University of Michigan Ann Arbor, College of Engineering

University of Michigan Ann Arbor, College of Literature, Science & the Arts
University of Michigan Ann Arbor, Law School
University of Michigan Ann Arbor, School of Education
University of Michigan Ann Arbor, School of Information
University of Michigan Ann Arbor, School of Natural Resources & Environment
University of Michigan Ann Arbor, School of Public Health
University of Michigan Dearborn
University of Michigan, Gerald R. Ford School of Public Policy
University of Michigan-Flint
University of Minnesota at Minneapolis, School of Law
University of Missouri Kansas City
University of Missouri Kansas City, School of Law
University of Nebraska Lincoln
University of Nebraska Lincoln, College of Law
University of Nevada Las Vegas
University of Nevada Las Vegas, William S. Boyd School of Law
University of New Hampshire
University of New Hampshire, School of Law
University of New Haven
University of North Alabama
University of North Carolina at Chapel Hill, Kenan-Flagler Executive MBA
University of North Carolina at Chapel Hill, School of Law
University of North Carolina at Charlotte
University of North Carolina at Greensboro
University of North Texas at Dallas, College of Law
University of Northern Iowa
University of Notre Dame
University of Notre Dame, Law School
University of Oklahoma College of Law
University of Oregon, School of Law
University of Ottawa's Common Law
University of Oxford, Said Business School
University of Pennsylvania, School of Law
University of Pittsburgh at Bradford
University of Pittsburgh, Graduate School of Education
University of Pittsburgh, Graduate School of Public and International Affairs
University of Pittsburgh, Katz Graduate School of Business
University of Puget Sound
University of Richmond
University of Richmond, School of Law
University of Rochester, Simon Graduate School of Business
University of San Francisco, School of Law
University of South Carolina Upstate

University of South Carolina, School of Law
University of Southern California
University of Southern California, Gould School of Law
University of Southern California, Marshall School of Business-Undergraduate
University of Southern California, Price School of Public Policy
University of Southern California, Rossier School of Education
University of Southern California, School of Cinematic Arts
University of Southern California, Viterbi School of Engineering
University of Southern California, Annenberg School for Communication & Journalism
University of Southern Indiana
University of Southern Maine
University of St. Joseph
University of St. Thomas
University of St. Thomas, Opus College of Business
University of St. Thomas, School of Law
University of Strathclyde, Graduate School of Business
University of Sydney, Graduate School of Business
University of Tennessee at Chattanooga
University of Tennessee at Knoxville, College of Law
University of Texas at Austin, Jackson School of Geosciences
University of Texas at Austin, Lyndon B. Johnson School of Public Affairs
University of Texas at Austin, School of Architecture
University of Texas at Austin, School of Information
University of Texas at Austin, School of Law
University of the District of Columbia, David A. Clarke School of Law
University of the Fraser Valley
University of the Pacific
University of the Pacific, McGeorge School of Law
University of Toledo
University of Toledo, College of Law
University of Toronto at Scarborough
University of Toronto, Faculty of Law
University of Tulsa, College of Law
University of Virginia, Alumni Association
University of Virginia, School of Law
University of Waikato
University of Washington, Evans School of Public Policy & Governance
University of Washington, Foster School of Business MBA Program
University of Washington, Information School
University of Washington, School of Law
University of West Georgia
University of Western Ontario, Faculty of Law

University of Windsor, Faculty of Law
University of Wisconsin at Madison, College of Agricultural & Life Sciences
University of Wisconsin at Madison, College of Letters & Science
University of Wisconsin at Madison, Department of Athletics
University of Wisconsin at Madison, Law School
University of Wisconsin at Madison, School of Education
University of Wisconsin at Madison, School of Pharmacy
University of Wisconsin at Madison, Undergraduate School of Business
University of Wyoming, College of Law
Valparaiso University Law School
Vanderbilt University
Vanderbilt University, Law School
Vanderbilt University, Owen Graduate School of Management
Vanguard University
Ventura College
Vermont Law School
Villanova University, School of Law
Vincennes University
Virginia International University
Virginia State University
Virginia Union University
Virginia Wesleyan College
Virginia Western Community College
Wabash College
Wade College
Wagner College
Wake Forest University School of Law
Walsh College of Accountancy and Business
Wartburg College
Warwick Business School
Washburn University School of Law
Washington University in St. Louis
Washington University in St. Louis, George Warren Brown School of Social Work
Washington University in St. Louis, Olin Undergrad Business School
Washington University in St. Louis, School of Law
Washtenaw Community College
Wayne State University, Graduate School
Wayne State University, Law School
Wayne State University, School of Business Administration
Webster University
West Chester University of Pennsylvania (PASSHE)
West Georgia Technical College
West Kentucky Community and Technical College

West Virginia State University
West Virginia University
West Virginia University, College of Law
Western Illinois University
Western Kentucky University
Western Michigan University Cooley Law School
Western New England University School of Law
Western State University College of Law
Western Washington University
Westmont College
Whittier Law School
Whitworth University
Widener University, Commonwealth Law School
Widener University, Delaware Law School
Willamette University, College of Law
William James College
William Jewell College
William Paterson University of New Jersey
Wilmington College
Winthrop University
Wiregrass Georgia Technical College
Xavier University
Yale University
Yale University, Divinity School
Yale University, Law School
Yale-NUS College
Yeshiva University
Yeshiva University, Benjamin N. Cardozo School of Law
York College of Pennsylvania
York Technical College
York University
Youngstown State University



JOB POSTING

MAINTENANCE TECHNICIAN 403(g) (requisition #34663)

RESPONSIBILITIES :

CBS 2 / WLNY-TV is looking for an experienced television maintenance technician. This position deals primarily with the live studio/control room, graphics, newsroom and ingest, but can also be called upon for computer networking, transmitter and microwave troubleshooting. This is a fast-paced environment that requires fast accurate thinking during times of high pressure.

The successful candidate must be familiar with all forms of TV signal propagation, including baseband analog NTSC, SDi and HDSDi, ASI, IP and ATSC transport streams.

Methodical troubleshooting techniques are required as is the ability to design and construct video/audio/computer subsystems.

Live TV is a 24/7 environment and all candidates must be able to work all shifts and overtime as required. Individual must also be very customer support driven to support all different levels of personalities.

QUALIFICATIONS:

Computer networking is a requirement; Cisco certification is a plus.

Candidate should be very familiar with the following equipment as it will need to be maintained and/or interconnected: Non-linear editing (GVG Aurora), Newsroom production (iNews), Production control (Sony ELC), Switchers, Audio consoles, Graphics equipment (Chyron, Apple, Dell), Routing switcher (Harris Platinum), Satellite/microwave ingest (Sencore, Harris), Intercom/IFB (Adam).

HOW TO APPLY:

Go to the CBS Corporation website (www.cbscorporation.com/careers).
Search for jobs in the CBS Television Stations business unit in New York, NY.
A list of jobs will appear and click on the job you want to apply for.

WCBS-TV / WLYN-TV CURRENT SOURCES FOR JOB POSTINGS

The Bridge to Independence & Career Opportunity
22 Eagle Road
Danbury, CT 06810
203-743-6695 (phone)
203-743-6816 (fax)
Contact: Carole DeRoberts
Tbico1@aol.com

Black United Fund of New Jersey
~~132 South Harrison Street~~ 403 West 7th Street
~~East Orange, NJ 07018~~ Plainfield, NJ 07060
973-676-5283 (phone) x102
973-672-5030 (fax)
Contact: Sondra Clark
sclark@aafnj.org

African American
Fund of NJ
132 Harrison Street East
Orange, NJ 07017.

Community Resource Database of Long Island
101 Eastwood Boulevard
Centereach, NY 11720-2745
631-585-9393 (phone)
631-585-xxxx (fax)
Contact: Loretta Piscatella
www.crdli@mcpl.lib.ny.us

Mailed
7/18/2019.

The New York Urban League
204 West 136th Street
New York, NY 10030
212-926-8000 (phone)
212-926-8661 (fax)
Contact: Diana Coleman
dcoleman@nyul.org

One Hundred Black Men of New York
299 Park Avenue
New York, NY 10171
212-777-7070 (phone)
212-995-5145 (fax)
Contact: Steven Board
www.ohbm.org

Mailed
7/18/19

One Hundred Black Men of New Jersey, Inc.
~~3587 Highway 9, Unit 529~~ P.O. Box 1206
Freehold, NJ 7728- Newark, NJ 07101
732-735-0412 (phone)
Contact: Jerrid Douglas
<http://www.100bmj.org>

*Mailed
7/18/14.*

Statewide Hispanic Chamber of Commerce of New Jersey
One Gateway Center
Suite 903
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973-900-5886 (phone)
866-226-1828 (fax)
Contact: Erica Horton
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New York Association of Black Journalists
P.O. Box #234
2214 Frederick Douglass Blvd.
New York, NY 10026
212-252-5332 (phone)
Contact: Michael Fenney
nyabj@yahoo.com

*- not sent;
they now charge
a fee to
post open
jobs*

National Association of Hispanic Journalists-New York genymca@gmail.com
New York, NY
<http://nahjnyc.tumblr.com/tagged/jobs> Geraldine Cois Azocar

Asian American Journalists Federation-New York
aajanyjobs@googlegroups.com

National Lesbian & Gay Journalist Association
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The Harlem Business Alliance
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866-429-6319 (fax)
Contact: Regina Smith
rsmith@hbany.org

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22 West 38th Street #11
New York, NY 10018
212-944-0564 (phone)
212-921-5342 (fax)
Contact: Aimee Althoff
aalthoff@jobpathnyc.org

Native American Journalists Association
395 W. Lindsey St.
Norman OK, 73019-4201
405-325-1649 (phone)
405-325-6945 (fax)

*Mailed
7/18/19*

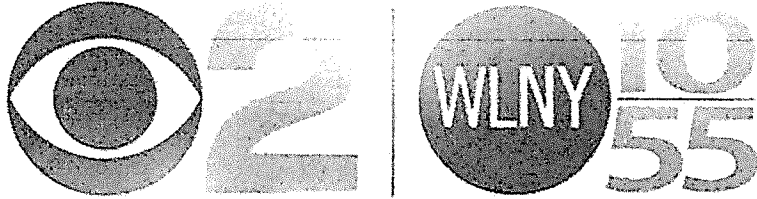
Bronxnet
250 Bedford Park Boulevard West
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718-960-8769 (phone)
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Contact: Marisa White
marisa@bronxnet.org

Community Association of Progressive Dominicans
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212-781-5500 (phone)
212-927-6089 (fax)
www.acdp.org

*Mailed
7/18/19*

Long Island University-CW Post
720 Northern Boulevard
Brookville, NY 11548
516-299-2259 (phone)
Contact: Jason Cascone
jason.cascone@liu.edu

*Mailed
7/18/19*



JOB POSTING

MAINTENANCE TECHNICIAN 403(g) (requisition #31825)

RESPONSIBILITIES :

CBS 2 / WLNY-TV is looking for an experienced television maintenance technician. This position deals primarily with the live studio/control room, graphics, newsroom and ingest, but can also be called upon for computer networking, transmitter and microwave troubleshooting. This is a fast-paced environment that requires fast accurate thinking during times of high pressure.

The successful candidate must be familiar with all forms of TV signal propagation, including baseband analog NTSC, SDi and HDSDi, ASI, IP and ATSC transport streams.

Methodical troubleshooting techniques are required as is the ability to design and construct video/audio/computer subsystems.

Live TV is a 24/7 environment and all candidates must be able to work all shifts and overtime as required. Individual must also be very customer support driven to support all different levels of personalities.

QUALIFICATIONS:

Computer networking is a requirements; Cisco certification is a plus.

Candidate should be very familiar with the following equipment as it will need to be maintained and/or interconnected; Non-linear editing (GVG Aurora), Newsroom production (iNews), Production control (Sony ELC), Switchers, Audio consoles, Graphics equipment (Chyron, Apple, Dell), Routing switcher (Harris Platinum), Satellite/microwave ingest (Sencore, Harris), Intercom/IFB (Adam).

HOW TO APPLY:

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sclark@aafnj.org

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Centereach, NY 11720-2745
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Contact: Loretta Piscatella
www.crdli@mcpl.lib.ny.us

*Mailed
8/13/18*

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Contact: Steven Board
www.ohbm.org

*Mailed
8/13/18*

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732-735-0412 (phone)
Contact: Jerrid Douglas
<http://www.100bmj.org>

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8/13/18*

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New York, NY 10026
212-252-5332 (phone)
Contact: Michael Fenney
nyabj@yahoo.com

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8/13/18*

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*gerymca@gmail.com
Geraldine Cois Azocar*

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National Lesbian & Gay Journalist Association
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Contact: Regina Smith
rsmith@hbany.org

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Contact: Aimee Althoff
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718-960-8769 (phone)
718-960-7150 (fax)
Contact: Marisa White
marisa@bronxnet.org

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212-927-6089 (fax)
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720 Northern Boulevard
Brookville, NY 11548
516-299-2259 (phone)
Contact: Jason Cascone
jason.cascone@liu.edu

*Mailed
8/13/18.*

Kelly, Kathleen M

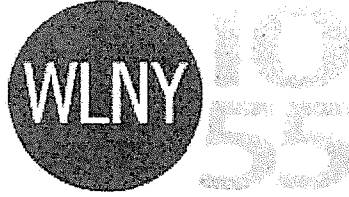
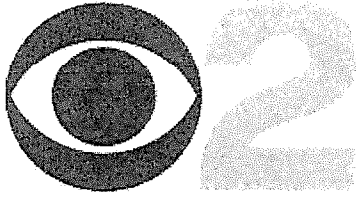
From: Kelly, Kathleen M
Sent: Monday, August 13, 2018 11:17 AM
To: 'gerymca@gmail.com'
Subject: Job Posting
Attachments: Maintenance Technician 403(g) job posting.docx

Hi Geraldine –

One more job posting for CBS 2 / WLNY-TV.

Can you please post this for your members?

Thanks!
Kathleen



JOB POSTING

Producer/Writer (requisition #31748)

CBS 2 is seeking a strong newscast producer with major market experience and proven leadership skills. The ideal candidate will thrive on breaking news; has a strong understanding of social media and how to drive content to and from various social media platforms; has high journalistic standards and will bring fresh, innovative ideas to a vibrant newsroom. Ultimately, we are looking for a creative producer who understands how to present complex stories, use social media platforms to drive viewership to our broadcasts and serve a diverse audience.

Responsibilities include:

- Produce 30 or 60 minute newscasts
- Responsible for story selection and editorial content of stories, requires an eye for stories that can be used in newscasts that have both a relevance to the viewer as well as an appeal to a larger social media audience.
- Time programs and segments with a good sense of pacing, energy and urgency.
- Must have the ability, understanding and forethought to use social media as a promotional platform to drive viewers to watch our news programs.
- Continuously gathering, evaluating, writing and assembling stories into newscast form in order to provide complete, accurate and compelling newscasts.
- Working with anchors, executive producers, reporters and editors in refining, graphically enhancing and adding production value to stories to produce the best possible newscast.
- Ability to update and create news posts for our social media pages keeping on top of trending news.
- Write newscast teases.
- Constantly monitor wires and feed sources for updated information.
- Respond aggressively to breaking news, and also updating our social media pages with video and written content to help drive viewership to our on-air produced newscasts.
- Position includes some news writing. Must be able to create compelling, succinct and clear news stories from raw material such as unedited video, reporter notes, telephone conversations and desk notes.
- Must be able to work overnights, weekends and holidays when necessary.

Candidate must have a minimum of 4 years of producing experience in a major market and at least 2 years of television news writing in a major market. Individual must be an excellent journalist, writer and leader willing to express and support his/her editorial ideas at editorial meetings. Must be a bold thinker. Must have control room experience with live breaking news coverage. Must also have experience writing news stories for broadcast.

HOW TO APPLY:

Go to the CBS Corporation website (www.cbscorporation.com/careers).

