

May 6, 2024

**Via Upload to the Station Online Public File**

EEO Staff  
Investigations and Hearings Division  
Enforcement Bureau  
Federal Communications Commission  
45 L Street, NE  
Washington, DC 20554

Re: Radio One Licenses, LLC  
WFXK-FM, Bunn, NC (Facility ID 24931)  
Response to FCC Audit of EEO Program

Ladies and Gentlemen:

Radio One Licenses, LLC, a wholly owned subsidiary of Urban One, Inc. (“Urban One”), licensee of WFXK-FM, Bunn, NC (Facility ID 24931) (the “Station”) hereby submits the attached response in reference to the Commission’s letter dated March 22, 2024. In that letter, the Commission notified Urban One that the Station “has been randomly selected for an audit of its EEO program.”

The Commission’s letter requests certain information from Urban One regarding the Station’s compliance with the FCC’s EEO rules. That information is attached hereto.

Should you have any further questions regarding this response, please contact the undersigned at [ksimpson@urban1.com](mailto:ksimpson@urban1.com).

Sincerely yours,

DocuSigned by:  
  
BD6C8E1BE1F8484...  
Kristopher Simpson  
Senior Vice President & General Counsel

Enclosures

EEO Staff  
Investigations and Hearings Division  
Enforcement Bureau  
Federal Communications Commission  
45 L Street, NE  
Washington, DC 20554

Re: **Radio One Licenses, LLC**  
WFXK-FM, Bunn, NC (Facility ID 24931)  
Response to FCC Audit of EEO Program

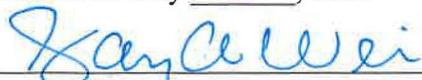
Ladies and Gentlemen:

This letter is written on behalf of Radio One Licenses, LLC, a wholly owned subsidiary of Urban One, Inc. (“Urban One”), licensee of WFXK-FM, Bunn, NC (Facility ID 24931) (the “Station”) with reference to the Commission’s letter dated March 22, 2024. In that letter, the Commission notified Urban One that the Station “has been randomly selected for an audit of its EEO program.” The Commission’s letter requests certain information from Urban One regarding the Station’s compliance with the FCC’s EEO rules. That information is attached hereto.

I am familiar with the Station and have reviewed the attached information and hereby confirm that the attached information fully and accurately supplies the audit data requested in the March 22, 2024 letter. Should you have any questions regarding this response, please contact [ksimpson@urban1.com](mailto:ksimpson@urban1.com).

I declare under penalty of perjury that the foregoing is true and correct.

Executed on May 2, 2024

  
\_\_\_\_\_  
Gary A. Weiss

Vice President and General Manager, WFXK-FM

**AUDIT DATA RESPONSE**

***(b)(i) Copies of the Unit's two most recent EEO public file reports, described in Section 73.2080(c)(6).***

WFXX-FM is part of an employment unit ("Unit") that is comprised of four radio stations which are commonly owned and controlled and which, together, form one Unit for FCC EEO purposes.

Attached are copies of the Unit's two most recent EEO Public File Reports.

**Urban One, Inc.**  
**Radio One – Raleigh/Durham, NC**  
**WFXC(FM), WFXK(FM), WNNL(FM), and WQOK(FM)**  
**EEO PUBLIC FILE REPORT**  
**August 1, 2021 – July 31, 2022 [1][2]**

**I. VACANCY LIST**

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

<b>Job Title</b>	<b>Recruitment Sources (RS) Used to Fill Vacancy</b>	<b>Number of Candidates Interviewed (RS)</b>	<b>RS Referring Hiree</b>
Sales Assistant (4/20/22)	1 – 17, 20	1 [RS# 20(1)]	20
Online Editor (5/25/22)	1 – 17, 20	3 [RS# 17(2); RS# 20(1)]	17
Account Executive (5/25/22)	1 – 17, 24	2 [RS# 17(1); RS# 24(1)]	24
		<b>Total Candidates Interviewed – 6</b>	

[1] This report provides recruitment data collected from July 24, 2021 through July 22, 2022.

[2] This report was amended on May 6, 2024.

**Urban One, Inc.**  
**Radio One – Raleigh/Durham, NC**  
**WFXC(FM), WFXK(FM), WNNL(FM), and WQOK(FM)**  
**EEO PUBLIC FILE REPORT**  
**August 1, 2021 – July 31, 2022 [1][2]**

**II. MASTER RECRUITMENT SOURCE LIST (MRSL)**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
1	Asian American Journalists Association 1182 Market Street, Ste. 320 San Francisco, CA 94102 <a href="mailto:National@aja.org">National@aja.org</a>	N	0
2	The Association for Women in Communications, Inc. 780 Ritchie Highway, Ste. 28-S Severna Park, MD 21146 <a href="mailto:info@womcom.org">info@womcom.org</a>	N	0
3	California Chicano News Media Association 3800 S. Figueroa Street Los Angeles, CA 90037 <a href="mailto:ccnmainfo@ccnma.org">ccnmainfo@ccnma.org</a>	N	0
4	National Association of Black College Broadcasters P.O. Box 3191 Atlanta, Georgia Phone: (404) 523-6136 Fax: (404) 523-5467 <a href="mailto:bcrmail@aol.com">bcrmail@aol.com</a>	N	0
5	National Association of Black Owned Broadcasters 1201 Connecticut Avenue N.W., Suite 200 Washington, D.C. 20036 Fax: (202) 429-0657 <a href="mailto:nabobinfo@nabob.org">nabobinfo@nabob.org</a>	N	0
6	National Association of Black Journalists 1100 Knight Hall, Suite 3100 College Park, Maryland 20742 Fax: 301-445-7101 <a href="mailto:sberry@nabj.org">sberry@nabj.org</a>	N	0

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**Urban One, Inc.**  
**Radio One – Raleigh/Durham, NC**  
**WFXC(FM), WFXK(FM), WNNL(FM), and WQOK(FM)**  
**EEO PUBLIC FILE REPORT**  
**August 1, 2021 – July 31, 2022 [1][2]**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
7	National Black Media Coalition 1738 Elton Road, Suite 314 Silver Spring, MD 20903 <a href="mailto:support@mpnmail.com">support@mpnmail.com</a>	N	0
8	National Lesbian and Gay Journalists Association 1420 K Street, NW, Ste.910 Washington, DC 20005 <a href="mailto:info@nljja.org">info@nljja.org</a>	N	0
9	Native American Public Telecommunications P.O. Box 83111 Lincoln, NE 68501 <a href="mailto:native@unl.edu">native@unl.edu</a>	N	0
10	Andrews Air Force Base Airman & Family Readiness Center <a href="mailto:mfscjobs@gmail.com">mfscjobs@gmail.com</a>	N	0
11	Jubilee Jobs, Inc. Fax: 202.667.8833 <a href="mailto:jconerly@jubileecjobs.org">jconerly@jubileecjobs.org</a>	N	0
12	Shares, Inc. - Brandywine Industries Fax: 317.462.1535 <a href="mailto:clee@sharesinc.org">clee@sharesinc.org</a>	N	0
13	The American Legion Department of NC Fax: (919) 832.6428 <a href="mailto:nclegion@nc.rr.com">nclegion@nc.rr.com</a>	N	0
14	Mayor's Office for People with Disabilities <a href="mailto:cornelius.booker@wrksolutions.com">cornelius.booker@wrksolutions.com</a>	N	0
15	Southern Methodist University <a href="mailto:hegicalendar@smu.edu">hegicalendar@smu.edu</a>	N	0
16	Women's Center of Tarrant County Inc. Fax: 817.927.0694 <a href="mailto:cfannin@womenscenterc.org">cfannin@womenscenterc.org</a>	N	0
17	Corporate Website – <a href="http://www.urban1.com">www.urban1.com</a>	N	<b>3</b>
18	Word-of-Mouth (which includes referrals from vendors, clients, former work associates and casual acquaintances)	N	0

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**Radio One – Raleigh/Durham, NC**  
**WFXC(FM), WFXK(FM), WNNL(FM), and WQOK(FM)**  
**EEO PUBLIC FILE REPORT**  
**August 1, 2021 – July 31, 2022 [1][2]**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
19	Internal Promotion/ Internal Candidate	N	0
20	Internal Referral/ /Employee Referral	N	2
21	Industry Referral	N	0
22	Market Websites - <a href="http://foxync.com/">http://foxync.com/</a> , <a href="http://thelightnc.com/">http://thelightnc.com/</a> , and <a href="http://hiphopnc.com/">http://hiphopnc.com/</a> .	N	0
23	Trade Publication – Inside Radio, 365 Union St. Littleton, NH 03561 (800) 248-4242	N	0
24	Internet Recruitment – - <a href="http://www.monster.com">www.monster.com</a> , <a href="http://www.bcfm.com">www.bcfm.com</a> <a href="http://www.allaccess.com">www.allaccess.com</a> , <a href="http://www.indeed.com">www.indeed.com</a> , <a href="http://www.hotjobs.com">www.hotjobs.com</a> , <a href="http://www.linkedin.com">www.linkedin.com</a> , <a href="http://www.careerbuilder.com">www.careerbuilder.com</a> , <a href="http://www.entertainmentcareers.net/">www.entertainmentcareers.net/</a> , <a href="http://www.ihirebroadcasting.com">www.ihirebroadcasting.com</a> .	N	1
25	Employment Connection – <a href="http://www.employmentconnection.com">www.employmentconnection.com</a>	N	0
<b>TOTAL INTERVIEWEES OVER 12-MONTH PERIOD</b>			<b>6</b>

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[2] This report was amended on May 6, 2024.