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WCBS-TV / WLYN-TV CURRENT SOURCES FOR JOB POSTINGS

The Bridge to Independence & Career Opportunity
22 Eagle Road
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203-743-6695 (phone)
203-743-6816 (fax)
Contact: Carole DeRoberts
Tbico1@aol.com

Black United Fund of New Jersey
~~132 South Harrison Street~~ 403 West 7th Street
East Orange, NJ 07018 Plainfield, NJ 07060
973-676-5283 (phone) x102
973-672-5030 (fax)
Contact: Sondra Clark
sclark@aafnj.org

African American
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132 Harrison Street East
Orange, NJ 07017

Community Resource Database of Long Island
101 Eastwood Boulevard
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631-585-9393 (phone)
631-585-xxxx (fax)
Contact: Loretta Piscatella
www.crdli@mcpl.lib.ny.us

Mailed
8/2/18

The New York Urban League
204 West 136th Street
New York, NY 10030
212-926-8000 (phone)
212-926-8661 (fax)
Contact: Diana Coleman
dcoleman@nyul.org

One Hundred Black Men of New York
299 Park Avenue
New York, NY 10171
212-777-7070 (phone)
212-995-5145 (fax)
Contact: Steven Board
www.ohbm.org

Mailed
8/2/18

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3587 Highway 9, Unit 529 P.O. Box 1200
Freehold, NJ 7728- New Jersey NJ 07101
732-735-0412 (phone)
Contact: Jerrid Douglas
<http://www.100bmj.org>

*Mailed
8/2/15*

Statewide Hispanic Chamber of Commerce of New Jersey
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chamber@shccnj.org

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212-252-5332 (phone)
Contact: Michael Fenney
nyabj@yahoo.com

*- Emailed
8/2/15*

National Association of Hispanic Journalists-New York gerymca@gmail.com
New York, NY
<http://nahinyc.tumblr.com/tagged/jobs> *Geraldine Cois Azocar*

Asian American Journalists Federation-New York
aaianjobs@googlegroups.com

National Lesbian & Gay Journalist Association
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Contact: Regina Smith
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Job Path
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Contact: Aimee Althoff
aalthoff@jobpathnyc.org

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395 W. Lindsey St.
Norman OK, 73019-4201
405-325-1649 (phone)
405-325-6945 (fax)

*Mailed
8/21/18.*

Bronxnet
250 Bedford Park Boulevard West
Bronx, NY 10468
718-960-8769 (phone)
718-960-7150 (fax)
Contact: Marisa White
marisa@bronxnet.org

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*Mailed
8/21/18*

Long Island University-CW Post
720 Northern Boulevard
Brookville, NY 11548
516-299-2259 (phone)
Contact: Jason Cascone
jason.cascone@liu.edu

*Mailed
8/21/18*

Kelly, Kathleen M

From: Kelly, Kathleen M
Sent: Thursday, August 02, 2018 12:40 PM
To: 'gerymca@gmail.com'
Subject: Job posting
Attachments: WCBS Producer Job Posting.doc

Hi Geraldine –

Sorry for all the recent e-mails, but I have another open job that I hope you can post for your members.

Thanks!!
Kathleen



JOB POSTING

Web Producer (requisition # 33168)

CBSNewYork.com is looking for a strong multi-media producer to join our dynamic team at the CBS 2 / WLNY-TV 10/55 station studios with the CBS Broadcast Center in New York. We feature the latest local news, politics, sports, traffic and weather as well as “The Best of New York.”

The ideal candidate will be a passionate news junkie with his/her finger on the pulse of NYC. We are looking for someone who:

- Thrives under unrelenting deadline pressure.
- Can quickly and accurately report on a variety of platforms.
- Writes engaging, sticky, creative copy that is also SEO friendly.
- Is a social media addict and very comfortable using Instagram, Facebook, Twitter, Reddit and more.
- Generates attention-grabbing headlines with speed and ease.
- Produces copy on a wide variety of topics that you just know will go viral.
- Has an interest/deep knowledge of our local sports teams.
- Has the ability to wear at least 6 hats at once and enjoys working in a fast-paced newsroom environment.

Individuals must have:

- A Bachelor’s degree in Journalism or related field
- Photoshop
- Web Publishing
- At least 2 years working in a newsroom or for a news website
- Excellent writer with a working knowledge of AP writing style

Ideal candidates will also have experience with WordPress, iNews and video editing software.

HOW TO APPLY:

Go to the CBS Corporation website (www.cbscorporation.com/careers).

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Contact: Jason Cascone
jason.cascone@liu.edu

*Mailed
2/15/19*



JOB POSTING

Accountant (requisition # 33498)

Main Responsibilities:

- Manages accounts payable, which includes customer vendor relations and handling all check disbursements, W9, S121, 1099 and tax related matters. Ensures that all invoices match up with appropriate and approved Purchase Orders (POs).
- Develops, implements and maintains systems, procedures and policies, including accounts payable functions to ensure adherence to company guidelines.
- Assists with monthly closing of financial records and posting of month-end information; ensures accuracy of financial statements.
- Reconciles intercompany account at month end and books journal entries to clear out balances.
- Prepares and posts various journal entries.
- Performs monthly AP reconciliations.
- Provides accounting assistance to project managers and operations staff; responds to financial questions/concerns to meet business needs.
- Acts as liaison between the company, government and external accountants to meet information needs and to ensure that proper information is maintained for historical purposes.
- Monitors operating and capital spending for adherence to budget.

Qualifications:

- Bachelor's degree in Accounting, Finance or related field or equivalent combination of education and experience.
- Minimum of 5 years of accounting experience, which includes 1099 filing.
- One or more years of leadership experience included.
- Experience working with generally accepted accounting principles and Oracle accounting software.
- Strong personal computer and business solutions software skills.
- Strong interpersonal skills for interacting with personnel both inside and outside of the Company.
- Strong analytical and problem solving skills.
- Good planning and organizational skills and good communications skills.

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Contact: Sondra Clark
sclark@aafnj.org

African American
Fund of NJ
132 Harrison Street East
Orange, NJ 07017

Community Resource Database of Long Island
101 Eastwood Boulevard
Centereach, NY 11720-2745
631-585-9393 (phone)
631-585-xxxx (fax)
Contact: Loretta Piscatella
www.crdli@mcpl.lib.ny.us

Mailed
3/26/19

The New York Urban League
204 West 136th Street
New York, NY 10030
212-926-8000 (phone)
212-926-8661 (fax)
Contact: Diana Coleman
dcoleman@nyul.org

One Hundred Black Men of New York
299 Park Avenue
New York, NY 10171
212-777-7070 (phone)
212-995-5145 (fax)
Contact: Steven Board
www.ohbm.org

Mailed
3/26/19

One Hundred Black Men of New Jersey, Inc.
3587 Highway 9, Unit 529 P.O. Box 1206
Freehold, NJ 7728 Newark, NJ 07101
732-735-0412 (phone)
Contact: Jerrid Douglas
<http://www.100bmj.org>

*Mailed
3/26/19.*

Statewide Hispanic Chamber of Commerce of New Jersey
One Gateway Center
Suite 903
Newark, NJ 07102
973-900-5886 (phone)
866-226-1828 (fax)
Contact: Erica Horton
chamber@shccnj.org

New York Association of Black Journalists
P.O. Box #234
2214 Frederick Douglass Blvd.
New York, NY 10026
212-252-5332 (phone)
Contact: Michael Fenney
nyabj@yahoo.com

*No longer
accepting
job postings
for free*

National Association of Hispanic Journalists-New York *gerymca@zmail.com*
New York, NY *Geraldine Cols Azocar*
<http://nahjnyc.tumblr.com/tagged/jobs>

Asian American Journalists Federation-New York
aajanyjobs@googlegroups.com

National Lesbian & Gay Journalist Association
New York, NY
info@nlgja.org

The Harlem Business Alliance
275 Lenox Avenue
New York, NY 10027
212-665-7010 (phone)
866-429-6319 (fax)
Contact: Regina Smith
rsmith@hbany.org

Job Path
22 West 38th Street #11
New York, NY 10018
212-944-0564 (phone)
212-921-5342 (fax)
Contact: Aimee Althoff
aalthoff@jobpathnyc.org

Native American Journalists Association
395 W. Lindsey St.
Norman OK, 73019-4201
405-325-1649 (phone)
405-325-6945 (fax)

*Mailed
3/26/19.*

Bronxnet
250 Bedford Park Boulevard West
Bronx, NY 10468
718-960-8769 (phone)
718-960-7150 (fax)
Contact: Marisa White
marisa@bronxnet.org

Community Association of Progressive Dominicans
3940 Broadway
2nd Floor
New York, NY 10032
212-781-5500 (phone)
212-927-6089 (fax)
www.acdp.org

*Mailed
3/26/19*

Long Island University-CW Post
720 Northern Boulevard
Brookville, NY 11548
516-299-2259 (phone)
Contact: Jason Cascone
jason.cascone@liu.edu

*Mailed
3/26/19.*



JOB POSTING

Assignment Editor (requisition # 33966)

WCBS-TV / WLNY-TV currently has an opening for an Assignment Editor.

Responsibilities include:

- Helping to generate, research and assign news stories to reporters, photographers and editors on a daily basis to ensure timely and consistent coverage of local news
- Make outgoing phone calls to set up news stories and gather accurate information from multiple agencies for broadcast and online use
- Monitoring scanners and emergency services agencies
- Taking incoming calls and determining news worthiness
- Taking direction from assignment managers and upper news management
- Assigning editing duties and rolling feed tape numerous times each day
- Maintaining regular and predictable attendance

Bachelor's or technical degree in broadcast journalism or related field.

3-5 years of experience preferred with a minimum of 1 year as an Assignment Editor at a medium/large market television station.

Experience with Avid iNews computer system preferred.

Ability to work on multiple tasks under tight deadlines.

Excellent verbal and written communication skills and the ability to work effectively and professionally with newsroom personnel and the public.

Must be willing and able to work overnights and/or weekends and holidays.

HOW TO APPLY:

Go to the CBS Corporation website (www.cbscorporation.com/careers).

Search for jobs in the CBS Television Stations business unit in New York, NY.

A list of jobs will appear and click on the job you want to apply for.

WCBS-TV / WLYN-TV CURRENT SOURCES FOR JOB POSTINGS

The Bridge to Independence & Career Opportunity
22 Eagle Road
Danbury, CT 06810
203-743-6695 (phone)
203-743-6816 (fax)
Contact: Carole DeRoberts
Tbico1@aol.com

Black United Fund of New Jersey
~~132 South Harrison Street~~ 403 West 7th Street
~~East Orange, NJ 07018~~ Plainfield, NJ 07060
973-676-5283 (phone) x102
973-672-5030 (fax)
Contact: Sondra Clark
sclark@aafnj.org

African American
Fund of NJ
132 Harrison Street East
Orange, NJ 07017

Community Resource Database of Long Island
101 Eastwood Boulevard
Centereach, NY 11720-2745
631-585-9393 (phone)
631-585-xxxx (fax)
Contact: Loretta Piscatella
www.crdli@mcpl.lib.ny.us

Mailed
5/9/2019.

The New York Urban League
204 West 136th Street
New York, NY 10030
212-926-8000 (phone)
212-926-8661 (fax)
Contact: Diana Coleman
dcoleman@nyul.org

One Hundred Black Men of New York
299 Park Avenue
New York, NY 10171
212-777-7070 (phone)
212-995-5145 (fax)
Contact: Steven Board
www.ohbm.org

Mailed
5/9/2019.

One Hundred Black Men of New Jersey, Inc.
~~3587 Highway 9, Unit 529~~ P.O. Box 1206
Freehold, NJ 7728 Newark, NJ 07101
732-735-0412 (phone)
Contact: Jerrid Douglas
<http://www.100bmj.org>

*Mailed
5/9/2019.*

Statewide Hispanic Chamber of Commerce of New Jersey
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National Association of Hispanic Journalists-New York gerymca@gmail.com
New York, NY
<http://nahjnyc.tumblr.com/tagged/jobs> *Geraldine Cois Azocar*

*no longer
accepts
emails*

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aaianyjobs@googlegroups.com

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Contact: Regina Smith
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Job Path
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212-944-0564 (phone)
212-921-5342 (fax)
Contact: Aimee Althoff
aalthoff@jobpathnyc.org

Native American Journalists Association
395 W. Lindsey St.
Norman OK, 73019-4201
405-325-1649 (phone)
405-325-6945 (fax)

*Mailed
5/9/2019.*

Bronxnet
250 Bedford Park Boulevard West
Bronx, NY 10468
718-960-8769 (phone)
718-960-7150 (fax)
Contact: Marisa White
marisa@bronxnet.org

Community Association of Progressive Dominicans
3940 Broadway
2nd Floor
New York, NY 10032
212-781-5500 (phone)
212-927-6089 (fax)
www.acdp.org

*Mailed
5/9/2019*

Long Island University-CW Post
720 Northern Boulevard
Brookville, NY 11548
516-299-2259 (phone)
Contact: Jason Cascone
jason.cascone@liu.edu

*Mailed
5/9/2019*



JOB POSTING

Assignment Editor (requisition # 32770)

WCBS-TV / WLNY-TV currently has an opening for an Assignment Editor.

Responsibilities include:

- Helping to generate, research and assign news stories to reporters, photographers and editors on a daily basis to ensure timely and consistent coverage of local news
- Make outgoing phone calls to set up news stories and gather accurate information from multiple agencies for broadcast and online use
- Monitoring scanners and emergency services agencies
- Taking incoming calls and determining news worthiness
- Taking direction from assignment managers and upper news management
- Assigning editing duties and rolling feed tape numerous times each day
- Maintaining regular and predictable attendance

Bachelor's or technical degree in broadcast journalism or related field.

3-5 years of experience preferred with a minimum of 1 year as an

Assignment Editor at a medium/large market television station.

Experience with Avid iNews computer system preferred.

Ability to work on multiple tasks under deadline.

Excellent verbal and written communication skills and the ability to work effectively and professionally with newsroom personnel and the public.

HOW TO APPLY:

Go to the CBS Corporation website (www.cbscorporation.com/careers).

Search for jobs in the CBS Television Stations business unit in New York, NY.

A list of jobs will appear and click on the job you want to apply for.

WCBS-TV / WLYN-TV CURRENT SOURCES FOR JOB POSTINGS

The Bridge to Independence & Career Opportunity
22 Eagle Road
Danbury, CT 06810
203-743-6695 (phone)
203-743-6816 (fax)
Contact: Carole DeRoberts
Tbico1@aol.com

Black United Fund of New Jersey
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973-672-5030 (fax)
Contact: Sondra Clark
sclark@aafnj.org

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Orange NJ 07017

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631-585-xxxx (fax)
Contact: Loretta Piscatella
www.crdli@mcpl.lib.ny.us

mailed
12/20/18

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212-926-8661 (fax)
Contact: Diana Coleman
dcoleman@nyul.org

One Hundred Black Men of New York
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New York, NY 10171
212-777-7070 (phone)
212-995-5145 (fax)
Contact: Steven Board
www.ohbm.org

mailed
12/20/18

One Hundred Black Men of New Jersey, Inc.
3587 Highway 9, Unit 529
Freehold, NJ 7728-
732-735-0412 (phone)
Contact: Jerrid Douglas
<http://www.100bmj.org>

*Mailed
12/20/18*

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One Gateway Center
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12/20/18*

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gerymca@gmail.com

Geraldine Cois Azocar

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Contact: Regina Smith
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212-921-5342 (fax)
Contact: Aimee Althoff
aalthoff@jobpathnyc.org

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395 W. Lindsey St.
Norman OK, 73019-4201
405-325-1649 (phone)
405-325-6945 (fax)

*Mailed
12/20/18*

Bronxnet
250 Bedford Park Boulevard West
Bronx, NY 10468
718-960-8769 (phone)
718-960-7150 (fax)
Contact: Marisa White
marisa@bronxnet.org

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3940 Broadway
2nd Floor
New York, NY 10032
212-781-5500 (phone)
212-927-6089 (fax)
www.acdp.org

*Mailed
12/20/18*

Long Island University-CW Post
720 Northern Boulevard
Brookville, NY 11548
516-299-2259 (phone)
Contact: Jason Cascone
jason.cascone@liu.edu

*Mailed
12/20/18*

Kelly, Kathleen M

From: Kelly, Kathleen M
Sent: Thursday, December 20, 2018 10:31 AM
To: 'gerymca@gmail.com'
Subject: Job Posting
Attachments: WCBS-WLNY Assignment Editor Job Posting.doc

Geraldine –

Please post the attached job for your members.

Thanks!
Kathleen



JOB POSTING

Associate Digital Line Producer (requisition # 34901)

CBSN-Local is looking for an Associate Digital Line Producer to work on CBSN-NY's local live streaming network. The ADLP will work with the Digital Line Producers (DLPs) and the control room teams managing and optimizing live and on demand video content for mobile, desktop and OTT platforms.

The role requires close coordination with DLPs, Senior and Broadcast Line Producers during live news programs, but the ADLP will assist with writing headlines and maximizing SEO and shareability and working with video editors and social media team to edit and publish out video.

Responsibilities include:

- Assisting with timing in a control room environment.
- Helping to code/stack rundown content at the direction of the show producers with regard to video, graphics, scripts and other elements.
- Anticipate the needs of the DLP and the show with regard to video, graphics, scripts and other elements while also taking direction from senior producers.
- Helping to coordinate with the senior and line producers during live news programs.
- Assist with building show rundowns.

Required skills/qualifications:

- Recent college grad with 1+ years of experience preferred in helping to create and build show rundowns in cable, broadcast or digital environment.
- Ability to work under extremely tight deadlines to write headlines and edit video for live digital broadcast.
- Thorough knowledge of social media and the competitive digital news environment.
- Familiarity with Avid editing systems and ENPS and iNews.
- Available for early mornings, nights, overnights, weekends, holidays; this is a 24-hour streaming service.
- Experience with Crispin and iNews is a huge plus.
- Understanding of SEO.

HOW TO APPLY:

Go to the CBS Corporation website (www.cbscorporation.com/careers).

Search for jobs in the CBS Television Stations business unit in New York, NY.

A list of jobs will appear and click on the job you want to apply for.

WCBS-TV / WLYN-TV CURRENT SOURCES FOR JOB POSTINGS

The Bridge to Independence & Career Opportunity
22 Eagle Road
Danbury, CT 06810
203-743-6695 (phone)
203-743-6816 (fax)
Contact: Carole DeRoberts
Tbico1@aol.com

Black United Fund of New Jersey
~~132 South Harrison Street~~ 403 West 7th Street
East Orange, NJ 07018 Plainfield, NJ 07060
973-676-5283 (phone) x102
973-672-5030 (fax)
Contact: Sondra Clark
sclark@aafnj.org

African American
Fund of NJ
132 Harrison Street East
Orange, NJ 07017

Community Resource Database of Long Island
101 Eastwood Boulevard
Centereach, NY 11720-2745
631-585-9393 (phone)
631-585-xxxx (fax)
Contact: Loretta Piscatella
www.crdli@mcpl.lib.ny.us

Mailed
8/13/19.

The New York Urban League
204 West 136th Street
New York, NY 10030
212-926-8000 (phone)
212-926-8661 (fax)
Contact: Diana Coleman
dcoleman@nyul.org

One Hundred Black Men of New York
299 Park Avenue
New York, NY 10171
212-777-7070 (phone)
212-995-5145 (fax)
Contact: Steven Board
www.ohbm.org

Mailed
8/13/19.

One Hundred Black Men of New Jersey, Inc.
~~3587 Highway 9, Unit 529~~ P.O. Box 1206
Freehold, NJ 7728 Newark, NJ 07101
732-735-0412 (phone)
Contact: Jerrid Douglas
<http://www.100bmnj.org>

*mailed
8/13/19.*

Statewide Hispanic Chamber of Commerce of New Jersey
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chamber@shccnj.org

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P.O. Box #234
2214 Frederick Douglass Blvd.
New York, NY 10026
212-252-5332 (phone)
Contact: Michael Fenney
nyabj@yahoo.com

*- no longer
send postings -
they are
charging a
fee for
each job
posting*

National Association of Hispanic Journalists-New York genymca@gmail.com
New York, NY
<http://nahjnyc.tumblr.com/tagged/jobs> *Geraldine Cois Azocar*

Asian American Journalists Federation-New York
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National Lesbian & Gay Journalist Association
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The Harlem Business Alliance
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Contact: Regina Smith
rsmith@hbany.org

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New York, NY 10018
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212-921-5342 (fax)
Contact: Aimee Althoff
aalthoff@jobpathnyc.org

Native American Journalists Association
395 W. Lindsey St.
Norman OK, 73019-4201
405-325-1649 (phone)
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*Mailed
8/13/19.*

Bronxnet
250 Bedford Park Boulevard West
Bronx, NY 10468
718-960-8769 (phone)
718-960-7150 (fax)
Contact: Marisa White
marisa@bronxnet.org

Community Association of Progressive Dominicans
3940 Broadway
2nd Floor
New York, NY 10032
212-781-5500 (phone)
212-927-6089 (fax)
www.acdp.org

*Mailed
8/13/19*

Long Island University-CW Post
720 Northern Boulevard
Brookville, NY 11548
516-299-2259 (phone)
Contact: Jason Cascone
jason.cascone@liu.edu

*Mailed
8/13/19*



JOB POSTING

Associate Digital Line Producer (requisition # 34233)

CBSN-Local is looking for an Associate Digital Line Producer to work on CBSN-NY's local live streaming network. The ADLP will work with the Digital Line Producers (DLPs) and the control room teams managing and optimizing live and on demand video content for mobile, desktop and OTT platforms.

The role requires close coordination with DLPs, Senior and Broadcast Line Producers during live news programs, but the ADLP will assist with writing headlines and maximizing SEO and shareability and working with video editors and social media team to edit and publish out video.

Responsibilities include:

- Assisting with timing in a control room environment.
- Helping to code/stack rundown content at the direction of the show producers with regard to video, graphics, scripts and other elements.
- Anticipate the needs of the DLP and the show with regard to video, graphics, scripts and other elements while also taking direction from senior producers.
- Helping to coordinate with the senior and line producers during live news programs.
- Assist with building show rundowns.

Required skills/qualifications:

- Recent college grad with 1+ years of experience preferred in helping to create and build show rundowns in cable, broadcast or digital environment.
- Ability to work under extremely tight deadlines to write headlines and edit video for live digital broadcast.
- Thorough knowledge of social media and the competitive digital news environment.
- Familiarity with Avid editing systems and ENPS and iNews.
- Available for early mornings, nights, overnights, weekends, holidays; this is a 24-hour streaming service.
- Experience with Crispin and iNews is a huge plus.
- Understanding of SEO.

HOW TO APPLY:

Go to the CBS Corporation website (www.cbscorporation.com/careers).

Search for jobs in the CBS Television Stations business unit in New York, NY.

A list of jobs will appear and click on the job you want to apply for.

WCBS-TV / WLYN-TV CURRENT SOURCES FOR JOB POSTINGS

The Bridge to Independence & Career Opportunity
22 Eagle Road
Danbury, CT 06810
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203-743-6816 (fax)
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Tbico1@aol.com

Black United Fund of New Jersey
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631-585-xxxx (fax)
Contact: Loretta Piscatella
www.crdli@mcpl.lib.ny.us

*Mailed
6/4/19*

The New York Urban League
204 West 136th Street
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Contact: Diana Coleman
dcoleman@nyul.org

One Hundred Black Men of New York
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New York, NY 10171
212-777-7070 (phone)
212-995-5145 (fax)
Contact: Steven Board
www.ohbm.org

*Mailed
6/4/19*

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Contact: Jerrid Douglas
<http://www.100bmj.org>

*Murphy
6/4/19*

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New York, NY *Geraldine Cois Azocar*
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Contact: Aimee Althoff
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*Mailed
6/4/19*

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720 Northern Boulevard
Brookville, NY 11548
516-299-2259 (phone)
Contact: Jason Cascone
jason.cascone@liu.edu

*Mailed
6/4/19*



JOB POSTING

Assignment Editor (requisition # 35808)

WCBS-TV / WLNY-TV currently has an opening for an Assignment Editor.

Responsibilities include:

- Helping to generate, research and assign news stories to reporters, photographers and editors on a daily basis to ensure timely and consistent coverage of local news
- Make outgoing phone calls to set up news stories and gather accurate information from multiple agencies for broadcast and online use
- Monitoring scanners and emergency services agencies
- Taking incoming calls and determining news worthiness
- Taking direction from assignment managers and upper news management
- Assigning editing duties and rolling feed tape numerous times each day
- Maintaining regular and predictable attendance

Bachelor's or technical degree in broadcast journalism or related field.

3-5 years of experience preferred with a minimum of 1 year as an Assignment Editor at a medium/large market television station.

Experience with Avid iNews computer system preferred.

Ability to work on multiple tasks under tight deadlines.

Excellent verbal and written communication skills and the ability to work effectively and professionally with newsroom personnel and the public.

Must be willing and able to work overnights and/or weekends and holidays.

HOW TO APPLY:

Go to the CBS Corporation website (www.cbscorporation.com/careers).

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<http://nahjnyc.tumblr.com/tagged/jobs> Geraldine Cois Azocar

Asian American Journalists Federation-New York
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The Harlem Business Alliance
275 Lenox Avenue
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rsmith@hbany.org

Job Path
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Contact: Aimee Althoff
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Community Association of Progressive Dominicans
3940 Broadway
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212-781-5500 (phone)
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www.acdp.org

Long Island University-CW Post
720 Northern Boulevard
Brookville, NY 11548
516-299-2259 (phone)
Contact: Jason Cascone
jason.cascone@liu.edu



JOB POSTING

Associate Digital Line Producer (requisition # 36464)

CBSN-Local is looking for an Associate Digital Line Producer to work on CBSN-NY's groundbreaking local live streaming network. This is an invaluable opportunity to work with seasoned journalists within a newsroom in the #1 market in the country helping to innovate a first-of-its-kind local digital streaming service. The ADLP will work with the Digital Line Producers (DLPs) and the control room teams to create, manage and optimize live and on demand video content for mobile, desktop and OTT platforms.

The role requires close work with a news team, including strategizing with DLPs, Senior and Broadcast Line Producers during live news programs, but the ADLP will assist with writing headlines and maximizing SEO and shareability and working with video editors and social media team to edit and publish out video.

Responsibilities include:

- Managing live and playback elements of continuous digital stream available on multiple platforms across the country.
- Assisting with production, timing and guidance within a live control room environment.
- Assisting with building show rundowns.
- Helping to form and code rundown content at the direction of the show producers with regard to video, graphics, scripts and other elements.
- Anticipate the needs of the DLP and the show with regard to video, graphics, scripts and other elements while also taking direction from senior producers.
- Helping to coordinate with the senior and line producers during live news programs.

Required skills/qualifications:

- Recent college grad with 1+ years of experience preferred in helping to create and build show rundowns in cable, broadcast or digital environment.
- Ability to work under extremely tight deadlines to write headlines and edit video for live digital broadcast.
- Thorough knowledge of social media and the competitive digital news environment.
- Familiarity with Avid editing systems and ENPS and iNews.
- Available for early mornings, nights, overnights, weekends, holidays; this is a 24-hour streaming service.
- Experience with Crispin and iNews is a huge plus.
- Understanding of SEO.

HOW TO APPLY:

Go to the CBS Corporation website (www.cbscorporation.com/careers).

Search for jobs in the CBS Television Stations business unit in New York, NY.

A list of jobs will appear and click on the job you want to apply for.

WCBS-TV / WLYN-TV CURRENT SOURCES FOR JOB POSTINGS

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22 Eagle Road
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Contact: Sondra Clark
sclark@aafnj.org

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631-585-9393 (phone)
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Contact: Loretta Piscatella
www.crdli@mcpl.lib.ny.us

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Contact: Diana Coleman
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*not sent;
NAHJA now
changes a
fee*

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JOB POSTING

Associate Digital Line Producer (requisition # 37505)

CBSN-Local is looking for an Associate Digital Line Producer to work on CBSN-NY's groundbreaking local live streaming network. This is an invaluable opportunity to work with seasoned journalists within a newsroom in the #1 market in the country helping to innovate a first-of-its-kind local digital streaming service. The ADLP will work with the Digital Line Producers (DLPs) and the control room teams to create, manage and optimize live and on demand video content for mobile, desktop and OTT platforms.

The role requires close work with a news team, including strategizing with DLPs, Senior and Broadcast Line Producers during live news programs, but the ADLP will assist with writing headlines and maximizing SEO and shareability and working with video editors and social media team to edit and publish out video.

Responsibilities include:

- Managing live and playback elements of continuous digital stream available on multiple platforms across the country.
- Assisting with production, timing and guidance within a live control room environment.
- Assisting with building show rundowns.
- Helping to form and code rundown content at the direction of the show producers with regard to video, graphics, scripts and other elements.
- Anticipate the needs of the DLP and the show with regard to video, graphics, scripts and other elements while also taking direction from senior producers.
- Helping to coordinate with the senior and line producers during live news programs.

Required skills/qualifications:

- Recent college grad with 1+ years of experience preferred in helping to create and build show rundowns in cable, broadcast or digital environment.
- Ability to work under extremely tight deadlines to write headlines and edit video for live digital broadcast.
- Thorough knowledge of social media and the competitive digital news environment.
- Familiarity with Avid editing systems and ENPS and iNews.
- Available for early mornings, nights, overnights, weekends, holidays; this is a 24-hour streaming service.
- Experience with Crispin and iNews is a huge plus.
- Understanding of SEO.

HOW TO APPLY:

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jason.cascone@liu.edu

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11/6/2020*



JOB POSTING

Digital Line Producer (requisition # 37380)

CBSNewYork.com is looking for a Digital Line Producer to work on CBSN-NY's local live streaming network. The DLP will work with the control room teams managing, optimizing and timing live and on-demand video content for mobile, desktop and OTT platforms.

The role requires close coordination with Senior and Broadcast Producers during live news programs, but the DLP takes on many responsibilities from writing headlines to maximizing SEO and shareability and working with video editors and social media team to edit and publish out video.

Responsibilities include:

- Demonstrating expertise in timing in a control room environment.
- Coding/stacking rundown content at the direction of the show producers with regard to video graphics, scripts and other elements.
- Anticipating the needs of the show with regard to video, graphics, scripts and other elements while also taking direction from senior producers.
- Coordinating with the senior and the line producers during the live programs.
- Building show rundowns.

Required skills/qualifications:

- 2+ years experience in creating and building show rundowns in cable, broadcast or digital environment.
- Demonstrated success operating in a fast-paced control room.
- Ability to work under extremely tight deadlines to write headlines and edit video for live digital broadcast.
- Thorough knowledge of social media and the competitive digital news environment.
- Familiarity with Avid editing systems and ENPS and iNews.
- Available for early mornings, nights, overnights, weekends, holidays; this is a 24-hour streaming service.
- Experience with Crispin and iNews a BIG plus.
- Understanding of SEO.

HOW TO APPLY:

Go to the CBS Corporation website (www.cbscorporation.com/careers).

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WCBS-TV / WLYN-TV CURRENT SOURCES FOR JOB POSTINGS

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Mailed
10/22/2020

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Contact: Diana Coleman
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<http://www.100bmnj.org>

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10/22/2020*

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jason.cascone@liu.edu

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10/22/2020*



JOB POSTING

Executive Producer (requisition #36064)

Oversee the editorial content, production and planning for various newscasts from story selection to on-air. Dynamic leadership, great editorial judgment and creativity necessary to manage a team of producers and writers in sophisticated breaking news environment. Must know how to present complex stories on broadcast, digital and streaming platforms. Ensure accuracy, quality and viewer appeal of newscasts. Maintain high standards in accordance with station and FCC regulations and requirements.

Work with production staff to ensure high quality, creative and error-free on-air look. Evaluate staff members, recruiting and hiring talented editorial staff. Interact with and manage anchors and reporters. Generate great story ideas and assist in production of “enterprising” reporting. Oversee high quality teases and promotion for newscasts.

Minimum 5-7 years’ experience as a producer or news manager preferred, with at least 2 of those years, preferably, in a large market. Must understand how to use social media as a promotional tool to extend viewership. Familiarity with New York market a big plus. Bachelor’s degree in Broadcast Journalism or related field preferred. Excellent oral and written communication skills required.

HOW TO APPLY:

Go to the CBS Corporation website (www.cbscorporation.com/careers).
Search for jobs in the CBS Television Stations business unit in New York, NY.
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WCBS-TV / WLYN-TV CURRENT SOURCES FOR JOB POSTINGS

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*not sent as
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Contact: Jason Cascone
jason.cascone@liu.edu

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JOB POSTING

News Business Manager (requisition # 37079)

WCBS-TV and WLNY-TV is seeking an accounting professional to join our team as a News Business Manager. This full-time permanent position serves our stations located in New York, NY, reporting to the Director of Planning and Operations. This role is focused on financial activities of the station's news department including budgeting and forecasting the costs of news related activities. Payroll is the most significant cost in a news operation so the News Business Manager will be involved in reviewing newsroom payroll. The News Business Manager is expected to be able to maintain analysis summarizing news related costs vs. both budget, current forecast and prior years to assist both News and Station management in controlling news expenditures.