**Urban One, Inc.**  
**Radio One – Raleigh/Durham, NC**  
**WFXC(FM), WFXK(FM), WNNL(FM), and WQOK(FM)**  
**EEO PUBLIC FILE REPORT**  
**August 1, 2021 – July 31, 2022 [1][2]**

**III. RECRUITMENT INITIATIVES**

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
1	<b><u>Website Recruitment</u></b>	For local job vacancies, WFXC(FM), WFXK(FM), WNNL(FM), and WQOK(FM) referred listeners and potential employees to the Corporate website, <a href="http://www.urban1.com">www.urban1.com</a> .
2	<b><u>Workplace Harassment Training</u></b>	Urban One hosted an anti-harassment training session for managers and non-managers, in conjunction with outside counsel, to educate all market employees on what harassment is and what to do if they observe or experience it in the workplace. The Raleigh market's General Manager and Marketing & Promotions Director participated (November 15, 2021).
3	<b><u>EEO Training Seminar</u></b>	Urban One's Legal Department hosted an EEO Training Seminar, in conjunction with outside counsel, to train market employees and leadership on maintaining proper EEO compliance. The Raleigh market's General Manager and EEO Compliance Administrator participated (March 23, 2022).
4	<b><u>Political Compliance Training</u></b>	Urban One hosted three (3) political compliance training sessions for the Raleigh radio market. These training sessions were attended by designated Political Compliance Managers, the market sales team, and all additional employees who work with political advertising (July 28, 2021; January 18, 2022; and July 14, 2022).

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**Urban One, Inc.**  
**Radio One – Raleigh/Durham, NC**  
**WFXC(FM), WFXK(FM), WNNL(FM), and WQOK(FM)**  
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**August 1, 2021 – July 31, 2022 [1][2]**

<b>5</b>	<b><u>North Carolina Association of Broadcasters (NCAB) EEO Training</u></b>	The Raleigh radio market, including its General Manager, General Sales Manager, Operations Director, and Promotions Director, participated in a seminar entitled “FCC EEO Rules: Updates, Refresher, and Practical Considerations” hosted by the North Carolina Association of Broadcasters and presented by attorneys from Brooks Pierce Law (July 12, 2022).
<b>6</b>	<b><u>Sales Training</u></b>	Throughout the reporting period, the Raleigh market conducted training sessions facilitated by the Corporate Vice President of Revenue Development. The training sessions were intended to develop skills that prepare employees for senior sales and management positions (Weekly, Ongoing).
<b>7</b>	<b><u>Raleigh Chamber of Commerce Membership</u></b>	Throughout the reporting period, the Raleigh market’s General Manager attended Raleigh Chamber of Commerce meetings, where he provided information on the broadcast industry, met with local individuals seeking to network, and provided information to individuals desiring to pursue careers in the radio and/or broadcast sectors (Ongoing).
<b>8</b>	<b><u>Department Head Meetings (expanded)</u></b>	Throughout the reporting period, the Raleigh market held weekly Department Head Meetings, which expanded to provide opportunities for managers and non-managers to develop senior leadership qualities, as well as provide better representation of women and minorities when discussing market and/or Station issues (Weekly, Ongoing).

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**Urban One, Inc.**  
**Radio One – Raleigh/Durham, NC**  
**WFXC(FM), WFXK(FM), WNNL(FM), and WQOK(FM)**  
**EEO PUBLIC FILE REPORT**  
**August 1, 2022 – July 31, 2023 [1][2]**

**I. VACANCY LIST**

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

<b>Job Title</b>	<b>Recruitment Sources (RS) Used to Fill Vacancy</b>	<b>Number of Candidates Interviewed (RS)</b>	<b>RS Referring Hiree</b>
Traffic Manager (9/16/22)	1 – 14, 17, 21	3 [RS#14(1), RS#17(1), RS#21(1)]	RS#17
Account Executive (3/16/23)	1 – 14, 17	2 [RS#14(1), RS#17(1)]	RS#17
Sales Assistant (6/12/23)	1 – 14, 17	2 [RS#17(2)]	RS#17
		<b>Total Candidates Interviewed – 7</b>	

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**Urban One, Inc.**  
**Radio One – Raleigh/Durham, NC**  
**WFXC(FM), WFXK(FM), WNNL(FM), and WQOK(FM)**  
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**II. MASTER RECRUITMENT SOURCE LIST (MRSL)**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
1	Asian American Journalists Association 1182 Market Street, Ste. 320 San Francisco, CA 94102 <a href="mailto:National@aaja.org">National@aaja.org</a>	N	0
2	The Association for Women in Communications, Inc. 780 Ritchie Highway, Ste. 28-S Severna Park, MD 21146 <a href="mailto:info@womcom.org">info@womcom.org</a>	N	0
3	California Chicano News Media Association 3800 S. Figueroa Street Los Angeles, CA 90037 <a href="mailto:ccnmainfo@ccnma.org">ccnmainfo@ccnma.org</a>	N	0
4	National Association of Black Owned Broadcasters 1201 Connecticut Avenue N.W., Ste. 200 Washington, D.C. 20036 Fax: (202) 429-0657 <a href="mailto:nabobinfo@nabob.org">nabobinfo@nabob.org</a>	N	0
5	National Association of Black Journalists 1100 Knight Hall, Ste. 3100 College Park, MD 20742 Fax: (301) 445-7101 <a href="mailto:sberry@nabj.org">sberry@nabj.org</a>	N	0
6	National Black Media Coalition 1738 Elton Road, Ste. 314 Silver Spring, MD 20903 <a href="mailto:support@mpnmail.com">support@mpnmail.com</a>	N	0
7	Native American Public Telecommunications P.O. Box 83111 Lincoln, NE 68501 <a href="mailto:native@unl.edu">native@unl.edu</a>	N	0
8	Andrews Air Force Base Airman & Family Readiness Center <a href="mailto:mfscjobs@gmail.com">mfscjobs@gmail.com</a>	N	0
9	Shares, Inc. - Brandywine Industries Fax: (317) 462-1535 <a href="mailto:clec@sharesinc.org">clec@sharesinc.org</a>	N	0
10	Mayor's Office for People with Disabilities <a href="mailto:cornelius.booker@wrksolutions.com">cornelius.booker@wrksolutions.com</a>	N	0

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**Urban One, Inc.**  
**Radio One – Raleigh/Durham, NC**  
**WFXC(FM), WFXK(FM), WNNL(FM), and WQOK(FM)**  
**EEO PUBLIC FILE REPORT**  
**August 1, 2022 – July 31, 2023 [1][2]**

11	Shares, Inc. - Brandywine Industries Fax: (317) 462-1535 <a href="mailto:clec@sharesinc.org">clec@sharesinc.org</a>	N	0
12	Mayor’s Office for People with Disabilities <a href="mailto:cornelius.booker@wrksolutions.com">cornelius.booker@wrksolutions.com</a>	N	0
13	Southern Methodist University <a href="mailto:hegicalendar@smu.edu">hegicalendar@smu.edu</a>	N	0
14	Corporate Website – <a href="http://www.urban1.com">www.urban1.com</a>	N	2
15	Word-of-Mouth (which includes referrals from vendors, clients, former work associates and casual acquaintances)	N	0
16	Internal Promotion/ Internal Candidate	N	0
17	Internal Referral/ /Employee Referral	N	4
18	Industry Referral	N	0
19	Market Websites - <a href="http://foxync.com/">http://foxync.com/</a> , <a href="http://thelightnc.com/">http://thelightnc.com/</a> , and <a href="http://hiphopnc.com/">http://hiphopnc.com/</a> .	N	0
20	Trade Publication – Inside Radio 365 Union Street Littleton, NH 03561 (800) 248-4242	N	0
21	Internet Recruitment – - <a href="http://www.monster.com">www.monster.com</a> , <a href="http://www.bcfm.com">www.bcfm.com</a> <a href="http://www.allaccess.com">www.allaccess.com</a> , <a href="http://www.indeed.com">www.indeed.com</a> , <a href="http://www.hotjobs.com">www.hotjobs.com</a> , <a href="http://www.linkedin.com">www.linkedin.com</a> , <a href="http://www.careerbuilder.com">www.careerbuilder.com</a> , <a href="http://www.entertainmentcareers.net/">www.entertainmentcareers.net/</a> , <a href="http://www.ihirebroadcasting.com">www.ihirebroadcasting.com</a> .	N	1
22	Employment Connection – <a href="http://www.employmentconnection.com">www.employmentconnection.com</a>	N	0
<b>TOTAL INTERVIEWEES OVER 12-MONTH PERIOD</b>			<b>7</b>

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**Urban One, Inc.**  
**Radio One – Raleigh/Durham, NC**  
**WFXC(FM), WFXK(FM), WNNL(FM), and WQOK(FM)**  
**EEO PUBLIC FILE REPORT**  
**August 1, 2022 – July 31, 2023 [1][2]**

**III. RECRUITMENT INITIATIVES**

	<b>TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)</b>	<b>BRIEF DESCRIPTION OF ACTIVITY</b>
<b>1</b>	<b><u>Website Recruitment</u></b>	For local job vacancies, WFXC(FM), WFXK(FM), WNNL(FM), and WQOK(FM) referred listeners and potential employees to the Corporate website, <a href="http://www.urban1.com">www.urban1.com</a> .
<b>2</b>	<b><u>Workplace Harassment Training</u></b>	Urban One hosted an anti-harassment training session for managers and non-managers, in conjunction with outside counsel, to educate all market employees on what harassment is and what to do if they observe or experience it in the workplace. The Raleigh market's General Manger and Market's Promotions Director participated.
<b>3</b>	<b><u>EEO Training Seminar</u></b>	Urban One's Legal Department hosted an EEO Seminar, in conjunction with outside counsel, to train market employees and leadership on maintaining proper EEO compliance. The Raleigh market's General Manager and EEO Compliance Administrator participated (March 30, 2023).
<b>4</b>	<b><u>Political Compliance Training</u></b>	Urban One's Legal Department hosted a political compliance training session for the Raleigh radio market. The training session was attended by the market's designated Political Compliance Manager, the market sales team, and all additional employees who work with political advertising. The training session relevant to this reporting period was conducted on (February 8, 2023).
<b>5</b>	<b><u>Diversity, Equity, and Inclusivity Conference</u></b>	The Raleigh radio market, including its General Manager, Gary A. Weiss, and General Sales Manager, attended the 2022 Diversity Equity, and Inclusivity (the "Conference") presented by the Triangle DEI Alliance. The Conference focused on learning actionable strategies to create an inclusive workplace through awareness and action (July 26, 2022).