Some responsibilities include, but are not limited, to:

- Helping to create the annual budgets for the news and related production departments and to prepare monthly forecasts, working with the department managers of those areas.
- Analyzing data and creating reports to communicate with News management and other station management, streamlining and tracking the current news related payroll process to identify opportunities that will create greater operational efficiency.
- Assist with annual budgeting process and continuous payroll forecasting including headcount analysis.
- The candidate will also be required to help process payroll for news and production employees including various union payments and payroll overrides.
- This person will also need to interface with the central Controller's organization at Television Stations for any adjustments necessary in the general ledger relating to the News and production operation.

Required skills/qualifications:

- Degree in Accounting or Finance is preferred or equivalent work experience.
- Minimum 2 years experience in finance environment.
- Strong proficiency with Microsoft Office software tools, specifically Excel and Word.
- Be well organized with a high degree of accuracy and attention to detail.
- Possess ability to quality review own work.
- Possess strong analytical and problem solving skills.
- Demonstrated ability to communicate verbally and in writing throughout all levels of organization, both internally and externally.
- Must be a team player who works well with a group.
- Ability to work with minimal supervision while fulfilling all obligations.

HOW TO APPLY:

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395 W. Lindsey St.
Norman OK, 73019-4201
405-325-1649 (phone)
405-325-6945 (fax)

*Mailed
8/31/2020*

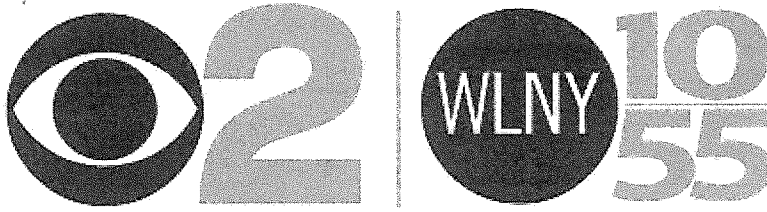
Bronxnet
250 Bedford Park Boulevard West
Bronx, NY 10468
718-960-8769 (phone)
718-960-7150 (fax)
Contact: Marisa White
marisa@bronxnet.org

Community Association of Progressive Dominicans
3940 Broadway
2nd Floor
New York, NY 10032
212-781-5500 (phone)
212-927-6089 (fax)
www.acdp.org

*Mailed
8/31/2020*

Long Island University-CW Post
720 Northern Boulevard
Brookville, NY 11548
516-299-2259 (phone)
Contact: Jason Cascone
jason.cascone@liu.edu

*Mailed
8/31/2020*



JOB POSTING

Producer/Writer (requisition #36283)

CBS 2 / WLNY-TV is seeking a strong newscast producer with major market experience and proven leadership skills. The ideal candidate will thrive on breaking news; has a strong understanding of social media and how to drive content to and from various social media platforms; has high journalistic standards and will bring fresh, innovative ideas to a vibrant newsroom. Ultimately, we are looking for a creative producer who understands how to present complex stories, use social media platforms to drive viewership to our broadcasts and serve a diverse audience.

Responsibilities include:

- Produce 30 or 60 minute newscasts
- Responsible for story selection and editorial content of stories, requires an eye for stories that can be used in newscasts that have both a relevance to the viewer as well as an appeal to a larger social media audience.
- Time programs and segments with a good sense of pacing, energy and urgency.
- Must have the ability, understanding and forethought to use social media as a promotional platform to drive viewers to watch our news programs.
- Continuously gathering, evaluating, writing and assembling stories into newscast form in order to provide complete, accurate and compelling newscasts.
- Working with anchors, executive producers, reporters and editors in refining, graphically enhancing and adding production value to stories to produce the best possible newscast.
- Ability to update and create news posts for our social media pages keeping on top of trending news.
- Write newscast teases.
- Constantly monitor wires and feed sources for updated information.
- Respond aggressively to breaking news, and also updating our social media pages with video and written content to help drive viewership to our on-air produced newscasts.
- Position includes some news writing. Must be able to create compelling, succinct and clear news stories from raw material such as unedited video, reporter notes, telephone conversations and desk notes.
- Must be able to work overnights, weekends and holidays when necessary.

Candidate must have a minimum of 4 years of producing experience in a major market and at least 2 years of television news writing in a major market. Individual must be an excellent journalist, writer and leader willing to express and support his/her editorial ideas at editorial meetings. Must be a bold thinker. Must have control room experience with live breaking news coverage. Must also have experience writing news stories for broadcast.

HOW TO APPLY:

Go to the CBS Corporation website (www.cbscorporation.com/careers).

Search for jobs in the CBS Television Stations business unit in New York, NY.

A list of jobs will appear and click on the job you want to apply for.

WCBS-TV / WLYN-TV CURRENT SOURCES FOR JOB POSTINGS

The Bridge to Independence & Career Opportunity
22 Eagle Road
Danbury, CT 06810
203-743-6695 (phone)
203-743-6816 (fax)
Contact: Carole DeRoberts
Tbico1@aol.com

Black United Fund of New Jersey
~~132 South Harrison Street~~ 403 West 7th Street
East Orange, NJ 07018 Plainfield, NJ 07060
973-676-5283 (phone) x102
973-672-5030 (fax)
Contact: Sondra Clark
sclark@aafnj.org

African American
Fund of NJ
132 Harrison Street East
Orange, NJ 07017

Community Resource Database of Long Island
101 Eastwood Boulevard
Centereach, NY 11720-2745
631-585-9393 (phone)
631-585-xxxx (fax)
Contact: Loretta Piscatella
www.crdli@mcpl.lib.ny.us

Mailed
1/31/2020

The New York Urban League
204 West 136th Street
New York, NY 10030
212-926-8000 (phone)
212-926-8661 (fax)
Contact: Diana Coleman
dcoleman@nyul.org

One Hundred Black Men of New York
299 Park Avenue
New York, NY 10171
212-777-7070 (phone)
212-995-5145 (fax)
Contact: Steven Board
www.ohbm.org

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One Hundred Black Men of New Jersey, Inc.
3587 Highway 9, Unit 529 P.O. Box 1206
Freehold, NJ 7728 Newark, NJ 07101
732-735-0412 (phone)
Contact: Jerrid Douglas
<http://www.100bmj.org>

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Contact: Erica Horton
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New York, NY 10026
212-252-5332 (phone)
Contact: Michael Fenney
nyabj@yahoo.com

*- not sure;
they charge a
fee for every
posting*

National Association of Hispanic Journalists-New York genymca@gmail.com
New York, NY
<http://nahjnyc.tumblr.com/tagged/jobs> *Geraldine Coles Azocar*

Asian American Journalists Federation-New York
aajanyjobs@googlegroups.com

National Lesbian & Gay Journalist Association
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Contact: Regina Smith
rsmith@hbany.org

Job Path
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212-921-5342 (fax)
Contact: Aimee Althoff
aalthoff@jobpathnyc.org

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516-299-2259 (phone)
Contact: Jason Cascone
jason.cascone@liu.edu

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1/31/2020*



JOB POSTING

Producer/Writer (requisition #37245)

CBS 2 / WLNY-TV is seeking a strong newscast producer with major market experience and proven leadership skills. The ideal candidate will thrive on breaking news; has a strong understanding of social media and how to drive content to and from various social media platforms; has high journalistic standards and will bring fresh, innovative ideas to a vibrant newsroom. Ultimately, we are looking for a creative producer who understands how to present complex stories, use social media platforms to drive viewership to our broadcasts and serve a diverse audience.

Responsibilities include:

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- Time programs and segments with a good sense of pacing, energy and urgency.
- Must have the ability, understanding and forethought to use social media as a promotional platform to drive viewers to watch our news programs.
- Continuously gathering, evaluating, writing and assembling stories into newscast form in order to provide complete, accurate and compelling newscasts.
- Working with anchors, executive producers, reporters and editors in refining, graphically enhancing and adding production value to stories to produce the best possible newscast.
- Ability to update and create news posts for our social media pages keeping on top of trending news.
- Write newscast teases.
- Constantly monitor wires and feed sources for updated information.
- Respond aggressively to breaking news, and also updating our social media pages with video and written content to help drive viewership to our on-air produced newscasts.
- Position includes some news writing. Must be able to create compelling, succinct and clear news stories from raw material such as unedited video, reporter notes, telephone conversations and desk notes.
- Must be able to work overnights, weekends and holidays when necessary.

Candidate must have a minimum of 4 years of producing experience in a major market and at least 2 years of television news writing in a major market. Individual must be an excellent journalist, writer and leader willing to express and support his/her editorial ideas at editorial meetings. Must be a bold thinker. Must have control room experience with live breaking news coverage. Must also have experience writing news stories for broadcast.

HOW TO APPLY:

Go to the CBS Corporation website (www.cbscorporation.com/careers).

Search for jobs in the CBS Television Stations business unit in New York, NY.

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203-743-6695 (phone)
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Contact: Carole DeRoberts
Tbico1@aol.com

Black United Fund of New Jersey
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East Orange, NJ 07018 Plainfield, NJ 07060
973-676-5283 (phone) x102
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Contact: Sondra Clark
sclark@aafnj.org

African American
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Orange, NJ 07017.

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631-585-xxxx (fax)
Contact: Loretta Piscatella
www.crdli@mcpl.lib.ny.us

Mailed
9/29/2020

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204 West 136th Street
New York, NY 10030
212-926-8000 (phone)
212-926-8661 (fax)
Contact: Diana Coleman
dcoleman@nyul.org

One Hundred Black Men of New York
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Contact: Steven Board
www.ohbm.org

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3587 Highway 9, Unit 529
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732-735-0412 (phone)
Contact: Jerrid Douglas
<http://www.100bmj.org>

*Mailed
9/29/2020*

*P.O. Box 1206
Newark, NJ 07101*

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New York, NY
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Contact: Regina Smith
rsmith@hbany.org

Job Path
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Contact: Aimee Althoff
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Brookville, NY 11548
516-299-2259 (phone)
Contact: Jason Cascone
jason.cascone@liu.edu

*Mailed
9/29/2020*



JOB POSTING

Reporter (requisition # 36152)

Responsibilities include, but are not limited, to:

- Covering news events, writing stories and preparing for newscasts.
- Researching information for accuracy, generating enterprising and relevant story ideas and following through the production and report of the same.
- Shooting stories in the field with camera and tripod (equipment weighs up to 35 pounds).
- Traveling to and reporting live from various locations and gathering sound for stories as needed (travel could be anywhere, typically, in the NY/NJ/CT area).
- Presenting well-documented stories in an interesting manner while maintaining a high degree of professionalism and accuracy, sometimes covering stories under difficult work and weather conditions, doing whatever is necessary (within ethical guidelines) to obtain a story.

Three to five years of experience as a television reporter, handling a wide array of stories, in a large market preferred. Bachelor's degree in Journalism, Communications and/or Broadcasting preferred.

HOW TO APPLY:

Go to the CBS Corporation website (www.cbscorporation.com/careers).

Search for jobs in the CBS Television Stations business unit in New York, NY.

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973-672-5030 (fax)
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sclark@aafnj.org

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www.crdli@mcpl.lib.ny.us

Mailed
1/16/20.

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Contact: Diana Coleman
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Contact: Michael Fenney
nyabj@yahoo.com

*not sent -
cost avoid
with postins*

National Association of Hispanic Journalists-New York genymca@gmail.com
New York, NY
<http://nahjnyc.tumblr.com/tagged/jobs> Geraldine Cols Azocar

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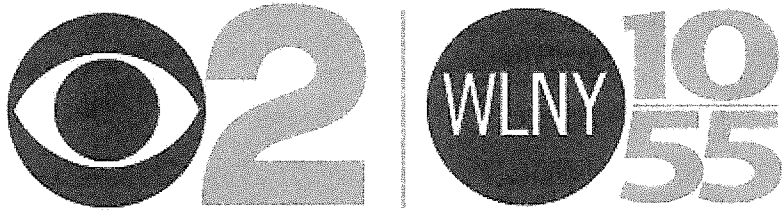
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720 Northern Boulevard
Brookville, NY 11548
516-299-2259 (phone)
Contact: Jason Cascone
jason.cascone@liu.edu

*Mailed
1/16/20.*



JOB POSTING

Web Producer (requisition # 36281)

CBSNewYork.com is looking for a strong multi-media producer to join our dynamic team at the CBS 2 / WLNY-TV 10/55 station studios with the CBS Broadcast Center in New York. We feature the latest local news, politics, sports, traffic and weather as well as “The Best of New York.”

The ideal candidate will be a passionate news junkie with his/her finger on the pulse of NYC. We are looking for someone who:

- Thrives under unrelenting deadline pressure.
- Can quickly and accurately report on a variety of platforms.
- Writes engaging, sticky, creative copy that is also SEO friendly.
- Is a social media addict and very comfortable using Instagram, Facebook, Twitter, Reddit and more.
- Generates attention-grabbing headlines with speed and ease.
- Produces copy on a wide variety of topics that you just know will go viral.
- Has an interest/deep knowledge of our local sports teams.
- Has the ability to wear at least 6 hats at once and enjoys working in a fast-paced newsroom environment.

Individuals must have:

- A Bachelor’s degree in Journalism or related field
- Photoshop
- Web Publishing
- At least 2 years working in a newsroom or for a news website
- Excellent writer with a working knowledge of AP writing style

Ideal candidates will also have experience with WordPress, iNews and video editing software.

HOW TO APPLY:

Go to the CBS Corporation website (www.cbscorporation.com/careers).

Search for jobs in the CBS Television Stations business unit in New York, NY.

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Contact: Jason Cascone
jason.cascone@liu.edu

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1/31/2020*

Job Title	Job Type	New Application	Specific recruitment source:
Assignment Editor	Full-Time Staff	20-Dec-2019	CBS News Career Site
Associate Digital Line Producer	Full-Time Staff	08-Nov-2020	
Associate Digital Line Producer	Full-Time Staff	29-Feb-2020	
Business Manager News	Full-Time Staff	15-Sep-2020	LinkedIn
Business Manager News	Full-Time Staff	28-Sep-2020	
Desk Assistant	Full-Time Staff	20-Jan-2020	ViacomCBS Career Site
Digital Line Producer	Full-Time Staff	04-Nov-2020	
Digital Line Producer	Full-Time Staff	27-Oct-2020	
Executive Producer	Full-Time Staff	11-Feb-2020	
Reporter	Full-Time Staff	31-Jan-2020	
Reporter	Full-Time Staff	16-Jan-2020	CBS Television Stations Career Site
Web Producer	Full-Time Staff	07-Feb-2020	LinkedIn
Writer/Producer	Full-Time Staff	18-Oct-2020	Contacted by CBS HR/Recruiter
Writer/Producer	Full-Time Staff	21-Oct-2020	CBS Interactive Career Site
Writer/Producer	Full-Time Staff	13-Oct-2020	Contacted by CBS HR/Recruiter
Writer/Producer	Full-Time Staff	18-Oct-2020	Contacted by CBS HR/Recruiter
Writer/Producer	Full-Time Staff	09-Mar-2020	ViacomCBS Career Site
Writer/Producer	Full-Time Staff	04-Feb-2020	
Writer/Producer	Full-Time Staff	08-Oct-2020	Contacted by CBS HR/Recruiter
Writer/Producer	Full-Time Staff	12-Oct-2020	
Writer/Producer	Full-Time Staff	26-Feb-2020	
Writer/Producer	Full-Time Staff	11-Dec-2020	
Writer/Producer	Full-Time Staff	04-Feb-2020	Indeed
Writer/Producer	Full-Time Staff	09-Nov-2020	

EXHIBIT C

WCBS Applicant Interview Logs:

1. 2019-2020
2. 2020-2021

1. 2019-2020 Interview Log

CBS APPLICANTFLOW

Department: WCBS-TV/WLNY-TV News
Division: CTS
Requisition Title: Assignment Editor
Requisition Number: 32770
Building/Floor: 513/02

Grade:

Exempt/Non-Exempt: Non-Exempt
Recruiter : K. Kelly
Hire Date: 3/19/2019

NAME	SOURCE	
Dan Verello	Internal Employee	
2	Per Diem to Staff	
3	CBS Website	
4	Job Board (Icrunchdata)	

CBS APPLICANT FLOW

Department: WCBS-TV/WLNY-TV Engineering
Division: CTS
Requisition Title: Maintenance Engineer 403g
Requisition Number: 31825
Building/Floor: 513/02

Grade:
Exempt/Non-Exempt: Non-Exempt
Recruiter : K. Kelly
Hire Date: 4/8/2019

NAME	SOURCE
F. Nick Distasi	Employee Referral
2	Internal Employee
3	Employee Referral
4	CBS Website
5	CBS Website

CBS APPLICANT FLOW

Department: WCBS/WLNY News
 Division: CTS
 Requisition Title: Reporter (3 positions)
 Requisition Number: 33587
 Building/Floor: 513/02

Exempt/Non-Exempt: Exempt
 Recruiter: K. Kelly
 Hire Date: 4/29/2019

Jenna DeAngelis	Per diem to Staff		
Aundrea Cline-Thomas	Per diem to Staff		
Lisa Rozner (Voyticki)	Per diem to Staff		

Exempt/Non-Exempt: Exempt
Recruiter: K. Kelly
Hire Date: 5/26/2019

NAME	SOURCE	SIGHT RACE/ETHNICITY	SIGHT	DN CODE
Katherine Houlis	Internal Employee	White	Female	H1
2	CBS Website	White	Female	D3
3	Indeed.com	White	Female	D3
4	Indeed.com	Black or African American	Male	D15
5	LinkedIn.com	Black or African American	Female	D15
6	CBS Website	White	Male	D15
7	ICBS Website	White	Male	D15
8	CBS Website	Black or African American	Female	D15
9	CBS Website	Black or African American	Male	D15
10	ITVJobs.com	(phone interview)	Male	D15

CBS APPLICANT FLOW

Department: WCBS-TV News
Division: CTS
Requisition Title: Media Manager
Requisition Number: 33739
Building/Floor: 513/02

Exempt/Non-Exempt: Exempt
Recruiter: K. Kelly
Hire Date: 6/3/2019

NAME	SOURCE
William Lind	Internal Employee
2	Internal Employee

CBS APPLICANT FLOW

Department: CBS 2 / WLNY-TV News
Division: CTS
Requisition Title: Assignment Editor
Requisition Number: 33966
Building/Floor: 513/02

Exempt/Non-Exempt: Non-Exempt
Recruiter: K. Kelly
Hire Date: 7/29/2019

NAME	SOURCE	
Katherine Falcon	CBS Website	
2	CBS Website	

CBS APPLICANT FLOW

Department: CBS2/WLNY Controller
Division: CTS
Requisition Title: Accountant
Requisition Number: 33498
Building/Floor: 513/03

Exempt/Non-Exempt: Non-exempt
Recruiter: K. Kelly
Hire Date: 8/12/2019

NAME	SOURCE
Ann Alfaro	CBS Website
2	CBS Website
3	CBS Website
4	Indeed.com
5	CBS Website
6	CBS Website
7	CBS Website
8	Indeed.com
9	CBS Website
10	Internal <u>Employee</u>

CBS APPLICANT FLOW

Department: WCBS/WLNY Digital Internet Content
Division: CTS
Requisition Title: Associate Digital Line Producer
Requisition Number: 34233
Building/Floor: 513/02

Grade:
Exempt/Non-Exempt: Non-exempt
Recruiter: K. Kelly
Hire Date: 8/26/2019

		!-
Ashley Nelson		
EIHajjmalik Deloach		



CBS APPLICANT FLOW

Department: WCBS-TV/WLNY-TV Engineering
Division: CTS
Requisition Title: Maintenance Engineer 403g (2 positions)
Requisition Number: 34663
Building/Floor: 513/02

Grade:
Exempt/Non-Exempt: Non-Exempt
Recruiter: K. Kelly
Hire Date: 8/25/2019

NAME	SOURCE	
Gerard Gallagher	Per Diem to Staff	
2	CBS Website	
3	CBS Website	
4	Internal Employee	

CBS APPLICANT FLOW

Department: WCBS/WLNY Digital Internet Content
Division: CTS
Requisition Title: Associate Digital Line Producer
Requisition Number: 34901

Building/Floor: 513/02
Exempt/Non-Exempt: Non-exempt
Recruiter: K. Kelly
Hire Date: 11/4/2019

NAME	SOURCE	
Imani Johnson	CBS Website	
2	CBS Website	
3	CBS Website	
4	Linked In	

CBS APPLICANT FLOW

Department: WCBS/WLNY-TV News
 Division: CTS
 Requisition Title: Producer/Newswriter

Requisition Number: 31748 Building/Floor: 513/02
 Exempt/Non-Exempt: Non-Exempt
 Recruiter: K. Kelly
 Hire Date: 12/9/2019

NAME	SO URCE
Brianti Downing	Employee Referral
2	Per diem to Staff
3	CBS Website
4	CBS Website
5	FIOS 1 Career Fair
6	CBS Website
7	CBS Website
8	CBS Website
9	TVJobs.com
10	CBS Website
11	CBS Website
12	CBS Website

2. 2020-2021 Interview Log

CBS APPLICANT FLOW

Department: WCBS/WLNY News
Division: CTS
Title: **Executive Producer**
Requisition Number: 36064
Building/Floor: 513/02

:
ExempUNon-Exempt: Exempt
Recruiter : K. Kelly
Hire Date: 2/24/2020

NAME	SOURCE	
1 Patrisha Miller Antonaros	Internal Employee	
2	CBS Website	
3	Employee Referral	
4	CBS Website	
5	Internal Employee	
6	LinkedIn	

CBS APPLICANT FLOW

Department: WCBS/WLNY News
Division: CTS
Requisition Title: Assignment Editor
Requisition Number: 35808
Building/Floor: 513/02

New/Replacement: Replace-S. **Kim**
Grade:
Exempt/Non-Exempt: Non-Exempt
Recruiter: **K. Kelly**
Hire Date: 3/9/2020

NAME	SOURCE	
Lena Asfour	CBS Website	
2	Per Diem to Staff	
3	CBS Website	
4	Internal Employee	
5	Employee Referral	

CBS APPLICANT FLOW

Department: WCBS/WLNY News
Division: CTS
Requisition Title: Reporter (2 positions)
Requisition Number: 36152
Building/Floor: 513/02

ExempUNon-Exempt: Exempt
Recruiter: K. Kelly
Hire Date: 2/17/2020 & 3/16/2020

NAME	SOURCE
John Dias	Internal Employee
Cory James	CBS Website
3	CBS Website
4	CBS Website

CBS APPLICANT FLOW

Department: WCBS/WLNY CBSN New York
Division: CTS
Requisition Title: Digital Line Producer
Requisition Number: 37380
Building/Floor: 513/02

New/Replacement: Replace-B. Billington
Grade:
Exempt/Non-Exempt: Exempt
Recruiter: K. Kelly
Hire Date: 11/9/2020

NAME	SOURCE	
Emma Pettersen	Internal Employee	

CBS APPLICANT FLOW

Department: WCBS/WLNY News
Division: CTS
Requisition Title: News Business Manager
Requisition Number: 37079
Building/Floor: 513/03

Grade:
Exempt/Non-Exempt: Exempt
Recruiter: K. Kelly
Hire Date: 11/23/2020

NAME	SOURCE	
Evette Torres	Employee Referral	
2	LinkedIn	

CBS APPLICANT FLOW

Department: WCBS/WLNY Digital Internet Content
Division: CTS
Requisition Title: Web Producer
Requisition Number: 36281
Building/Floor: 513/02

Grade:
ExempUNon-Exempt: Exempt
Recruiter : K. Kelly
Hire Date: Position cancelled

NAME	SOURCE	
Maya Rajamani	LinkedIn	

CBS APPLICANT FLOW

Department: WCBS/WLNY News
Division: CTS
Requisition Title: Producer/Writer
Requisition Number: 37245
Building/Floor: 513/02

Grade:
ExempUNon-Exempt: Non-Exempt
Recruiter: K. Kelly
Hire Date: 1/18/2021 & 1/25/2021

NAME	SOURCE
Allison Wahl	Internal Employee
Cecilia Wong	Internal Employee
3	Direct Contact
4	Direct Contact
5	CBS Website
6	Direct Contact
7	Direct Contact
8	LinkedIn

EXHIBIT D

March 9, 2017 and April 2, 2018 Memos from the CEO of CBS Corporation and October 9, 2018 and September 20, 2019 Memos from the Chief Compliance Officer of CBS Corporation to all CBS Corporation employees regarding CBS EEO Policy; 2016 CBS Corporation Business Conduct Statement, page 10; August 14, 2020 memo from the Chief Compliance Officer, ViacomCBS and pages from the 2020 ViacomCBS Global Business Practices Statement.

March 9, 2017 Memo from the CEO of CBS Corporation to all CBS Corporation employees regarding CBS EEO Policy

From: Leslie Moonves
Sent: Thursday, March 09, 2017 10:01 AM
Subject: CBS EEO Policy
Attachments: CBS Non-Discrimination and Anti-Harassment Policy 2017.doc



From: Leslie Moonves
To: ALL CBS CORPORATION EMPLOYEES
Date: March 9, 2017

Re: CBS EEO Policy

Over the years, I have always been impressed with the caliber of employees that CBS has attracted and kept. Together we create great content, attract quality audiences, and maintain a forward-thinking, collaborative work environment. Without your loyalty and hard work, our Company simply could not be the leader in media that it is. We excel when all the pieces work together.

A diverse and happy workforce is crucial to our success. Every day, we strive to give you the tools to succeed. It's a major priority for senior management to provide the resources and support necessary for you to achieve your objectives. We want every employee to enjoy recognition for great work, be in a positive work setting, and have tolerance and respect for the backgrounds, experiences and perspectives of their coworkers.

We believe that it all starts with the basics: ensuring equal employment opportunity without discrimination or harassment on the basis of race, color, national origin, religion, sex, age, disability, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, veteran's status, gender identity or gender expression, or any other characteristic protected by law.

Simply put, CBS has a zero-tolerance policy towards discrimination or sexual harassment in our company or related businesses. At every level of the organization, we are all responsible for treating each other in a fair, objective manner and for supporting the Company's Affirmative Action and EEO policies and practices. And I hold all our managers accountable in this regard. The overall responsibility for enforcing this policy falls on Tony Ambrosio, Senior Executive Vice President, Chief Administrative Officer and Chief Human Resources Officer.

Attached is the CBS Non-Discrimination and Anti-Harassment Policy, which underscores our commitment to provide all employees with a work environment free of discrimination and harassment. If you have questions regarding these policies, please find time to discuss them with your manager. If you need additional help, please contact the senior HR executive identified below as responsible for the business unit you work in:

Broadcast	Kevin Oldis	323-575-2743
Corporate and Network Sales	Linda Kalarchian	212-975-4491
Distribution, TV Studios and Films	Cassie Thomas	310-264-3330
Interactive	Trisha Stiles	415-344-1337
Publishing	Carolyn Connolly	212-698-1202
Radio	Mark Zulli	212-649-9612
Showtime	Elizabeth Casanas	212-708-1469
Sports	Bryn Berglund	212-975-5261

Television Stations

Robin Bona

212-975-5088

We have an incredible workforce at CBS, and I look forward to working with you to make it even stronger.

Leslie Moonves

CBS NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

CBS is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, CBS expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

Equal Employment Opportunity

It is the policy of CBS to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, national origin, religion, sex, age, disability, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, veteran's status, gender identity or gender expression or any other characteristic protected by law. CBS prohibits and will not tolerate any such discrimination or harassment.

Although the CBS Chief Human Resources Officer has the overall responsibility for the implementation of this policy, every CBS employee is expected to assist in the furtherance of this policy with responsibilities including:

- (1) Recruiting, hiring, training and promoting in all job classifications without regard to race, color, national origin, religion, sex, age, disability, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, veteran's status, gender identity or gender expression or any other characteristic protected by law.
- (2) Basing decisions on employment so as to further the principle of equal employment opportunity.
- (3) Insuring that promotion decisions are in accordance with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.
- (4) Ensuring that all personnel actions and practices are administered in a fair, equal and consistent manner.

Definitions of Harassment

- a. Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or activity or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature. Sex-based harassment — that is, harassment not involving sexual activity or language (e.g., male manager yells only at female employees and not males) — may also constitute discrimination if it is severe or pervasive and directed at employees because of their sex.

- b. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, sex, age, disability, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, veteran's status, gender identity or gender expression or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or (c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Individuals and Conduct Covered

These policies apply to all applicants and employees, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to CBS (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Any employee who engages in such harassment by any means, including in person and/or through the use of e-mail, voicemail, telephone, audio or video devices and/or computer or hard-copy documents, will be subject to discipline, up to and including termination.

Retaliation Is Prohibited

CBS prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

COMPLAINT PROCEDURE

Reporting an Incident of Harassment, Discrimination or Retaliation

CBS strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to CBS's policy or who have concerns about such matters should report their complaints to their immediate supervisor, their department head, any senior manager of the business unit, their local Human Resources representative, the CBS OpenLine which is the compliance telephone line at 1-877-CBS-0888 or 1-212-975-9913 (e-mail: CBSOpenline@cbs.com), the CBS Human Resources Department, or the CBS Chief Human Resources Officer *before* the conduct becomes severe or pervasive. Individuals should not feel obligated to file their complaints with their immediate supervisor first before bringing the matter to the attention of one of the other CBS designated representatives identified above. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, CBS strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. CBS will

make every effort to stop alleged harassment before it becomes severe or pervasive, but can only do so with the cooperation of its staff/employees.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Each complainant will receive a written response following the completion of the investigation which will state whether corrective action was taken. In the usual course CBS will endeavor to complete investigations within two weeks. Where the circumstances are more complicated, CBS will endeavor to complete the investigation within forty-five days and will notify the complainant if they are unable to do so.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action and applicable law.

Responsive Action

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, temporary suspension without pay or termination, as CBS believes appropriate under the circumstances.

Additional Information About These Policies

Individuals who have questions or concerns about these policies should talk with their local Human Resources representative or a member of the CBS Human Resources Department.

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and the policies of CBS prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

March 2017

April 2, 2018 Memo from the CEO of CBS Corporation to all CBS Corporation employees regarding CBS EEO Policy

From: A Message from Leslie Moonves
Sent: Monday, April 02, 2018 10:09 AM
Subject: CBS EEO Policy
Attachments: CBS Non-Discrimination and Anti-Harassment Policy 2018.pdf
Signed By: messagelesliemoonves@cbs.com



From: Leslie Moonves
To: ALL CBS CORPORATION EMPLOYEES
Date: April 2, 2018

Re: CBS EEO Policy

At CBS, our most important asset is our people. I am extremely proud of the commitment to hard work, quality results and constant innovation that is characteristic of the employees we attract. Our collegial and collaborative spirit is what keeps us at the top as media industry leaders. Without your loyalty, skill and tireless diligence, our Company simply would not be what it is today.

It is CBS' goal to employ and retain a diverse workforce, and to provide a safe, positive work environment where employees can thrive. A place where we not only show tolerance for, but also fully appreciate and respect, a variety of diverse backgrounds, experiences and perspectives from our employees. A diverse workforce and inclusive workplace are integral to our success. Every day, senior management strives to provide you with the support you need as employees and managers to achieve these objectives.

CBS' support starts with the basics: ensuring equal employment opportunity without discrimination or harassment on the basis of race, color, national origin, religion, sex, age, disability, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, veteran's status, gender identity or gender expression, or any other characteristic protected by law.

In other words, CBS has a zero-tolerance policy towards discrimination or sexual harassment in our company or related businesses. At every level of the organization, we are all responsible for treating each other in a fair, objective manner and for supporting the Company's Affirmative Action and EEO policies and practices. I hold everyone accountable for understanding our policies and reporting violations to Human Resources. The overall responsibility for enforcing this policy falls on Tony Ambrosio, Senior Executive Vice President, Chief Administrative Officer and Chief Human Resources Officer.

Take a few moments now to reacquaint yourself with the attached CBS Non-Discrimination and Anti-Harassment Policy. If you have questions regarding these policies, please find time to discuss them with your manager or your Human Resources contact. If you need additional help, please refer to the list below and contact the senior HR executive identified as responsible for the business unit you work in:

Broadcast	Kevin Oldis	323-575-2743
Corporate and Sports	Bryn Berglund	212-975-5261
Distribution, TV Studios and Films	Cassie Thomas	310-264-3330
Interactive	Elise Ben-Yair	818-568-1676
Publishing	Carolyn Connolly	212-698-1202

Showtime and Network/Digital Sales
Television Stations

Elizabeth Casanas
Robin Bona

212-708-1469
212-975-5088

I look forward to your help in maintaining an environment in which our diverse workforce can thrive.