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**Urban One, Inc.**  
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**WFXC(FM), WFXK(FM), WNNL(FM), and WQOK(FM)**  
**EEO PUBLIC FILE REPORT**  
**August 1, 2022 – July 31, 2023 [1][2]**

<b>6</b>	<b><u>North Carolina Black Summit</u></b>	The Radio Raleigh market sponsored the 17 <sup>th</sup> annual North Carolina Black Summit (the “Summit”). The Summit offered networking opportunities and was attended by Raleigh market and/or Station personnel, including the General Sales Manager (April 27 – 28, 2023).
<b>7</b>	<b><u>Raleigh Chamber of Commerce Membership</u></b>	Throughout the reporting period, the Raleigh market’s General Manager, Gary A. Weiss, attended the Raleigh Chamber of Commerce’s Board of Directors and Board of Advisors Meetings (the “BOD & BOA Meetings”), where he provided Triangle DEI business leaders with information on the broadcast industry, met with local individuals seeking to network, and provided information to individuals desiring to pursue careers in the in radio and/or broadcast sectors (the first BOD & BOA Meeting was held on November 30, 2022, ongoing thereafter).
<b>8</b>	<b><u>Sales Training</u></b>	Throughout the reporting period, the Raleigh market conducted training sessions facilitated by the Corporate Vice President of Revenue Development. The training sessions were intended to develop skills that prepare employees for senior sales and management positions (Weekly, Ongoing).
<b>9</b>	<b><u>Department Head Meetings (expanded)</u></b>	Throughout the reporting period, the Raleigh market held weekly Department Head Meetings, which expanded to include provide opportunities for managers and non- managers to develop senior leadership qualities, as well as provide better representation of women and minorities when discussing market and/or Station issues (Weekly, Ongoing).

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***(b)(ii) For each station in the Unit that maintains a website, the website address. If the Unit's most recent EEO Public File Report is not posted on each website as required by section 73.2080(c)(6), identify that website and explain why the report is not so posted. If the Unit does not maintain a website, but its corporate site contains a link to a site pertaining to the Unit, identify the corporate website address where the Unit's most recent EEO Public File Report is linked pursuant to section 73.2080(c)(6).***

<b>Call Sign</b>	<b>City, State</b>	<b>Facility ID No.</b>	<b>Website Address</b>
WFXX (FM)	Bunn, NC	24931	<a href="https://foxync.com/">https://foxync.com/</a>
WFXC (FM)	Durham, NC	36952	<a href="https://foxync.com/">https://foxync.com/</a>
WNNL (FM)	Fuquay-Varina, NC	9728	<a href="https://thelightnc.com/">https://thelightnc.com/</a>
WQOK (FM)	Carrboro, NC	69559	<a href="https://hiphopnc.com/">https://hiphopnc.com/</a>

***(b)(iii) For each of the Unit's full-time positions filled during the period covered by the EEO Public File Reports noted above, or since acquisition of the Unit (if during that period), the date of hire as required by section 73.2080(c)(5)(vi) as well as dated copies of all advertisements, bulletins, letters, faxes, e-mails or other communications announcing the position, as described in section 73.2080(c)(5)(iii). However, to reduce the burden of responding to this audit, if a job notice was sent to multiple sources, the Unit may include in its response: (1) documentation showing one such notice was sent, (2) a list of the additional sources to which the notice was distributed, and (3) a statement confirming notices to all additional sources used to announce the vacancy were retained, as required by section 73.2080(c)(5)(iii). Include, however, copies of all job announcements sent to any organization (identified separately from other recruitment sources) that has notified the Unit that it wants to be notified of the Unit's job openings, as described in section 73.2080(c)(1)(ii).***

See attached.

For the date of hire for each of the Unit's full-time positions filled, see the EEO Public File Reports attached at (b)(i) above.



# Requisition: Sales Assistant

## Requisition Owner(s):

Requisition Owners: Smith, Lolita  
 Martin, Carolyn  
 Moore, Kimberly  
 Witherspoon, Alicia

## Requisition Information:

Type of Request: <b>Create New Position</b>	Status: <b>Filled</b>
Title: <b>Sales Assistant</b>	Job Code: <b>4007</b>
Company: <b>Radio One</b>	Hiring Manager: <b>Lolita Smith</b>
Location: <b>NC – Raleigh</b>	EEO Job Category: <b>(4) Sales Workers</b>
Station: <b>Raleigh – Non-Station – 15-99</b>	FLSA: <b>Non-Exempt</b>
Department: <b>Sales and Marketing</b>	# of Openings: <b>0</b>
Employment Status: <b>Full Time</b>	Filled Date: <b>1/26/23</b>
Opened Date: <b>1/26/22</b>	Reason for Opening: <b>New Position</b>

## Compensation

Budgeted Salary/Hourly Rate	Standard Draw
Budgeted Salary/Rate: [REDACTED]	SD Monthly Amount: [REDACTED]
Recommended Salary/Hourly Range	Non-Recoverable Draw
Salary/Rate from: [REDACTED]	NRD Monthly Amount: [REDACTED]
Salary/Rate [REDACTED]	NRD Duration: [REDACTED]

## Replacement

Employee being replaced: **n/a**                      Employee Term/Trans Date: **4/7/20**  
 Compensation: **n/a**

## Justification

Justification:

## Approvals:

Requisition Approvers: <b>[1] Weiss, Gary</b>	Status: <b>Approved</b>	Offer Approvers: <b>[1] Weiss, Gary</b>
<b>[2] Martin, Carolyn</b>	Status: <b>Approved</b>	<b>[2] Martin, Carolyn</b>

[3] Kantor, David      Status: **Approved**  
[4] Moore, Kimberly  
[5] Witherspoon, Alicia

[3] Moore, Kimberly  
[4] Witherspoon, Alicia

**Active Hire Controls:**

- ✓ Decrement Number of openings by 1
- ✓ E-Mail Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

**Requisition Posters:**

Posted To: Not currently posted.

**Job Description:**

Description: **Sales Project Coordinator**

To competently\* and professionally\* assist the Sales Department, and where applicable meet the expressed needs of existing and potential clients. The Sales Project Coordinator will be responsible for working closely with Account Managers to assist with account management, client requests, creating and revising sales orders and data entry. The ideal candidate will have a strong attention to detail, excellent organizational and time management skills and problem solving abilities. This will be done while staying within the negotiated job responsibilities at all times.

**Qualifications:**

- Some college preferred, but not required
- Six months to one year related experience and/or training
- Computer literate. Ability to use standard office equipment (i.e., computer, copier, scanner)
- Proficiency in Microsoft Office Suite, including PowerPoint presentations and Excel
- Experience using CRM software
- Attention to details
- Knowledge of digital and social media platforms
- Ability to travel to local clients' facilities and promotional events

**Main Responsibilities:**

- Sales Representative Assistance
- Sales Management Assistance
- Interdepartmental Liaison
- Administration
- Self-Management
- Professional Development

**Objectives (by Responsibility):****Sales Representative Assistance**

1. To assist, support and co-ordinate the ongoing needs of the Sales team. This includes:
  - Preparing presentations and client recaps
  - Entering Sales order and Production orders accurately as needed
  - Preparing letters
  - Assisting the National Sales Assistant as needed
  - Strong customer service skills

**Sales Management Assistance**

1. To assist the Sales Manager in supporting the Sales Team on an ongoing basis. This includes:
  - Preparing meeting agendas as required
  - Taking notes at meetings and distributing same when relevant
  - Preparing, coordinating, distributing and maintaining sales kits
  - Pulling sales reports as needed
  - Co-coordinating with other departments as directed by the Sales Managers

**Interdepartmental Liaison**

1. To ensure that all relevant information is submitted to all relevant parties and departments within the requested and negotiated timelines on an ongoing basis. This includes:
  - Traffic Department
  - Promotion, Production and programming requests
  - Management
2. To ensure that effective interdepartmental communication occurs on an ongoing basis.

**Administration**

1. To ensure that all relevant paperwork as it applies to the overall job responsibility is submitted within the negotiated and requested timelines at all times. This includes:
  - All the paperwork required by Sales and Sales Management
  - All the paperwork required by the Accounting, Traffic and Promotion Departments
  - Keeping Master Client List updated
2. To perform within the relevant department and interdepartmental policies and procedures on an ongoing basis.

**Self- Management**

1. To ensure that appropriate Self-Management is exercised at all times and the ability to self audit, as it applies to the overall function and specifically as it relates to:

- Overall Professionalism
- Judgement
- Propriety
- Dress code (should be consistent with your job function, includes appropriate grooming)
- Confidentiality (at all times)
- Managing Emotions (Emotional Maturity and control in all situations)
- Taking Initiative (may include taking risks)
- Being self-directed
- Accepting responsibility
- Being accountable
- Self-critiquing
- Accepting and growing with others Critique
- Being objective (issue relevant)
- Building and maintaining workable relationships
- Suspending judgment (when relevant)
- Not discriminating
- Being accepting rather than judgmental (when appropriate)
- Allowing others their feelings
- Extending common courtesies
- Behaving out of a sense of urgency (when appropriate)
- Striving for Balance
- Appropriately delegating
- Evolving self-awareness
- Problem Solving and Decision Making (within scope of the function)

### Professional Development

1. To attend all relevant skill building workshops as requested.
2. To stay current with all relevant industry information as it applies to the overall job responsibility.
3. To drive your own Performance Appraisal every thirty days.

\*Competence is defined as using "effectiveness and efficiency" in equal measure at all times

\*Professionalism is described as being consistently appropriate in all situations and at all times

### Tracking:

Added to System: **1/10/22 11:40 AM**

ID: **4007**

Last Updated: **1/26/23 2:18 PM**



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Requisitions Candidates Employees

### Candidates: Sales Assistant

This list shows all the candidates that have applied or have been submitted for requisition 4007: [Sales Assistant - \[4007\]](#)  
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Candidate First Name

Candidate Last Name

- Recently Viewed
- [Candidates List](#)  
Sales Assistant
  - [Sales Assistant](#)  
ID:4007
  - [Candidates List](#)  
Executive Assistant
  - [Executive Assistant](#)  
ID:4261
  - [Board Operator](#)  
ID:4254
  - [Nights and Weekends...](#)  
ID:4421
  - [Creative Producer](#)  
ID:3873
  - [Promotions Assistan...](#)  
ID:4441
  - [Purchasing and Admi...](#)  
ID:1424
  - [Chief Engineer](#)  
ID:4203

**All Candidates** [New](#) [Phone Screen](#) [More](#)

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<input type="checkbox"/>		Name	Last Updated	Resume	Source	Main status	Req. Based Status	Requisitions	Req Rank	Next St
<input type="checkbox"/>		[REDACTED]	1/8/24 10:14 AM		Company Website	Available	NEW	<a href="#">Account Executive (On-Goin...</a>		<a href="#">Phone</a>
<input type="checkbox"/>		[REDACTED]	5/14/23 1:26 AM		TV One Employee	Available	Not Minimally Qualified	<a href="#">Assistant Program Director/On...</a>		
<input type="checkbox"/>		[REDACTED]	4/1/23 7:22 PM		Company Website	Available	Not Minimally Qualified	<a href="#">Announcer/Board Operator - [36...</a>		
<input type="checkbox"/>		[REDACTED]	1/26/23 2:17 PM		Employee Referral	Hired	Hired	<a href="#">Sales Assistant - [4007]</a>		
<input type="checkbox"/>		[REDACTED]	5/4/22 5:45 PM		Company Website	Available	NEW	<a href="#">Account Executive (On-Goin...</a>		<a href="#">Phone</a>
<input type="checkbox"/>		[REDACTED]	3/31/22 2:09 PM		Company Website	Available	NEW	<a href="#">Assistant Program Director/On...</a>		<a href="#">Phone</a>
<input type="checkbox"/>		[REDACTED]	3/14/22 2:42 PM		Indeed.com	Available	Out of state	<a href="#">Account Executive (Sales&amp;#...</a>		<a href="#">Intervi</a>
<input type="checkbox"/>		[REDACTED]	3/14/22 2:39 PM		Company Website	Available	Not Minimally Qualified	<a href="#">Sales Assistant - [4007]</a>		
<input type="checkbox"/>		[REDACTED]	3/2/22 5:34 PM		Other (Please Specify)	NEW	NEW	<a href="#">Sales Assistant - [4007]</a>		<a href="#">Phone</a>
<input type="checkbox"/>		[REDACTED]	2/28/22 2:14 PM		Company Website	Available	Above Salary Range	<a href="#">Integrated Campaign Manager 20...</a>		<a href="#">Phone</a>

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## Requisition: Online Editor - Raleigh

### Requisition Owner(s):

Requisition Owners: Trybula, Ashley  
 Moore, Kimberly  
 McNair, Monica  
 Witherspoon, Alicia  
 Martin, Carolyn

### Requisition Information:

Type of Request: <b>Replacement Hire</b>	Status: <b>Filled</b>
Title: <b>Online Editor - Raleigh</b>	Job Code: <b>4057</b>
Company: <b>Radio One</b>	Hiring Manager: <b>Ashley Trybula</b>
Location: <b>NC - Raleigh</b>	EEO Job Category: <b>(2) Professionals</b>
Station: <b>Raleigh - Non-Station - 15-99</b>	FLSA: <b>Exempt</b>
Department: <b>Digital</b>	# of Openings: <b>1</b>
Employment Status: <b>Full Time</b>	Filled Date: <b>5/25/22</b>
Opened Date: <b>3/8/22</b>	Reason for Opening: <b>Resignation</b>

### Compensation

Budgeted Salary/Hourly Rate	Standard Draw
Budgeted Salary/Rate:	SD Monthly Amount:
Recommended Salary/Hourly Range	Non-Recoverable Draw
Salary/Rate from: <span style="background-color: black; color: black;">████████</span>	NRD Monthly Amount:
Salary/Rate to: <span style="background-color: black; color: black;">████████</span>	NRD Duration:

### Replacement

Employee being replaced: \_\_\_\_\_ Employee Term/Trans Date: \_\_\_\_\_  
 Compensation: \_\_\_\_\_

### Justification

Justification: \_\_\_\_\_

### Approvals:

Requisition Approvers: **[1]** Trybula, Ashley Status: **Approved** Offer Approvers: **[1]** Trybula, Ashley

[2]	Moore, Kimberly	Status: <b>Approved</b>	[2]	Moore, Kimberly
[3]	McNair, Monica	Status: <b>Approved</b>	[3]	McNair, Monica
[4]	Weiss, Gary	Status: <b>Approved</b>	[4]	Witherspoon, Alicia
[5]	Kantor, David	Status: <b>Approved</b>	[5]	Martin, Carolyn
[6]	Martin, Carolyn	Status: <b>Approved</b>		

### Requisition Posters:

Posted To: Not currently posted.

### Job Description:

Description:

#### Online Editor

The Online Editor facilitates the content objectives (i.e. developing and managing content) for Radio One's music radio station websites in Raleigh, NC markets.

The position is responsible for increasing the sites' online traffic and engagement through the maintained programming of local, regional, and national content, the management of internal and external content sources, implementation of various traffic-driving products, and by linking the stations' on-air and off-line marketing and promotional activities to the sites.

The position leads the development of local traffic driving strategies and executes strategies developed at the national level.

#### Desired Skills/Experience:

- 2-3 years of experience finding and producing editorial content online.
- Knows effective ways to distribute, promote and market your content over the web.
- Knowledge of how to publish to and maintain a site using a content management system (CMS), WordPress is a plus.
- Experience writing a variety of content styles for publishing including AP, editorial, and blog style.
- Must know how to perform photo resizing as well as audio and video editing using programs including Adobe Photoshop, iMovie, and Sound Studio.
- Familiar with and knows how to analyze metrics.
- Working knowledge of Search Engine Optimization (SEO) best practices.
- Social media optimization knowledge, specifically in regards to Instagram, Twitter, Facebook, and TikTok.
- Has a creative eye for or a familiarity with graphic design. CANVA and/or Photoshop knowledge is a plus.

#### Necessary Qualities:

- You must be engrained with, and/or deep knowledge of, African-American music and culture.
- You must be an absolute web junkie, familiar with all websites that cover African-American news, entertainment, celebrity, gossip, and events.

- You must be able to advocate the digital properties internally and externally and work as part of a team.
- You must be enthusiastic and disciplined; a self-starter that can thrive in fast-paced environments with tight deadlines and aggressive performance targets.

**Job Responsibilities:**

- Reporting on, and engaging with local Raleigh and surrounding area news, events, and activity.
- Scoping, editing, and writing posts about news, celebrity, entertainment, and gossip collected from both the local and national level as well as aggregating content from internal and external sources.
- Utilize experience and judgment to plan and accomplish goals through the development and implementation of local strategies.
- Working with and training radio and digital personalities in the creation and maintenance of content.
- Working with the stations' Program Director, Operations Manager, and/or Marketing/Promotions leads to maintaining the vision, voice, and brand direction of the stations online.
- Maintain and grow all digital platforms including station's social network accounts, SMS clubs, mobile streaming apps, and newsletters
- Working with the Regional Online Editor and Director of Content to leverage national programming opportunities, tools, and strategies.

**Metrics for Success:**

- Of utmost importance to the Online Editor is web traffic primarily indicated by Unique Visitors (UVs) and Pageviews (PVs) as well as driving listeners to each radio station's stream. Other performance metrics including time spent, bounce rates, and impressions will also be used.
- Ensuring compelling and up-to-date content is always available will be the Online Editor's best way of influencing these key performance indicators.