Leslie Moonves

CBS NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

CBS is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, CBS expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

Equal Employment Opportunity

It is the policy of CBS to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, national origin, religion, sex, age, physical disability, mental disability, medical condition, ancestry, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, military or veteran's status, gender, gender identity, gender expression, transgender status or any other characteristic protected by law. CBS prohibits and will not tolerate any such discrimination or harassment.

Although the CBS Chief Human Resources Officer has the overall responsibility for the implementation of this policy, every CBS employee is expected to assist in the furtherance of this policy with responsibilities including:

- (1) Recruiting, hiring, training and promoting in all job classifications without regard to race, color, national origin, religion, sex, age, physical disability, mental disability, medical condition, ancestry, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, military or veteran's status, gender, gender identity, gender expression, transgender status or any other characteristic protected by law.
- (2) Basing decisions on employment so as to further the principle of equal employment opportunity.
- (3) Insuring that promotion decisions are in accordance with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.
- (4) Ensuring that all personnel actions and practices are administered in a fair, equal and consistent manner.

Definitions of Harassment

- a. **Sexual harassment** constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or activity or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature. **Sex-based** harassment — that is, harassment not involving sexual activity or language (e.g., male

manager yells only at female employees and not males) — may also constitute discrimination if it is severe or pervasive and directed at employees because of their sex.

- b. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, national origin, religion, sex, age, physical disability, mental disability, medical condition, ancestry, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, military or veteran's status, gender, gender identity, gender expression, transgender status or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or (c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Individuals and Conduct Covered

These policies apply to all applicants and employees, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to CBS (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Any employee who engages in such harassment by any means, including in person and/or through the use of e-mail, voicemail, telephone, audio or video devices and/or computer or hard-copy documents, will be subject to discipline, up to and including termination.

Retaliation Is Prohibited

CBS prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

COMPLAINT PROCEDURE

Reporting an Incident of Harassment, Discrimination or Retaliation

CBS strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to CBS's policy or who have concerns about such matters should report their complaints to their immediate supervisor, their department head, any senior manager of the business unit, their local Human Resources representative, the CBS OpenLine which is the compliance telephone line at 1-877-CBS-0888 or 1-212-975-9913 (e-mail: CBSOpenline@cbs.com), the CBS Human Resources Department, or the CBS Chief Human Resources Officer *before* the conduct becomes severe or pervasive. Individuals should not feel obligated to file their complaints with their immediate supervisor first before bringing the matter to the attention of one of the other CBS designated representatives identified above. Supervisors who receive a

complaint of a violation of this policy must promptly report the complaint to the CBS Human Resources Department or to the CBS Compliance Officer. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, CBS strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. CBS will make every effort to stop alleged harassment before it becomes severe or pervasive, but can only do so with the cooperation of its staff/employees.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Each complainant will receive a written response following the completion of the investigation which will state whether corrective action was taken. In the usual course CBS will endeavor to complete investigations within two weeks. Where the circumstances are more complicated, CBS will endeavor to complete the investigation within forty-five days and will notify the complainant if they are unable to do so.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action and applicable law.

Responsive Action

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, temporary suspension without pay or termination, as CBS believes appropriate under the circumstances.

Additional Information About These Policies

Individuals who have questions or concerns about these policies should talk with their local Human Resources representative or a member of the CBS Human Resources Department.

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and the policies of CBS prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

April 2018

October 9, 2018 Memo from the Chief Compliance Officer of CBS Corporation to all CBS Corporation employees regarding CBS EEO Policy

From: CBS Eye on Ethics
Sent: Tuesday, October 09, 2018 2:01 PM
Subject: Updated 2018 CBS Non-Discrimination and Anti-Harassment Policy
Attachments: Sexual Harassment Complaint Form.pdf; CBS Non-Discrimination and Anti-Harassment Policy.pdf
Signed By: eyeonethics@cbs.com

At CBS, we have always been dedicated to maintaining a workplace that is free from discrimination, harassment and bullying. Each year, our employees receive a copy of the CBS Non-Discrimination and Anti-Harassment (EEO) policy, which describes our commitment to a harassment and discrimination-free environment, and the responsibility we share for it.

Today, our newly revised EEO policy is taking effect in accordance with recently enacted New York City and New York state laws. The policy describes our established internal reporting options, with instructions on how to report complaints to your supervisor, Human Resources, or the Compliance department, among others. Additionally, pursuant to the recently enacted New York laws, the policy outlines external reporting options and provides contact information for relevant government agencies. Finally, we are attaching a new Complaint Form that CBS employees may use to file a complaint of sexual harassment. This optional form does not need to be completed in order to file a complaint, but it is another avenue for reporting; it may be submitted to your Human Resources representative, a Compliance Officer, or the CBS Openline (CBSOpenline@cbs.com).

As always, should you have any questions, please do not hesitate to contact me or a member of the CBS Compliance team.

Best regards,
Mark Engstrom

CBS Compliance Officers

Mark Engstrom 212-975-3808
Sonya Cheney 212-975-1738

CBS Human Resources Contacts, by Business Unit:

Broadcast	Kevin Oldis	323-575-2743
Corporate and Sports	Bryn Berglund	212-975-5261
Distribution, TV Studios and Films	Cassie Thomas	310-264-3330
Interactive	Elise Ben-Yair	818-568-1676
Publishing	Carolyn Connolly	212-698-1202
Showtime and Network/Digital Sales	Elizabeth Casanas	212-708-1469
Television Stations	Robin Bona	212-975-5088

CBS COMPLAINT FORM FOR REPORTING SEXUAL HARASSMENT

If you believe that you have been subject to sexual harassment, you are encouraged to complete this form and submit it to a member of the Human Resources Department, a CBS Compliance Officer or the CBS OpenLine (CBSOpenline@cbs.com). Once you submit this form, CBS will follow its Non-Discrimination and Anti-Harassment Complaint Procedure to investigate any claims.

You may also report an allegation of sexual harassment verbally or using any other reporting method outlined in CBS's Non-Discrimination and Anti-Harassment Policy.

Complainant Information

Name:

Job Title:

Work Location:

Work Phone:

Work Email:

Immediate Supervisor's Name:

Title:

Work Phone:

Complaint Information

1. Your complaint of sexual harassment is made against:

Name:

Job Title:

Work Location:

Work Phone:

Relationship to You (circle one):

Supervisor Subordinate Co-worker Other

2. Please describe the conduct or incident(s) that forms the basis of this complaint and how it is affecting you and your work. Please use additional sheets if necessary and attach any relevant documents or evidence.

3. Date(s) the conduct or incident occurred:

4. Is the conduct or incident continuing? (circle one) Yes No

5. Please list the name(s) and contact information of any witnesses or individuals that may have information related to your complaint.

6. (Optional) Have you previously complained of or provided any information about sexual harassment at CBS? If yes, when and to whom did you complain or provide information?

I request that CBS investigate this complaint of sexual harassment utilizing the procedure as outlined in CBS's Non-Discrimination and Anti-Harassment Policy, and that CBS advise me of the results of the investigation.

Name

Signature

Date _____

CBS NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

CBS is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, CBS expects that all relationships among persons in the workplace will be professional and free of bias, prejudice and harassment. CBS has zero tolerance for any type of harassment, discrimination or retaliation; therefore, any such behavior will lead to disciplinary action, up to and including termination.

Equal Employment Opportunity

It is the policy of CBS to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, national origin, religion, sex, age, physical disability, mental disability, medical condition, ancestry, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, military or veteran's status, gender, gender identity, gender expression, transgender status or any other characteristic protected by law. CBS prohibits and will not tolerate any such discrimination or harassment. Although the CBS Chief Human Resources Officer has the overall responsibility for the implementation of this policy, every individual working at CBS is expected to assist in the furtherance of this policy with responsibilities including:

1. Recruiting, hiring, training and promoting in all job classifications without regard to race, color, national origin, religion, sex, age, physical disability, mental disability, medical condition, ancestry, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, military or veteran's status, gender, gender identity, gender expression, transgender status or any other characteristic protected by law.
2. Basing decisions on employment so as to further the principle of equal employment opportunity.
3. Ensuring that promotion decisions are in accordance with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.
4. Ensuring that all personnel actions and practices are administered in a fair, equal and consistent manner.

Definitions of Harassment

a. Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances; requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment, regardless of whether the complaining individual is the intended target of any such harassment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or activity or requests for sexual favors; sexual jokes and innuendoes; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); other physical, verbal or visual conduct of a sexual nature; and conditioning employment opportunities (for example, hiring, promotion, or continued employment) on sexual favors. *Sex-based harassment* — that is, conduct not involving sexual activity or language (e.g., male manager yells only at female employees and not males) — or sex stereotyping (meaning that an individual's conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas and perceptions about how

individuals of either sex should act or look) — may also constitute discrimination or harassment if the conduct is severe or pervasive and directed at an individual *because of their sex*.

b. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, color, national origin, religion, sex, age, physical disability, mental disability, medical condition, ancestry, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, military or veteran's status, gender, gender identity, gender expression, transgender status or any other characteristic protected by law or that of an individual's relatives, friends or associates, and that: (a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (b) has the purpose or effect of unreasonably interfering with an individual's work performance; or (c) otherwise adversely affects an individual's employment opportunities. Harassing conduct includes, but is not limited to epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including but not limited to through social media or e-mail).

Individuals and Conduct Covered

These policies apply to and cover all applicants, employees, interns (whether paid or unpaid), contractors, temporary workers, vendors and any other individuals conducting business or providing services at CBS, regardless of immigration status, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to CBS (e.g., an outside vendor, consultant, or customer). Conduct prohibited by these policies is unacceptable in the workplace (including on set or other project-related worksites) and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events. Any individual who engages in such harassment by any means, including, but not limited to, in person behavior, through the use of computers, e-mail, telephone, or social media or any other means, whether on work or personal devices or during non-work hours, will be subject to discipline, up to and including termination.

Supervisory Responsibility

Managers and supervisors are charged with additional responsibilities because of their positions of authority within CBS. Managers and supervisors are required to promote a work environment where individuals feel safe and comfortable asking questions or raising concerns about these policies, and to make themselves available to listen to and discuss concerns. As such, managers and supervisors are responsible for any harassment and discrimination that should have been known to them with reasonable care and attention to the workplace for which they are responsible. While these duties are mandatory for managers and supervisors, they also are strongly encouraged for all individuals who are covered by this policy.

Managers and supervisors are required to report any complaint of harassment or discrimination they receive or any harassment or discrimination they observe, without exception. If a manager or supervisor receives a report of harassment or discrimination, or is otherwise aware of such conduct, they are required to promptly report it to the CBS Human Resources Department or to the CBS Compliance Officers, even where they may believe the conduct is trivial, or where an individual (including the complainant or otherwise) asks that it not be reported.

Managers and supervisors will be subject to discipline, up to and including termination, for failing to report any allegations or suspicions of harassment or discrimination, otherwise knowingly allowing harassment or discrimination to continue, or for engaging in any harassing, discriminatory, or retaliatory conduct themselves.

Retaliation Is Prohibited

CBS policy and federal, state and local law prohibit retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation is defined as an adverse action taken against an individual directly because they engaged in protected activity. Adverse action need not be job related or occur in the workplace to constitute unlawful retaliation. Protected activities with regard to discrimination or harassment include making complaints about harassment to a

manager or supervisor or other person designated to receive complaints; making a report of suspected harassment even where the individual is not the recipient; assisting another individual complaining of harassment; filing a formal complaint about harassment with a government agency; opposing discrimination; or providing information during an investigation of harassment or providing testimony in connection with a complaint of harassment. Retaliation is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action, up to and including termination.

What Retaliation is Not

Negative employment actions do not rise to the level of retaliation simply because it occurs after an employee engages in protected activity. Individuals continue to be subject to all CBS policies, job requirements and disciplinary rules regardless of their engaging in protected activity. This policy regarding retaliation is not intended to protect persons making intentionally false charges of harassment.

Complaint Procedure

Reporting an Incident of Harassment, Discrimination or Retaliation

CBS strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to CBS's policy or who have concerns about such matters should report their complaints to their immediate supervisor, their department head, any senior manager of the business unit, their Human Resources representative, CBS Compliance Officers, the CBS OpenLine—the compliance telephone line at 1-877-CBS-0888 or 1-212-975-9913 (e-mail: CBSOpenline@cbs.com)—the CBS Human Resources Department or the CBS Chief Human Resources Officer *before* the conduct becomes severe or pervasive.

Individuals should not feel obligated to file their complaints with their immediate supervisor first before bringing the matter to the attention of one of the other CBS designated representatives identified above. Supervisors or managers who receive a complaint of a violation of this policy must promptly report the complaint to the CBS Human Resources Department or to the CBS Compliance Officers.

CBS also has a Complaint Form (available from your Human Resources representative or at CBS & You) to report incidents of sexual harassment which individuals may complete if they prefer. Once the individual completes a Complaint Form, it should be submitted to the relevant Human Resources representative, a CBS Compliance Officer or can be e-mailed to the CBS OpenLine (CBSOpenline@cbs.com).

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment, discrimination, or retaliation. Therefore, while no fixed reporting period has been established, CBS strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Anyone, whether personally subject to harassment, discrimination or retaliation, or a bystander who is a witness to such conduct, is encouraged to promptly report the incident. CBS will make every effort to stop alleged harassment, discrimination or retaliation before it becomes severe or pervasive, but can only do so with the cooperation of individuals working at CBS.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing or discriminatory conduct from promptly advising the offender that the behavior is unwelcome and requesting that it be discontinued.

The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly and impartially by the Human Resources Department, CBS's Compliance Department, or another appropriate party. This procedure will apply regardless of the manner in which the individual made the complaint. Upon receipt of the complaint, the designated investigator will conduct a prompt review of the allegations. The investigation may include, but is not limited to, individual interviews with the complainant, other parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. All individuals, including managers and supervisors, are required to cooperate with any internal investigation of harassment, discrimination or retaliation.

CBS's investigation will be documented in writing, which will include documents reviewed, individuals interviewed, any relevant prior incidents, and how the complaint is resolved. Each complainant will be notified following the completion of the investigation and will be advised of the results of the investigation, whether corrective action was taken and their right to file a complaint externally. Individuals about whom a complaint was made will be notified as well. CBS will endeavor to complete the investigation as soon as possible, and will notify the complainant if they are unable to do so.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with a thorough investigation, appropriate corrective action and applicable law.

Responsive Action

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/ or disciplinary action such as warnings, reprimands, withholding of a promotion or pay increase, prospective reduction of wages, demotion, reassignment, temporary suspension without pay or termination, as CBS believes appropriate under the circumstances.

Additional Information About These Policies

Individuals who have questions or concerns about these policies should talk with their Human Resources representative, any member of the CBS Human Resources Department or a CBS Compliance Officer.

These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and the policies of CBS prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

Other Avenues for Relief

Aside from the internal complaint procedure available at CBS, individuals may also choose to pursue legal remedies with the following governmental entity:

- U.S. Equal Employment Opportunity Commission (EEOC) – employees have 300 days from the date of any harassment or discrimination to file a complaint with the EEOC. The EEOC does not award relief, but may take other action including pursuing cases in the federal courts, which may award remedies if unlawful behavior is found to have occurred.
 - Contact: www.eeoc.gov, info@eeoc.gov, 800-669-6820

Individuals in New York may choose to pursue legal remedies with the following governmental entities:

- New York State Division of Human Rights (NYSDHR) – individuals have one (1) year from the date of any harassment or discrimination to file a complaint with the NYSDHR. Alternatively, a lawsuit may be brought within three (3) years of alleged discrimination. Remedies include injunctive relief as well as monetary damages, attorney's fees, and civil fines.
 - Contact: www.dhr.ny.gov, 718-741-8400
- New York City Commission on Human Rights (NYCCHR) – individuals in New York City have one (1) year to file a complaint of discrimination and three (3) years to file a complaint of harassment with the NYCCHR. Alternatively, a lawsuit may be brought within three (3) years of the alleged event, instead of filing a complaint with the NYCCHR. Remedies include injunctive relief as well as monetary damages and civil fines paid to the City of New York.
 - Contact: www.nyc.gov/humanrights, 311, 212-306-7450

Individuals in other CBS work locations may be subject to additional applicable state and local laws.