**Tracking:**Added to System: **3/7/22 12:30 PM**ID: **4057**Last Updated: **5/25/22 10:55 AM**



# Requisition: Account Executive (Sales)

## Requisition Owner(s):

Requisition Owners: **Smith, Lolita**  
**Moore, Kimberly**  
**Martin, Carolyn**  
**Witherspoon, Alicia**  
**McNair, Monica**

## Requisition Information:

Type of Request: <b>Replacement Hire</b>	Status: <b>Filled</b>
Title: <b>Account Executive (Sales)</b>	Job Code: <b>4063</b>
Company: <b>Radio One</b>	Hiring Manager: <b>Lolita Smith</b>
Location: <b>NC - Raleigh</b>	EEO Job Category: <b>(4) Sales Workers</b>
Station: <b>Raleigh - Non-Station - 15-99</b>	FLSA: <b>Exempt</b>
Department: <b>Sales and Marketing</b>	# of Openings: <b>1</b>
Employment Status: <b>Full Time</b>	Filled Date: <b>1/26/23</b>
Opened Date: <b>2/1/22</b>	Reason for Opening: <b>Resignation</b>

## Compensation

Budgeted Salary/Hourly Rate	Standard Draw
Budgeted Salary/Rate: <b>██████████</b>	SD Monthly Amount: <b>██████████</b>
Recommended Salary/Hourly Range	Non-Recoverable Draw
Salary/Rate from: <b>██████████</b>	NRD Monthly Amount: <b>██████████</b>
Salary/Rate to: <b>██████████</b>	NRD Duration: <b>██████████</b>

## Replacement

Employee being replaced: **Victor Briscoe** Employee Term/Trans Date: **4/7/20**  
 Compensation: **36000.00**

## Justification

Justification: currently have an "on-going" AE requisition. HR asked me to do a new one.

## Approvals:

Requisition Approvers: **[1] Martin, Carolyn** Status: **Approved** Offer Approvers: **[1] Martin, Carolyn**

[2] Weiss, Gary Status: **Approved**  
[3] Kantor, David Status: **Approved**  
[4] Moore, Kimberly Status: **Approved**

[2] Weiss, Gary  
[3] Moore, Kimberly  
[4] McNair, Monica  
[5] Witherspoon, Alicia

### Requisition Posters:

Posted To: Not currently posted.

### Job Description:

Description:

#### **Company Overview**

The Radio One story began simply with a dream and one radio station. Thirty-five years, 16 markets, and 50+ stations later, we are an urban media empire, spanning multiple media platforms.

We are in your ears with Reach Media/Radio One, on your televisions with TV One, and may even be the name behind your favorite website, with our digital platform Interactive One.

Information is power, and our mission here at Radio One, Inc. is simple – to be the most trusted media source in the African-American community. At Radio One, we pride ourselves on hiring people who are dedicated and continue to challenge the norm, while embracing a corporate culture built on creativity and passion. We are our employees' biggest fans, and it is our daily mission to attract, develop, and retain the brightest stars in the business.

Radio One is looking for the best and brightest Account Executives to join our Sales Team!

#### **KEY RESPONSIBILITIES:**

- Business to business sales, and superior management of both large and small accounts
- Prospecting, cold calling, and development of new sales opportunities
- Creation of client-focused sales plans to meet/exceed goals, and ensuring client needs are met
- Participation in team/market efforts, meetings and events
- Assisting with collection efforts from clients
- Creation of client-focused sales plans to meet/exceed goals in conjunction with Target and Key Account development

#### **CRITICAL COMPETENCIES FOR SUCCESS:**

- Highly motivated and creative individual who is looking for ways to innovate
- Committed to building and developing new relationships

- Maintaining and building strong relationships with new and existing clients

### **EDUCATION/QUALIFICATIONS:**

- 3-5 years business to business sales experience, with experience in media preferable
- Professional demeanor, and excellent verbal and written communication and customer service skills
- Successful track record working with major accounts
- Web sales, and CRM experience is a plus
- Knowledge in the following industries, radio, digital, marketing, advertising, a plus

### **BENEFITS**

- 6 Month Pay Guarantee
- Medical/Dental/Vision/Life Insurance Plan Options
- 401k
- Paid Vacation Time and a Competitive Holiday Schedule
- Pre-Tax Transit Benefit (DC metro area only) and Flexible Spending Accounts

### **Tracking:**

Added to System: **3/17/22 10:17 AM**

ID: **4063**

Last Updated: **1/26/23 5:43 PM**



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Requisitions **Candidates** Employees

### Candidates: Account Executive (Sales)

This list shows all the candidates that have applied or have been submitted for requisition 4063: [Account Executive \(Sales\) - \[4063\]](#)  
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Candidate Last Name

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- [Candidates List](#)  
Assistant Program D...
- [General Sales Manag...](#)  
ID:3914
- [Account Executive \(...\)](#)  
ID:4063
- [Online Editor - Ral...](#)  
ID:4057
- [Kaya Black](#)  
Candidate
- [Board Operator](#)  
ID:4254
- [Candidates List](#)  
Executive Assistant
- [Promotions Director](#)  
ID:4122
- [Candidates List](#)  
Traffic Manager

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<input type="checkbox"/>		Name	Last Updated	Resume	Source	Main status	Req. Based Status	Requisitions	Req Rank	Next St
<input type="checkbox"/>		[REDACTED]	1/19/23 11:30 AM		Indeed.com	Available	Offer Extended	<a href="#">Account Executive (Sales&amp;#...</a>		<a href="#">Hired</a>
<input type="checkbox"/>		[REDACTED]	8/17/22 3:01 PM		Company Website	Available	Not Minimally Qualified	<a href="#">Account Executive (Sales&amp;#...</a>		
<input type="checkbox"/>		[REDACTED]	4/25/22 5:17 PM		Company Website	In Process	Phone Screen	<a href="#">Account Executive - [1003]</a>		<a href="#">Intervi</a>
<input type="checkbox"/>		[REDACTED]	4/25/22 2:21 PM		Indeed.com	Available	Not Minimally Qualified	<a href="#">Account Executive (Sales&amp;#...</a>		
<input type="checkbox"/>		[REDACTED]	3/22/22 11:22 PM		Black Broadcasters Alliance	NEW	NEW	<a href="#">Account Executive (Sa...</a>		<a href="#">Phone</a>

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# Requisition: Traffic Manager

## Requisition Owner(s):

Requisition Owners: Foye, Terra  
 Revels, Dorothea  
 Martin, Carolyn  
 Weiss, Gary  
 Isaksen, Joseph  
 Moore, Kimberly  
 Witherspoon, Alicia

## Requisition Information:

Type of Request: <b>Replacement Hire</b>	Status: <b>Filled</b>
Title: <b>Traffic Manager</b>	Job Code: <b>TRAFMGR</b>
Company: <b>Radio One</b>	Hiring Manager: <b>Dorothea Revels</b>
Location: <b>NC – Raleigh</b>	EEO Job Category: <b>(4) Sales Workers</b>
Station: <b>Raleigh – Non-Station – 15-99</b>	FLSA:
Department: <b>Finance</b>	# of Openings: <b>1</b>
Employment Status: <b>Full Time</b>	Filled Date: <b>9/16/22</b>
Opened Date: <b>6/14/22</b>	Reason for Opening: <b>Resignation</b>

## Compensation

Budgeted Salary/Hourly Rate	Standard Draw
Budgeted Salary/Rate: [REDACTED]	SD Monthly Amount: [REDACTED]
Recommended Salary/Hourly Range	Non-Recoverable Draw
Salary/Rate from: [REDACTED]	NRD Monthly Amount: [REDACTED]
Salary/Rate to: [REDACTED]	NRD Duration: [REDACTED]

## Replacement

Employee being replaced: [REDACTED]	Employee Term/Trans Date: [REDACTED]
Compensation: [REDACTED]	

## Justification

Justification: Replacement Hire

**Approvals:**

Requisition Approvers: [1] Revels, Dorothea Status: **Approved**  
 [2] Isaksen, Joseph Status: **Approved**  
 [3] Martin, Carolyn Status: **Approved**  
 [4] Weiss, Gary Status: **Approved**  
 [5] Kantor, David Status: **Approved**  
 [6] Moore, Kimberly Status: **Approved**  
 [7] Witherspoon, Alicia

Offer Approvers: [1] Martin, Carolyn  
 [2] Kantor, David  
 [3] Isaksen, Joseph  
 [4] Moore, Kimberly  
 [5] Witherspoon, Alicia

**Requisition Posters:**

Posted To: Not currently posted.

**Job Description:**

Description:

**Traffic Manager**

Manage station logs for commercial, programming and promotional content.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- . Prepare logs using Wide Orbit System, including creation, scheduling, processing , contract generation and submission to Programming
- . Monitor competitive codes, rates, spot rotations, available inventory and schedule commercials accordingly
- . Reconcile post-logs for approval and posting to boardfile; research and report discrepancies for follow up
- . Merge music logs
- . Produce, edit and advise on “time-sold” and pre-emption reports in order to maximize inventory; post inventory to other systems as required
- . Analyze daily bump commercial report and distribute relevant information to affected departments for follow up
- . Review on-air time sales, promotion and programming and news orders and/or public service announcements to verify accuracy and completeness
- . Review sponsor requests for specific dates, times of announcements; recommend alternate dates, times and input information to update log
- . Liaison with other departments, i.e. Accounting, Sales, Programming, Production, Promotions etc. as required
- . Develop and distribute reports to requesting departments
- . Facilitate distribution of broadcast confirmations to Sales and clients
- . Prepare and circulate network affidavits
- . Build hourly clocks as required
- . Maintain logs and records retention
- . Assist with scheduling of Emergency Alert System (EAS) tests for compliance with FCC regulations
- . Ensure satisfactory audits and SOX 404 compliance for areas of responsibility
- . Back up Traffic Manager and Continuity Director as required

- Perform other duties as assigned

## **EXPERIENCE**

Minimum 3 years relevant experience and/or training, or equivalent combination of experience and training.

Minimum two year's Associate's degree or equivalent.

- Highly computer proficient
- Display problem solving, multi-tasking and prioritization skills
- Capable of handling pressures and adhering to deadlines
- Effectively communicate with others
- Interact well with management, staff, clients
- Demonstrate attention to accuracy and detail

### **Tracking:**

Added to System: **6/13/22 1:51 PM**

ID: **4140**

Last Updated: **9/18/22 9:34 AM**



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Requisitions **Candidates** Employees

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Candidate Keywords

Advanced Search

Candidate First Name

Candidate Last Name

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Candidates List  
Traffic Manager

Traffic Manager  
ID:4140 - [TRAFMGR]

Promotions Director  
ID:4122

Candidates List  
Assistant Program D...

Assistant Program D...  
ID:4036

Candidates List  
Sales Assistant

Sales Assistant  
ID:4007

Candidates List  
Executive Assistant

Executive Assistant  
ID:4261

Board Operator  
ID:4254

### Candidates: Traffic Manager

This list shows all the candidates that have applied or have been submitted for requisition TRAFMGR: [Traffic Manager - \[TRAFMGR\]](#)  
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<input type="checkbox"/>		Name	Last Updated	Resume	Source	Main status	Req. Based Status	Requisitions	Req Rank	Next
<input type="checkbox"/>		[REDACTED]	10/18/22 9:05 AM		Employee Referral	Hired	Hired	Traffic Manager - [TRAFMG...]		
<input type="checkbox"/>		[REDACTED]	10/11/22 9:57 AM		Company Website	In Process	Interviewing	Continuity Director - [4204]		Ba
<input type="checkbox"/>		[REDACTED]	9/18/22 8:00 AM		Company Website	NEW	NEW	Traffic Manager - [TRAFMG...]		Ph
<input type="checkbox"/>		[REDACTED]	8/31/22 7:03 PM		Company Website	NEW	NEW	Traffic Manager - [TRAFMGR]		Ph
<input type="checkbox"/>		[REDACTED]	8/25/22 7:53 PM		Company Website	NEW	NEW	Market Accounting Manager - [4...		Ph
<input type="checkbox"/>		[REDACTED]	8/18/22 11:09 AM		Employee Referral	Available	Rejected	Account Executive (On-Goin...		
<input type="checkbox"/>		[REDACTED]	8/18/22 10:28 AM		Indeed.com	In Process	Interviewing	Traffic Manager - [TRAFMG...]		Ba

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(<https://web.archive.org/web/20211207212527/mailto:careers@urban1.com>)

**ALL JOBS (114) ([HTTPS://WEB.ARCHIVE.ORG/WEB/20211207212527/HTTPS://URBAN1.COM/JOB-LISTINGS/?  
CATEGORY=ALL&IONE\\_CAREERS\\_PAGE=1](https://web.archive.org/web/20211207212527/https://urban1.com/job-listings/?category=all&ione_careers_page=1))**

**RADIO ONE JOBS (66) ([HTTPS://WEB.ARCHIVE.ORG/WEB/20211207212527/HTTPS://URBAN1.COM/JOB-LISTINGS/?  
CATEGORY=RADIO&IONE\\_CAREERS\\_PAGE=1](https://web.archive.org/web/20211207212527/https://urban1.com/job-listings/?category=radio&ione_careers_page=1))**

**IONE DIGITAL JOBS (48) ([HTTPS://WEB.ARCHIVE.ORG/WEB/20211207212527/HTTPS://URBAN1.COM/JOB-LISTINGS/?  
CATEGORY=IONE&IONE\\_CAREERS\\_PAGE=1](https://web.archive.org/web/20211207212527/https://urban1.com/job-listings/?category=ione&ione_careers_page=1))**

**TVONE JOBS ([HTTPS://WEB.ARCHIVE.ORG/WEB/20211207212527/HTTPS://TVONE.TV/CAREERS/](https://web.archive.org/web/20211207212527/https://tvone.tv/careers/))**

**-- OUR MARKETS --**

**R/ATLANTA JOBS (5) ([HTTPS://WEB.ARCHIVE.ORG/WEB/20211207212527/HTTPS://URBAN1.COM/JOB-LISTINGS/?  
CATEGORY=ATLANTA&IONE\\_CAREERS\\_PAGE=1](https://web.archive.org/web/20211207212527/https://urban1.com/job-listings/?category=atlanta&ione_careers_page=1))**

**BALTIMORE JOBS (10) ([HTTPS://WEB.ARCHIVE.ORG/WEB/20211207212527/HTTPS://URBAN1.COM/JOB-LISTINGS/?  
CATEGORY=BALTIMORE&IONE\\_CAREERS\\_PAGE=1](https://web.archive.org/web/20211207212527/https://urban1.com/job-listings/?category=baltimore&ione_careers_page=1))**

**CHARLOTTE JOBS (10) ([HTTPS://WEB.ARCHIVE.ORG/WEB/20211207212527/HTTPS://URBAN1.COM/JOB-LISTINGS/?  
CATEGORY=CHARLOTTE&IONE\\_CAREERS\\_PAGE=1](https://web.archive.org/web/20211207212527/https://urban1.com/job-listings/?category=charlotte&ione_careers_page=1))**



**CHICAGO JOBS (0)** ([HTTPS://WEB.ARCHIVE.ORG/WEB/20211207212527/HTTPS://URBAN1.COM/JOB-LISTINGS/?  
CATEGORY=CHICAGO&IONE\\_CAREERS\\_PAGE=1](https://web.archive.org/web/20211207212527/https://urban1.com/job-listings/?category=chicago&ione_careers_page=1))

**CINCINNATI JOBS (6)** ([HTTPS://WEB.ARCHIVE.ORG/WEB/20211207212527/HTTPS://URBAN1.COM/JOB-LISTINGS/?  
CATEGORY=CINCINNATI&IONE\\_CAREERS\\_PAGE=1](https://web.archive.org/web/20211207212527/https://urban1.com/job-listings/?category=cincinnati&ione_careers_page=1))

**CLEVELAND JOBS (7)** ([HTTPS://WEB.ARCHIVE.ORG/WEB/20211207212527/HTTPS://URBAN1.COM/JOB-LISTINGS/?  
CATEGORY=CLEVELAND&IONE\\_CAREERS\\_PAGE=1](https://web.archive.org/web/20211207212527/https://urban1.com/job-listings/?category=cleveland&ione_careers_page=1))

**COLUMBUS JOBS (10)** ([HTTPS://WEB.ARCHIVE.ORG/WEB/20211207212527/HTTPS://URBAN1.COM/JOB-LISTINGS/?  
CATEGORY=COLUMBUS&IONE\\_CAREERS\\_PAGE=1](https://web.archive.org/web/20211207212527/https://urban1.com/job-listings/?category=columbus&ione_careers_page=1))

**DALLAS JOBS (5)** ([HTTPS://WEB.ARCHIVE.ORG/WEB/20211207212527/HTTPS://URBAN1.COM/JOB-LISTINGS/?  
CATEGORY=DALLAS&IONE\\_CAREERS\\_PAGE=1](https://web.archive.org/web/20211207212527/https://urban1.com/job-listings/?category=dallas&ione_careers_page=1))

**DETROIT JOBS (0)** ([HTTPS://WEB.ARCHIVE.ORG/WEB/20211207212527/HTTPS://URBAN1.COM/JOB-LISTINGS/?  
CATEGORY=DETROIT&IONE\\_CAREERS\\_PAGE=1](https://web.archive.org/web/20211207212527/https://urban1.com/job-listings/?category=detroit&ione_careers_page=1))

**HOUSTON JOBS (2)** ([HTTPS://WEB.ARCHIVE.ORG/WEB/20211207212527/HTTPS://URBAN1.COM/JOB-LISTINGS/?  
CATEGORY=HOUSTON&IONE\\_CAREERS\\_PAGE=1](https://web.archive.org/web/20211207212527/https://urban1.com/job-listings/?category=houston&ione_careers_page=1))

**INDIANAPOLIS JOBS (9)** ([HTTPS://WEB.ARCHIVE.ORG/WEB/20211207212527/HTTPS://URBAN1.COM/JOB-LISTINGS/?  
CATEGORY=INDIANAPOLIS&IONE\\_CAREERS\\_PAGE=1](https://web.archive.org/web/20211207212527/https://urban1.com/job-listings/?category=indianapolis&ione_careers_page=1))

**LOS ANGELES JOBS (0)** ([HTTPS://WEB.ARCHIVE.ORG/WEB/20211207212527/HTTPS://URBAN1.COM/JOB-LISTINGS/?  
CATEGORY=LOS+ANGELES&IONE\\_CAREERS\\_PAGE=1](https://web.archive.org/web/20211207212527/https://urban1.com/job-listings/?category=los+angeles&ione_careers_page=1))

**PHILADELPHIA JOBS (1)** ([HTTPS://WEB.ARCHIVE.ORG/WEB/20211207212527/HTTPS://URBAN1.COM/JOB-LISTINGS/?  
CATEGORY=PHILADELPHIA&IONE\\_CAREERS\\_PAGE=1](https://web.archive.org/web/20211207212527/https://urban1.com/job-listings/?category=philadelphia&ione_careers_page=1))

**NEW YORK JOBS (20)** ([HTTPS://WEB.ARCHIVE.ORG/WEB/20211207212527/HTTPS://URBAN1.COM/JOB-LISTINGS/?  
CATEGORY=NEW+YORK&IONE\\_CAREERS\\_PAGE=1](https://web.archive.org/web/20211207212527/https://urban1.com/job-listings/?category=new+york&ione_careers_page=1))