Where the conduct complained of involves physical touching, coerced physical confinement, or coerced sex acts, the conduct may constitute a crime, and individuals should contact their local police department.

September 20, 2019 Memo from the Chief Compliance Officer of CBS Corporation to all CBS Corporation employees regarding CBS EEO Policy

From: [Joe Ianniello and Hazel-Ann Mayers](#)
Subject: Updated CBS Non-Discrimination and Anti-Harassment Policy
Date: Monday, September 30, 2019 12:18:31 PM
Attachments: [CBS Non-Discrimination and Anti-Harassment Policy.pdf](#)
[Sexual Harassment Complaint Form.pdf](#)

Dear Colleagues,

At CBS, we are dedicated to maintaining a workplace that is safe, fair, and inclusive, where every employee, regardless of position, is respected and given the opportunities to develop and thrive. This commitment is non-negotiable and, as such, it is crucial that our work environment be free from discrimination, harassment, and retaliation.

Our **CBS Non-Discrimination and Anti-Harassment Policy**, also known as the CBS Equal Employment Opportunity (EEO) Policy, has been revised and is attached here for you to review. The policy describes our shared commitment to a positive work environment for everyone, requiring all of us to display a high standard of ethics in every situation. Importantly, the policy also syncs squarely with our overall ongoing cultural transformation.

We ask that you review and understand the policy and be prepared for any related training. As you will see, the policy increases the avenues available for reporting complaints, explaining how to report concerns to several internal sources, including your supervisor, Human Resources Business Partner, Human Resources Production Partner, or the Compliance department. The policy also describes how to report complaints to the new **CBS Openline website and hotline**, which are operated through an independent third party, NAVEX Global.

We also remind you of the **Complaint Form** (attached) that you may use to file a complaint of sexual harassment. You do not need to complete this form to file a complaint, but it is another avenue for reporting; it may be submitted to your Human Resources Business Partner, Human Resources Production Partner, the Compliance department, or the CBS Openline website.

We value all our employees, and integral to that value is ensuring that every day working for CBS is a day where dignity is assured and speaking up is encouraged and supported. If you have any questions, please do not hesitate to contact us, a member of the CBS Compliance department, or your Human Resources Business Partner.

Thank you for all that you do to make CBS a safe, fair, and inclusive place to work.

Joe and Hazel

CBS Compliance Officers

Hazel-Ann Mayers 212-975-2927
Sonya Cheney 212-975-1738

CBS Human Resources Contacts, by Business Unit:

Broadcast

Kevin Oldis

323-575-2743

Corporate and Sports	Bryn Berglund	212-975-5261
Global Television Distribution	Andrew Herreria	310-264-3335
Television Studios	Ellen Goldsmith	818-655-1741
Interactive	Elise Ben-Yair	818-568-1676
Publishing	Carolyn Connolly	212-698-1202
Showtime and Network/Digital Sales	Elizabeth Casanas	212-708-1469
Television Stations	Jessica Hurst	212-975-7545

CBS NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

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Equal Employment Opportunity

It is the policy of CBS to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, national origin, religion, sex (including pregnancy, childbirth, breastfeeding or related medical conditions), age, physical disability, mental disability, medical condition, ancestry, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, military or veteran's status, gender, gender identity, gender expression, transgender status, sexual and reproductive health decisions, or any other characteristic protected by law. In some jurisdictions such as in New York or California, traits historically associated with race (including hair texture and hairstyle) and religion (including wearing any attire or having facial hair in accordance with one's religion) are also protected characteristics. CBS prohibits and will not tolerate any such discrimination or harassment. Although the CBS Chief People Officer has the overall responsibility for the implementation of this policy, every individual working at CBS is expected to assist in the furtherance of this policy.

This means that it is each employee's responsibility to ensure that all personnel actions and practices are administered in a fair, equal and consistent manner that furthers the principles of equal employment opportunity. All recruiting, hiring, training, promotion, discipline and termination decisions in all job classifications must be based on valid and non-discriminatory criteria without regard to race, color, national origin, religion, sex (including pregnancy, childbirth, breastfeeding or related medical conditions), age, physical disability, mental disability, medical condition, ancestry, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, military or veteran's status, gender, gender identity, gender expression, transgender status, sexual and reproductive health decisions, or any other characteristic protected by law.

Definitions of Harassment

a. Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment, regardless of whether the complaining individual is the intended target of any such harassment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or activity or requests for sexual favors; sexual jokes and innuendoes; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through posting on walls, e-mail, text message, instant messenger, social media, or other electronic communication); other physical, verbal or visual conduct of a sexual nature; and conditioning employment opportunities (for example, hiring, promotion, or continued employment) on sexual favors. *Sex-based* harassment – that is, conduct not involving sexual activity or language (e.g., male manager yells only at female employees and not males) – or sex stereotyping (meaning that an individual's conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas and perceptions about how individuals of

either sex should act or look) – may also constitute discrimination or harassment if the conduct is directed at an individual *because of that person's sex*.

b. Harassment on the basis of all protected characteristics is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, color, national origin, religion, sex (including pregnancy, childbirth, breastfeeding or related medical conditions), age, physical disability, mental disability, medical condition, ancestry, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, military or veteran's status, gender, gender identity, gender expression, transgender status, sexual and reproductive health decisions, or any other characteristic protected by law – including, in some jurisdictions such as in New York or California, traits historically associated with race (including hair texture and hairstyle) and religion (including wearing any attire or having facial hair in accordance with one's religion) – or that of an individual's relatives, friends or associates, and that: (a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (b) has the purpose or effect of unreasonably interfering with an individual's work performance; or (c) otherwise adversely affects an individual's employment opportunities. Harassing conduct includes, but is not limited to, epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including, but not limited to, through posting on walls, e-mail, text message, instant messenger, social media, or other electronic communication).

Individuals and Conduct Covered

These policies apply to and cover all applicants, employees, interns (whether paid or unpaid), contractors, temporary workers, vendors and any other individuals conducting business or providing services at CBS, regardless of immigration status, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to CBS (e.g., an outside vendor, consultant, or customer).

With regard to non-employees, the protections and prohibitions against discrimination and harassment in this policy apply to non-employees who provide services to CBS (including contractors, subcontractors, vendors, and consultants) while they are on CBS premises and/or while engaged in conducting business for or on behalf of CBS ("covered non-employees"). Covered non-employees include persons commonly referred to as "gig" workers and temporary workers, as well as persons providing equipment repair, cleaning services, or any other services provided pursuant to a contract with CBS. Therefore, this policy: (i) prohibits discrimination and harassment engaged in by covered non-employees, whether directed at a fellow covered non-employee or an employee or intern of CBS; and (ii) prohibits discrimination and harassment directed at covered non-employees, whether engaged in by a fellow covered non-employee or by an employee or intern of CBS.

Conduct prohibited by these policies is unacceptable in the workplace (including on set or other project-related worksites) and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events. Any individual who engages in such harassment by any means, including, but not limited to, in person behavior, through the use of computers, e-mail, telephone, or social media or any other means, whether on work or personal devices or during non-work hours, will be subject to discipline, up to and including termination.

Supervisory Responsibility

Managers and supervisors are charged with additional responsibilities because of their positions of authority within CBS. Managers and supervisors are required to promote a work environment where individuals feel safe and comfortable asking questions or raising concerns about these policies, and to make themselves available to listen to and discuss concerns. As such, managers and supervisors are responsible for any harassment and discrimination that should have been known to them with reasonable care and attention to the workplace for which they are responsible. While these duties are mandatory for managers and supervisors, they also are strongly encouraged for all individuals who are covered by this policy.

Managers and supervisors are required to report any complaint of harassment or discrimination they receive or any harassment or discrimination they observe, without exception. If a manager or supervisor receives a report of harassment or discrimination, or is otherwise aware of such conduct, they are required to promptly report it to the CBS Human Resources Department or to the CBS Compliance Officers, even where they may believe the conduct is trivial, or where an individual (including the complainant or otherwise) asks that it not be reported.

Managers and supervisors will be subject to discipline, up to and including termination, for failing to report any allegations or suspicions of harassment or discrimination, otherwise knowingly allowing harassment or discrimination to continue, or for engaging in any harassing, discriminatory, or retaliatory conduct themselves.

Retaliation Is Prohibited

CBS policy and federal, state and local law prohibit retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation is defined as an adverse action taken against an individual because that person engaged in protected activity. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation. Protected activities with regard to discrimination or harassment include making complaints about discrimination or harassment to a manager or supervisor or other person designated to receive complaints; making a report of suspected discrimination or harassment even where the individual is not the recipient; assisting another individual complaining of discrimination or harassment; filing a formal complaint about discrimination or harassment with a government agency; opposing discrimination or harassment; or providing information during an investigation of discrimination or harassment or providing testimony in connection with a complaint of discrimination or harassment. Retaliation is a serious violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action, up to and including termination.

What Retaliation Is Not

Negative employment actions do not rise to the level of retaliation simply because they occur after an employee engages in protected activity. Individuals continue to be subject to all CBS policies, job requirements and disciplinary rules regardless of their engaging in protected activity. This policy regarding retaliation is not intended to protect persons making intentionally false charges of discrimination or harassment.

Complaint Procedure

Reporting an Incident of Harassment, Discrimination or Retaliation

CBS strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to CBS's policy or who have concerns about such matters should report their complaints to their immediate supervisor, their department head, any senior manager of the business unit, the CBS Human Resources Department (Human Resources Business Partner or Human Resources Production Partner), the CBS Chief People Officer, CBS Compliance Officers, or the CBS Openline at (844) 238-9006 or cbsopenline.ethicspoint.com. The Company has engaged NAVEX Global's EthicsPoint, an external vendor, to receive phone calls or online reports through our CBS Openline hotline and website.

Individuals should not feel obligated to file a complaint with their immediate supervisor before bringing the matter to the attention of one of the other CBS designated resources identified above. Supervisors or managers who receive a complaint of a violation of this policy must promptly report the complaint to the CBS Human Resources Department or to the CBS Compliance Officers.

CBS also has a Complaint Form (available from your Human Resources representative or at CBS & You) to report incidents of sexual harassment which individuals may complete if they prefer. Once the individual completes a Complaint Form, it should be submitted to the relevant Human Resources representative, a CBS Compliance Officer or the CBS Openline website at cbsopenline.ethicspoint.com.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment, discrimination, or retaliation. Therefore, while no fixed reporting period has been established, CBS strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Anyone, whether personally subjected to harassment, discrimination or retaliation, or a bystander who is a witness to such conduct, is encouraged to promptly report the incident. CBS will make every effort to stop alleged harassment, discrimination or retaliation, but can only do so with the cooperation of individuals working at CBS.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing or discriminatory conduct from promptly advising the offender that the behavior is unwelcome and requesting that it be discontinued.

The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated fairly, promptly, thoroughly and impartially by the Human Resources Department, CBS's Compliance Department, or another appropriate party in a manner that provides all parties appropriate due process and reaches conclusions based on the evidence collected. This procedure will apply regardless of the manner in which the individual made the complaint. Upon receipt of the complaint, the designated investigator will conduct a prompt review of the allegations. The investigation may include, but is not limited to, individual interviews with the complainant, other parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. All individuals, including managers and supervisors, are required to cooperate with any internal investigation of harassment, discrimination or retaliation. Individuals must respond truthfully, promptly and fully to all inquiries made by the designated investigator. Withholding responsive information, providing incomplete information or attempting to mislead or misdirect any investigation (or encouraging or pressuring others to do so) may result in disciplinary action up to and including termination. As part of its investigation, CBS will review relevant documents (if any), which may include e-mails and text messages.

Each investigation will be tracked for reasonable progress and documented in writing, which will include documents reviewed, individuals interviewed, any relevant prior incidents, and how the complaint is resolved. Each complainant will be notified following the completion of the investigation and will be advised of the results of the investigation, whether corrective action was taken and the right to file a complaint externally. Individuals about whom a complaint was made will be notified as well. CBS will endeavor to complete the investigation as soon as possible, and will notify the complainant if it is unable to do so.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with a thorough investigation, appropriate corrective action and applicable law.

Responsive Action

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/ or disciplinary action such as warnings, reprimands, withholding of a promotion or pay increase, prospective reduction of wages, demotion, reassignment, temporary suspension without pay or termination, as CBS believes appropriate under the circumstances.

Additional Information About These Policies

Individuals who have questions or concerns about these policies should talk with their Human Resources Business Partner, Human Resources Production Partner, any member of the CBS Human Resources Department or a CBS Compliance Officer.

These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and the policies of CBS prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination

CBS COMPLAINT FORM FOR REPORTING SEXUAL HARASSMENT

If you believe that you have been subject to sexual harassment, you are encouraged to complete this form and submit it to a member of the Human Resources Department, a CBS Compliance Officer or the CBS Openline website (cbsopenline.ethicspoint.com). Once you submit this form, CBS will follow the procedures in our Non-Discrimination and Anti-Harassment Policy to investigate. CBS prohibits retaliation against employees who submit reports of sexual harassment and/or who participate in investigations related to sexual harassment.

You may also report an allegation of sexual harassment verbally or using any other reporting method outlined in CBS's Non-Discrimination and Anti-Harassment Policy.

Complainant Information

Name:

Job Title:

Work Location:

Work Phone:

Work Email:

Immediate Supervisor's Name:

Title:

Work Phone:

Preferred Communication Method (circle one): Email Phone In Person

Complaint Information

1. Your complaint of sexual harassment is made against:

Name:

Job Title:

Work Location:

Work Phone:

Relationship to You (circle one):

Supervisor Subordinate Co-worker Other

2. Please describe the conduct or incident(s) that forms the basis of this complaint and how it is affecting you and your work. Please use additional sheets if necessary and attach any relevant documents or evidence.

3. Date(s) the conduct or incident occurred:

4. Is the conduct or incident continuing? (circle one) Yes No
5. Please list the name(s) and contact information of any witnesses or individuals that may have information related to your complaint.

6. (Optional) Have you previously complained of or provided any information about sexual harassment at CBS? If yes, when and to whom did you complain or provide information?

I request that CBS investigate this complaint of sexual harassment using the procedures outlined in CBS's Non-Discrimination and Anti-Harassment Policy, and that CBS advise me of the results of the investigation.

Name

Signature

Date _____

If you have retained legal counsel and would like us to work with them, please provide their contact information.

CBS & YOU!  YOUR COMPLIANCE PROGRAM

2016 Business Conduct Statement

CBS CORPORATION BUSINESS CONDUCT STATEMENT

- Using CBS assets, facilities or services for any improper purpose. You are personally responsible for all CBS funds and other assets over which you have control.
- Committing CBS assets for services, transactions, or liabilities if you do not have the appropriate level of approval or signatory authority.
- Fraud or falsification in the preparation, evaluation, review or audit of any financial statement of CBS or any document, record or information that is or may be used in any financial statement of CBS (for example, concealing or falsifying data given to internal or external auditors or used internally in the reporting of revenues).
- Fraud or misrepresentation in the preparation, recording, evaluation, review or audit of an employee's expense report or any other financial document related to reimbursement of business-related expenses.
- Any practice that results in customers or clients being charged for services that were not provided or being charged an inflated price or more than agreed upon for a service.
- Any practice that intentionally results in the inflation or exaggeration of reported sales or revenues.
- Fraud in the recording and maintaining of financial records of CBS (for example, intentionally recording sales or expenses in the wrong period, capitalizing items that should be expensed or recording personal expenses as business expenses).
- Noncompliance with CBS's internal accounting controls (for example, not obtaining required approvals).
- Misrepresentation to a senior officer or CBS's internal or external auditors or accountants regarding a matter contained in the financial records, financial reports or audit reports of CBS.
- Deviation from full and fair reporting of CBS's results of operations, financial condition or cash flows.
- Improperly influencing, coercing, manipulating or misleading any independent public or certified accountant engaged in the performance of an audit of CBS's financial statements.

You may not engage in any misleading or deceptive financial practice, whether or not it is listed here, and you are required to report any such practices if you become aware of them. Please refer to the Employee/Officer or Director Reporting Procedures described in the section entitled "Implementation of the CBS Business Conduct Statement" for procedures to report improper financial practices or financial misconduct matters that have come to your attention.

Improper Influence of Auditors

You may not take any action (whether or not listed as an example below), directly or indirectly, to coerce, manipulate, mislead or influence any of our auditors, when you know, should know or intend, that your actions may render our financial statements misleading. For example, you may not influence an auditor to (i) issue a report on CBS's financial statements that is not warranted in the circumstances, (ii) refrain from performing audit, review or other procedures, (iii) refrain from issuing a report or withdrawing an issued report or (iv) refrain from communicating matters to CBS Corporation's Audit Committee.

As additional examples of prohibited conduct, you may not (i) offer money, gifts, financial incentives, future employment or contracts for nonaudit services, (ii) provide inaccurate or misleading legal analysis or other information, (iii) threaten to cancel an auditor's existing engagements, (iv) seek to have an audit partner removed from the engagement, (v) engage in blackmail or (vi) make physical or verbal threats.

VI. EQUAL EMPLOYMENT OPPORTUNITY

CBS places a high value on providing equal employment opportunity and maintaining a diverse workforce. We work hard to comply with all applicable laws prohibiting discrimination and we strive to make our workforce reflect the rich diversity of our society and our customers. CBS recruits and hires without regard to race, color, national origin, religion, sex, age, physical disability, mental disability, medical condition, ancestry, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, military or veteran's status, gender, gender identity, gender expression,

transgender status or any other characteristic protected by law. We strive to administer all personnel actions such as hiring, compensation, promotions, benefits, transfers, layoffs, Company-sponsored training, education, tuition assistance, terminations and social and recreational programs in a manner consistent with equal employment opportunity.

All managers, directors and supervisory personnel are required to make a personal commitment to practice and enforce the principles of our equal employment opportunity policy.

VI. HARASSMENT-FREE WORKPLACE ENVIRONMENT

CBS has a “zero tolerance” policy for sexual harassment or harassment based on race, color, national origin, religion, sex, age, physical disability, mental disability, medical condition, ancestry, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, military or veteran’s status, gender, gender identity, gender expression, transgender status or any other characteristic protected by law. Discriminatory treatment, including sexual harassment and harassment based on a person’s race, age or other protected status, is strictly prohibited. CBS will take all steps necessary and appropriate to stop such acts of harassment or discrimination of which it becomes aware.

Unlawful harassment may occur not only as a result of conduct by supervisors, but also due to conduct by directors and/or fellow employees, and, under some circumstances, conduct by customers, vendors, consultants, visitors and independent contractors. Unlawful harassment can take place in the office or in work-related settings outside the workplace, such as during business trips, business meetings and business-related social events. This Statement applies with equal force to conduct in all such settings.

Sexual harassment may exist where compensation or other employment benefits are conditioned on granting sexual favors. Sexual harassment also may exist where there is a hostile work environment caused by a pattern of unwanted sexual advances or unwanted visual, verbal or physical conduct of a sexual nature,

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature are sexual harassment when:

- Submission to the conduct is made, either explicitly or implicitly, a term or condition of the individual’s employment.
- Submission to or rejection of the conduct by an individual is used as the basis for employment decisions affecting the individual (such as a promotion or a bonus).
- Or the conduct has the purpose or effect of unreasonably interfering with the individual’s work performance or creating an intimidating, hostile, or offensive working environment.

CBS also believes in an environment that is free from workplace bullying and abusive conduct, regardless of whether the person is in a protected category. Bullying or abusive conduct is conduct with malice that a reasonable person would find hostile or offensive. Examples of what constitutes abusive or bullying conduct includes repeated use of insults, derogatory remarks and epithets; threatening, intimidating or humiliating verbal or physical conduct; and the gratuitous sabotage of a person’s work performance. It does not include a single act unless it is especially severe and egregious, but CBS strongly discourages such behavior at any time.

Specific Examples of Inappropriate Work-Related Conduct

The following are examples of things you may not do; but the list is not exhaustive. CBS expects all directors, officers and employees to observe the spirit as well as the letter of the harassment-free workplace policy. For example, you may not do any of the following:

- Ask for dates, or make sexual advances, where it is clear, or becomes clear, that the overture is unwelcome.
- Threaten or engage in retaliation after an overture or inappropriate conduct is rejected or in response to the good faith reporting of such conduct.

and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

Other Avenues for Relief

Aside from the internal complaint procedure available at CBS, individuals may also choose to pursue legal remedies with the following governmental entity:

- U.S. Equal Employment Opportunity Commission (EEOC) – employees have, depending upon jurisdiction, up to 300 days from the date of any harassment or discrimination to file a complaint with the EEOC. The EEOC does not award relief, but may take other action including pursuing cases in the federal courts, which may award remedies if unlawful behavior is found to have occurred.
 - Contact: www.eeoc.gov (website), info@eeoc.gov (e-mail), 800-669-4000 (voice)

Individuals in New York may choose to pursue legal remedies with the following governmental entities:

- New York State Division of Human Rights (NYSDHR) – individuals in New York State have one (1) year from the date of any discrimination or harassment, and effective August 12, 2020, three (3) years from the date of any sexual harassment, to file a complaint with the NYSDHR. To file a complaint, individuals do not need an attorney. Alternatively, a lawsuit may be brought within three (3) years of the alleged harassment or discrimination, instead of filing a complaint with the NYSDHR. Remedies include injunctive relief as well as monetary damages, attorney's fees, and civil fines.
 - Contact: www.dhr.ny.gov, 718-741-8400
- New York City Commission on Human Rights (NYCCHR) – individuals in New York City have one (1) year to file a complaint of discrimination and three (3) years to file a complaint of gender-based harassment with the NYCCHR. Alternatively, a lawsuit may be brought within three (3) years of the alleged harassment or discrimination, instead of filing a complaint with the NYCCHR. Remedies include injunctive relief as well as monetary damages and civil fines paid to the City of New York.
 - Contact: www.nyc.gov/humanrights, 311, 212-306-7450

Individuals in California may also raise questions or report potential harassment, discrimination or retaliation to the following governmental agency:

- California Department of Fair Employment and Housing (DFEH).
 - Contact: 2218 Kausen Drive, Suite 100, Elk Grove, CA 95758 (by mail); www.dfeh.ca.gov (website); contact.center@dfeh.ca.gov (e-mail); 800-884-1684 (voice); 800-700-2320 (TTY)

Individuals in Massachusetts may also raise questions or report potential sexual harassment by filing a formal complaint with the following governmental entity:

- The Massachusetts Commission Against Discrimination (MCAD) – individuals in this state have 300 days to file a complaint.
 - Contact: <https://www.mass.gov/orgs/massachusetts-commission-against-discrimination>

Individuals in other CBS work locations may be subject to additional applicable state and local laws.

Where the conduct complained of involves physical touching, coerced physical confinement, or coerced sex acts, the conduct may constitute a crime, and individuals should contact their local police department.

August 14, 2020, memo from the Executive Vice President, Chief Compliance Officer and Chief Audit Executive of ViacomCBS and relevant pages from the 2020 ViacomCBS Global Business Practices Statement

From: Office of Henry Moniz
Sent: Friday, August 14, 2020 8:36 AM
To: (ViacomCBS) Office of Henry Moniz
Subject: ViacomCBS' Business Practices Statement & Reporting Hotline
Attachments: ViacomCBS' GLOBAL BUSINESS PRACTICES STATEMENT 2020.pdf



Team,

In the past few months we've lived through a series of extremely challenging events for the world, our country and the ViacomCBS community. Amidst these difficult times, we're heartened by our employees' ability to adapt, come together as a community and stand up for what is right.

With that in mind, The Office of Global Compliance wanted to remind employees about resources and standards for the whole community. It starts with a single document: our global [Business Practices Statement](#) (BPS). The BPS is ViacomCBS' code of conduct and supersedes all prior versions of legacy-CBS' Business Conduct Statement and legacy-Viacom's Business Practices Statement. It contains important policies on matters such as our organizational commitment to Diversity and Inclusion, Speaking Up, Anti-Harassment and many other important topics including, for example, Fraud Prevention and Anti-Bribery and Corruption. The BPS explains our individual ethical and legal responsibilities - and underscores our commitment to conducting business in a responsible and respectful manner. It forms the backbone of shared expectations for ViacomCBS employees, partners and suppliers across the globe. Formal training on the BPS will follow later this year.

If you have a concern that our business standards are not being upheld, we encourage you to contact your manager, department head, HR representative or any of ViacomCBS' lawyers or Compliance Officers. If, however, you'd prefer to discuss your questions or concerns with someone outside of your location or team, one option is through [OPENLINE](#), ViacomCBS' reporting hotline. Calls to OPENLINE can be made 24 hours a day, 7 days a week and you may remain anonymous if you wish.

Sincerely,

Henry T.A. Moniz
Chief Compliance Officer and Chief Audit Executive



2020 VIACOMCBS



GLOBAL BUSINESS



PRACTICES STATEMENT



CREATING A GREAT

PLACE TO WORK

- ▶ How we can all help ensure a safe and inclusive work environment.



VALUING DIVERSITY & INCLUSION

HOW WE DO THE RIGHT THING

We embrace global diversity in all its forms and strive to maintain an inclusive environment and a culture that values all perspectives and backgrounds.

✓ WHY IT MATTERS

We are focused on creating an environment that supports all of our people, professionally and personally, to ensure that we can bring our best selves to work and drive creativity, innovation and results by connecting with the rich diversity of our employees, audiences and partners.

👁️ WHAT IT LOOKS LIKE IN OUR DAY-TO-DAY WORK

- Promoting equal engagement of all employees
- Ensuring that all employment decisions are based on individual merit and business needs, irrespective of race, religious creed, color, sexual orientation, national origin, gender, ancestry, physical or mental disability, age, sex, gender expression, gender identity, military and veteran status, marital status or any other personal characteristic protected by applicable law

- Extending this commitment to every aspect of our business and operations, from the programming and movies we create to employee benefits, programs, hiring and development
- Recognizing and respecting the value that diversity of people and ideas brings to the workplace, enabling us all to have a “place at the table” and realize our full potential
- Having people in leadership positions hold themselves accountable for creating, developing, promoting and championing a diverse, multicultural workforce and leading by example — all day, every day — in the way they behave and champion the principles of diversity and inclusion throughout ViacomCBS

💬 FREQUENTLY ASKED QUESTIONS

Q: What is diversity?

A: Diversity includes all the ways we are different. Age, gender and ethnicity are among some of the more visible signs of diversity. Less obvious aspects include work styles, sexual orientation or education.

Q: What is inclusion?

A: Inclusion is the state of being respected, valued and supported.

Q: Why are diversity and inclusion paired?

A: Diversity doesn't work without inclusion. Inclusion ensures that employees, in all the ways they are diverse, can connect and collaborate with each other and realize their potential in the workplace.

Q: How do I know if I am working in an inclusive work environment?

A: You should be able to agree with all of these statements:

- I am treated with respect
- My team values different views and perspectives
- My leader supports and drives an open and collaborative environment

PROMOTING A HARASSMENT-FREE WORKPLACE

HOW WE DO THE RIGHT THING

We are committed to providing a work environment free of offensive or unlawful harassment.

✓ WHY IT MATTERS

At ViacomCBS, we feel strongly that every employee should be treated with dignity and respect, regardless of their race, color, ethnicity, national origin, religion, creed, sex, sexual orientation, gender, gender identity, gender expression, age, marital status, disability, veteran status, citizenship status or any other personal characteristic protected by applicable law. We have zero tolerance for a hostile work environment.

We should never be subjected to harassment (sexual or otherwise), whether in the office or in any other work-related settings, including meetings, trips and social events. Harassment includes verbal, physical and visual conduct that creates an intimidating, abusive, offensive or hostile working environment which interferes with work performance. Every employee has the right to feel safe when working with co-workers, including managers, vendors, suppliers, clients, visitors or independent contractors.

👁️ WHAT IT LOOKS LIKE IN OUR DAY-TO-DAY WORK

- Being familiar with and adhering to ViacomCBS' Policy Against Harassment and this Statement's guidance on [Valuing Diversity & Inclusion](#)
- Never making inappropriate statements concerning a person's race, religious creed, color, sexual orientation, national origin, ancestry, physical or mental disability, age, sex, gender, gender expression, gender identity, military and veteran status, marital status or other legally protected personal characteristic, or inappropriate statements of a sexual nature, such as comments about an individual's body or appearance or intrusive personal questions or comments
(continued on next page)

🔍 EXAMPLES OF HARASSMENT

- Making degrading and disparaging comments, jokes or slurs related to race, color, age, gender, gender expression, sexual orientation and other categories protected by the laws that apply to us
- Displaying or storing written or graphic material that ridicules, insults or shows hostility toward a group or individual
- Distributing or storing pornographic, obscene or sexually suggestive content
- Asking for dates, or making unwelcome sexual advances, when it is clear — or becomes clear — that the overture is unwelcome
- Making unwelcome sexual requests while insinuating that access to or denial of job benefits is dependent upon compliance with the request
- Making inappropriate or threatening physical conduct, such as unwelcome touching or impeding or blocking another person's movements

PROMOTING A HARASSMENT-FREE WORKPLACE (CONT.)



WHAT IT LOOKS LIKE IN OUR DAY-TO-DAY WORK (CONT.)

- Conducting ourselves appropriately and remaining conscientious of how our actions and comments might be perceived or misunderstood by others
- Refusing to engage in any conduct of an overtly sexual nature, whether welcome or unwelcome
- Never displaying items, transmitting content or engaging in conduct that is sexually offensive, explicit or likely to offend our diverse workplace (for example, creating or sharing suggestive or offensive jokes, cartoons, letters, notes or invitations, whether by email, voicemail or other means)
- Adhering to ViacomCBS' guidance on harassment whenever utilizing social media
- Reporting instances of harassment to a manager or someone from your Human Resources, Legal or Compliance Department; and refusing to retaliate after an unwanted overture or inappropriate conduct is rejected, or in response to the reporting of such conduct



[CLICK HERE FOR ADDITIONAL GUIDANCE ON DATING IN THE WORKPLACE](#)



ENSURING HEALTH & SAFETY IN THE WORKPLACE

HOW WE DO THE RIGHT THING

We are committed to maintaining a safe and healthy work environment for all employees, contractors, visitors and business partners. By delivering world-class health and safety measures across our multinational, multicultural and multi-disciplined work environments, we minimize health hazards and injuries to our employees, partners and audiences.

✓ WHY IT MATTERS

Feeling physically safe and secure at work is a prerequisite to being creative, innovative and successful. Health and safety regulatory requirements help ensure all employees will be able to come to work without fear of avoidable harm or injury. By being compliant with those regulations, we contribute positively to the Company's success and make ViacomCBS a workplace where everyone can feel comfortable and secure.

👁️ WHAT IT LOOKS LIKE IN OUR DAY-TO-DAY WORK

- Taking the initiative to prevent accidents and injuries
- Proactively reporting health and safety risks in the workplace
- Meeting or exceeding all regulatory requirements

- Requiring our business partners, vendors and suppliers to operate their respective businesses in a safe and environmentally responsible manner
- Periodically assessing risks to health and safety in our daily work processes
- Conducting safety training for relevant audiences in a timely manner
- Recording and reporting accidents and incidents when they happen
- Encouraging managers and employees to work together to implement and maintain a safe work environment — managers should support and hold their teams accountable for complying with safety measures and best practices; employees should cooperate with their managers by adhering to these safety measures
- Encouraging an active safety culture, wherever you work

🔍 EXAMPLES OF HEALTH & SAFETY MEASURES

- Fire drills in NYC, earthquake drills in CA and tornado drills in our Nashville office
- Incident report submissions to our Risk Management team in the case of injury in the workplace
- Crisis management plans for all of our locations
- Safety Coordinator assessments on production sites
- Posting of health and safety laws in accessible areas
- Regular training for employees who operate machinery and/or electrical equipment so they can protect themselves, other people, property and the environment

EXHIBIT E

Pending or resolved complaints

New York City Commission on Human Rights No. 16F-2020-00266C alleging discrimination based on gender, age, and race. Filed on August 31, 2020 (Annais Morales).

New York State Division of Human Rights no. 10183559 alleging discrimination based on a disability, filed Sept. 17, 2016. Division found no probable cause to support claim, March 16, 2017; Retaliation claimed filed with the New York Workers Compensation Board, currently on appeal; Southern District of New York Civil Action No. 17-cv-05764, alleging discrimination under the Americans with Disabilities Act. Filed on July 30, 2017 (Thomas Hogan).