**RALEIGH JOBS (4)**

**RICHMOND JOBS (5)** ([HTTPS://WEB.ARCHIVE.ORG/WEB/20211207212527/HTTPS://URBAN1.COM/JOB-LISTINGS/?  
CATEGORY=RICHMOND&IONE\\_CAREERS\\_PAGE=1](https://web.archive.org/web/20211207212527/https://urban1.com/job-listings/?category=richmond&ione_careers_page=1))

**ST. LOUIS JOBS (0)** ([HTTPS://WEB.ARCHIVE.ORG/WEB/20211207212527/HTTPS://URBAN1.COM/JOB-LISTINGS/?  
CATEGORY=ST.+LOUIS&IONE\\_CAREERS\\_PAGE=1](https://web.archive.org/web/20211207212527/https://urban1.com/job-listings/?category=st.+louis&ione_careers_page=1))

**SILVER SPRING JOBS (10)** ([HTTPS://WEB.ARCHIVE.ORG/WEB/20211207212527/HTTPS://URBAN1.COM/JOB-LISTINGS/?  
CATEGORY=SILVER+SPRING&IONE\\_CAREERS\\_PAGE=1](https://web.archive.org/web/20211207212527/https://urban1.com/job-listings/?category=silver+spring&ione_careers_page=1))

**WASHINGTON JOBS (10)** ([HTTPS://WEB.ARCHIVE.ORG/WEB/20211207212527/HTTPS://URBAN1.COM/JOB-LISTINGS/?  
CATEGORY=WASHINGTON&IONE\\_CAREERS\\_PAGE=1](https://web.archive.org/web/20211207212527/https://urban1.com/job-listings/?category=washington&ione_careers_page=1))

Urban One is the largest African-American owned broadcasting media company and the largest radio broadcaster targeting African-American and urban listeners. Currently, Urban One owns and operates 54 broadcast 

stations located in 15 urban markets in the U.S.

Urban One also owns TV One, Radio One, Reach Media, iOne Digital, R1 Digital, One Solution and ONE VIP.

At Urban One, our employees value the opportunity to be passionate, creative, and dedicated to something they love! We share our love for media, entertainment and community and we'd love to have you join our team!

## **GENERAL SALES MANAGER**

**([HTTPS://WEB.ARCHIVE.ORG/WEB/20211207212527/HTTPS://PHH.TBE  
ORG=RADIOONE&CWS=1&RID=3914](https://web.archive.org/web/20211207212527/https://phh.tbe.com/org=RADIOONE&CWS=1&RID=3914))**

**NC – Raleigh | Sales and Marketing**

Wed, 25 Aug 2021 21:25:25 GMT | Radio One Job Feed

([https://web.archive.org/web/20211207212527/https://phh.tbe.taleo.net/dispatcher/servlet/DispatcherServlet?](https://web.archive.org/web/20211207212527/https://phh.tbe.taleo.net/dispatcher/servlet/DispatcherServlet?org=RADIOONE&act=redirectCws&cws=1)

[org=RADIOONE&act=redirectCws&cws=1](https://web.archive.org/web/20211207212527/https://phh.tbe.taleo.net/dispatcher/servlet/DispatcherServlet?org=RADIOONE&act=redirectCws&cws=1))

## **ACCOUNT EXECUTIVE (ON-GOING)**

**([HTTPS://WEB.ARCHIVE.ORG/WEB/20211207212527/HTTPS://PHH.TBE  
ORG=RADIOONE&CWS=1&RID=269](https://web.archive.org/web/20211207212527/https://phh.tbe.com/org=RADIOONE&CWS=1&RID=269))**

**NC – Raleigh | Sales and Marketing**

Thu, 03 Jun 2021 16:39:14 GMT | Radio One Job Feed

([https://web.archive.org/web/20211207212527/https://phh.tbe.taleo.net/dispatcher/servlet/DispatcherServlet?](https://web.archive.org/web/20211207212527/https://phh.tbe.taleo.net/dispatcher/servlet/DispatcherServlet?org=RADIOONE&act=redirectCws&cws=1)

[org=RADIOONE&act=redirectCws&cws=1](https://web.archive.org/web/20211207212527/https://phh.tbe.taleo.net/dispatcher/servlet/DispatcherServlet?org=RADIOONE&act=redirectCws&cws=1))

## **INTEGRATED CAMPAIGN MANAGER 2021 - REMOTE**

**([HTTPS://WEB.ARCHIVE.ORG/WEB/20211207212527/HTTPS://PHH.TBE  
ORG=RADIOONE&CWS=1&RID=3841](https://web.archive.org/web/20211207212527/https://phh.tbe.com/org=RADIOONE&CWS=1&RID=3841))**

**NC – Raleigh | Digital**

Mon, 26 Apr 2021 16:57:19 GMT | Radio One Job Feed

([https://web.archive.org/web/20211207212527/https://phh.tbe.taleo.net/dispatcher/servlet/DispatcherServlet?](https://web.archive.org/web/20211207212527/https://phh.tbe.taleo.net/dispatcher/servlet/DispatcherServlet?org=RADIOONE&act=redirectCws&cws=1)

[org=RADIOONE&act=redirectCws&cws=1](https://web.archive.org/web/20211207212527/https://phh.tbe.taleo.net/dispatcher/servlet/DispatcherServlet?org=RADIOONE&act=redirectCws&cws=1))



# **INTEGRATED CAMPAIGN MANAGER 2021 - REMOTE** **([HTTPS://WEB.ARCHIVE.ORG/WEB/20211207212527/HTTPS://PHH.TBE](https://web.archive.org/web/20211207212527/https://phh.tbe.com/org=RADIOONE&CWS=4&RID=3841) **ORG=RADIOONE&CWS=4&RID=3841**)**

**NC - Raleigh | Digital**

Mon, 26 Apr 2021 16:57:19 GMT | iOne Digital Job Feed

([https://web.archive.org/web/20211207212527/https://phh.tbe.taleo.net/dispatcher/servlet/DispatcherServlet?](https://web.archive.org/web/20211207212527/https://phh.tbe.taleo.net/dispatcher/servlet/DispatcherServlet?org=RADIOONE&act=redirectCws&cws=4)  
org=RADIOONE&act=redirectCws&cws=4)



## Account Executive (On-Going)

Location: **NC – Raleigh**

---

### Description

#### ***Account Executive (Sales)***

##### **Company Overview**

The Radio One story began simply with a dream and one radio station. 35 years, 16 markets, and 50+ stations later, we are an urban media empire, spanning multiple media outlets.

We are in your ears. (Reach Media/Radio One)

On your televisions. (TV One)

And may even be the name behind your favorite website. (Interactive One)

Information is power, and our mission here at Radio One is simple – to be the most trusted media source in the African-American community. Here at Radio One we pride ourselves on hiring people who are dedicated and continue to challenge the norm, while embracing a corporate culture built off of creativity and passion. We are our employees' biggest fans, and it is our daily mission to attract, develop, and retain the brightest stars in the business.

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##### **KEY RESPONSIBILITIES:**

- Business to business sales, and superior management of both large and small accounts
  - Prospecting, cold calling, and development of new sales opportunities
  - Creation of client-focused sales plans to meet/exceed goals, and ensuring client needs are met
  - Participation in team/market efforts, meetings and events
  - Assisting with collection efforts from clients
  - Creation of client-focused sales plans to meet/exceed goals in conjunction with Target and Key Account development
- 

##### **CRITICAL COMPETENCIES FOR SUCCESS:**

- Highly motivated and creative individual who is looking for ways to innovate
  - Committed to building and developing new relationships
  - Maintaining and building strong relationships with new and existing clients
- 

##### **EDUCATION/QUALIFICATIONS:**

- 3-5 years business to business sales experience, with experience in media preferable
- Professional demeanor, and excellent verbal and written communication and customer service skills
- Successful track record working with major accounts
- Web sales, and CRM experience is a plus

- Knowledge in the following industries, radio, digital, marketing, advertising, a plus

**BENEFITS**

- 6 Month Pay Guarantee
- Medical/Dental/Vision/Life Insurance Plan Options
- 401k
- Paid Vacation Time and a Competitive Holiday Schedule
- Pre-Tax Transit Benefit (DC metro area only) and Flexible Spending Accounts

**EEO Statement:**

Radio One is an EEO employer fully committed to attracting, retaining, developing, and promoting the most qualified individuals without regard to race, religious creed, color, age, sex, national origin, ancestry, marital status, sexual orientation, disability or any other classification protected by applicable federal, state or local law. We are dedicated to providing and maintaining an inclusive work environment free from discrimination and harassment, where employees are treated with respect and dignity.

**Mandatory Vaccination Requirement:**

Urban One, Inc. and its divisions (collectively "Urban One" or the "Company") have implemented a mandatory vaccination policy pursuant to which all employees must be fully vaccinated as a condition of employment to safeguard their health and well-being, as well as that of their families and the community at large, from the risks associated with COVID-19. Candidates should be aware that new employees will be required to be vaccinated by their start date, meaning they have received all of the recommended doses for either a one dose or two dose COVID-19 vaccine, and provide proof of vaccination status, which will be kept confidential. Urban One is an equal opportunity employer, and will provide a reasonable accommodation to those who are unable to be vaccinated due to a sincerely-held religious belief or a medical disability where it does not pose an undue hardship on the Company to do so as provided under federal, state, and local law.

**We are an Equal Opportunity Employer**

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## **Integrated Campaign Manager 2021 - REMOTE**

Location: **NC – Raleigh**

### **Description**

#### **Integrated Campaign Manager 2021 - REMOTE**

Urban One is looking for a dynamic and energetic individual to join our Digital Client Services Team. The Integrated Campaign Manager's primary responsibility is to oversee the pre-planning, execution, optimization and reporting of digital advertising campaigns across our local Urban One markets. The successful Integrated Campaign Manager will have experience executing and optimizing digital marketing flights including display, streaming video, streaming audio, social media, email, SMS and more.

Candidate will work closely with the Digital Sales Manager, their radio counterparts on the local radio station level, and will be capable of adapting to the changing trends and needs of advertisers in digital media technologies, emerging media platforms and radio for promotions and advertising. Position will report to the Vice President of Digital Operations.

Integrated Campaign Manager position is a partial to full-time remote position. Candidate should be based in one of the following Urban One markets: Atlanta, GA, Baltimore, MD, Cincinnati, OH, Columbus, OH, Dallas, TX, Raleigh, NC, or Washington, DC.

### **RESPONSIBILITIES:**

**The position includes the following duties in the area of digital campaign activation, execution and reporting:**

- Assist in the management of digital sales efforts of Radio One local radio sales staffs including:
  - Work with Digital Sales Managers in multiple markets to set-up local and regional digital advertising campaigns
  - Oversee campaign progress, optimizing results to ensure delivery
  - Assist the local Digital Sales Manager in providing reporting on campaigns running across R One
- Work closely with the Creative Services and Development Team to oversee production, digital design, and copywriting for any unique online and/or multi-media promotions
- Ongoing coordination with Digital Sales Managers on local digital sales marketing strategy
- Work closely with the ad sales team to maximize all available advertising inventory
- Coordinate campaign pricing approval with the market Digital Sales Manager of all locally sold online ad deals
- Integrate materials from research and digital media ad sales/business development departments into concepts and presentations
- Prepare formal presentations for client meetings
- Work closely with all Radio One owned & operated radio station's sales and marketing staff on relevant sales promotion opportunities
- Follow-through and ensure successful trafficking of all promotional advertising elements
- Thorough understanding of sweepstakes, contests and promotions, including the management of all promotional elements from start to finish that comprise a successful promotional/contest campaign (e.g. legal rules, pricing, contest fulfillment)
- Compile materials for post-campaign client recap

### **QUALIFICATIONS:**

- Bachelor's Degree, minimum 2 years' experience in media, marketing, advertising or related experience; or equivalent professional experience.

### **REQUIRED KNOWLEDGE, SKILLS & ABILITIES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. The successful candidate must be able to work under high pressure and tight deadlines. They must be able to work closely with all ad sales, research, product, and tech business development staff, and manage multiple projects. They must be able to articulate the Interactive One Local vision and strategy.

Candidate must be extremely proficient in Microsoft Power Point, Microsoft Excel and Microsoft Word. Experience using Microsoft Teams is a plus. Should have extensive knowledge of digital media, advertising and copywriting. Understanding of basic graphic design skills and experience with Photoshop will be beneficial. Experience working Facebook Business Manager is a plus. Dedicated and driven work ethic, excellent writing skills, comfortable making presentations to all size groups (5-50).

### Selection Criteria:

- Demonstrated ability to perform all related job functions.
- Either currently living in the market identified for his/her regional headquarters or willing to relocate there.
- Demonstrated ability to "evangelize" digital media advertising, marketing and sales.
- Strong digital marketing ideation skills.
- Proven ability of successfully handling digital pre-sales and post-sales processes as noted in the job description.
- Demonstrable characteristics of a self-starter including, but not limited to, being self-directed, taking initiative, being accountable, having problem-solving and decision-making skills and having the ability to operate with minimal supervision.

### Mandatory Vaccination Requirement:

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and local

and local

***(b)(iv) As required by section 73.2080(c)(5)(v), the total number of interviewees for each vacancy and the referral source for each interviewee for all the Unit's full-time vacancies filled during the period covered by the above-noted EEO Public File Reports.***

For the total number of interviewees, see the EEO Public File Reports attached at (b)(i) above.

***(b)(v) Dated documentation demonstrating performance of the Unit's recruitment initiatives described in section 73.2080(c)(2) during the period covered by the above-noted EEO Public File Reports, such as participation in job fairs, events with educational institutions, and mentoring or training programs for staff. Specify the Unit personnel involved in each recruitment initiative. In addition, provide the Unit's total number of full-time employees and state whether the population of the market in which any of the Unit's stations operates is 250,000 or more. Based upon these two factors and as required by sections 73.2080(c)(2) and (e)(3) of the Commission's rules, state whether the Unit is required to perform two or four points worth of initiative activities within a two-year period (measured from the date the stations in the Unit file their renewal applications and the second, fourth, sixth and eighth anniversaries of that date). If the Unit performed more than the required number of initiative activities, it may provide documentation for only the required amount in its response, i.e., two or four points worth. If any documentation provided appears inadequate, e.g., it is not dated or does not clearly prove the Unit's participation, the Commission may ask for additional verification.***

See attached.

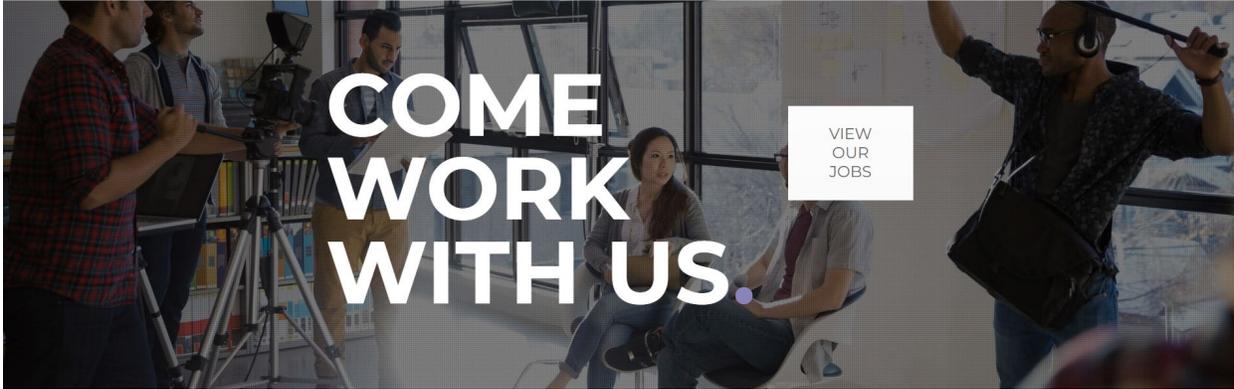
The Unit currently has 23 full-time employees and operates in a market with a population size of more than 250,000. Accordingly, the Unit is required to perform four points worth of initiative activities within a two-year period.

**From:** [Alycia Witherspoon](#)  
**Bcc:** [Alycia Witherspoon](#); [Kimberly Moore](#); [Monica McNair](#); [Sonya Hall-Harris](#); [National@aaaja.org](#); [cfannin@womenscenterfc.org](#); [clee@sharesinc.org](#); [hegicalendar@smu.edu](#); [cornelius.booker@wrksolutions.com](#); [dowens@cul.org](#); [mfscjobs@gmail.com](#); [jconerly@ubileejobs.org](#); [ksimmons@indplsul.org](#); [janatra@beonair.com](#); [info@womcom.org](#); [ccnmainfo@ccnma.org](#); [bcmal@aol.com](#); [nabobinfo@nabob.org](#); [support@mpnmail.com](#); [jobboard@nlqja.org](#); [dowens@cul.org](#); [nclegion@nc.rr.com](#); [robinbailey@ucsep.org](#); [info@allwomeninmedia.org](#); [native@unl.edu](#); [yfuchs@waystationinc.org](#)  
**Subject:** Job Opportunities with Urban One!  
**Date:** Wednesday, April 27, 2022 9:49:23 AM  
**Attachments:** [image001.png](#)

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Greetings,

Urban One prides itself on the diversity of our workplace and is continuously seeking to recruit individuals who will enhance our company. One way we are able to achieve this is by providing notices of job opportunities to organizations such as yours. The image below is a link to our open job opportunities.



Best,

**Alycia Witherspoon**  
Recruiting & People Services Partner  
O:301.429.3276  
1010 Wayne Avenue 14th Floor, Silver Spring, Maryland 20910



**Urban One Recruitment Source List**  
**04/27/2022**

<b>EMAIL SENT</b>	<b>RECEIVED</b>	<b>RECRUITMENT SOURCE</b>
Yes	Yes	Asian American Journalists Association Email: National@aaaja.org
Yes	Yes	Women's Center of Tarrant County Inc. Email: cfannin@womenscentertc.org
Yes	Yes	Shares, Inc. - Brandywine Industries Email: clee@sharesinc.org
Yes	Yes	Southern Methodist University Email: hegicalendar@smu.edu
Yes	Yes	Mayor's Office for People with Disabilities Email: cornelius.booker@wrksolutions.com
Yes	Yes	Columbus Urban League Email: dowens@cul.org
Yes	Yes	Andrews Air Force Base Airman & Family Readiness Center Email: mfscjobs@gmail.com
Yes	Yes	Jubilee Jobs, Inc. Email: jconerly@jubileejobs.org
Yes	Yes	Indianapolis Urban League, Inc. Email: ksimmons@indplsul.org
Yes	Yes	Ohio Media School (Cleveland) Email: janatra@beonair.com
Yes	Yes	The Association for Women in Communications, Inc. Email: info@womcom.org
Yes	Yes	California Chicanos New Media Association Email: ccnmainfo@cnma.org
Yes	Yes	National Association of Black College Broadcasters Email: bcrmail@aol.com
Yes	Yes	National Association of Black Owned Broadcasters Email: nabobinfo@nabob.org
Yes	Yes	National Black Media Coalition Email: support@mpnmail.com

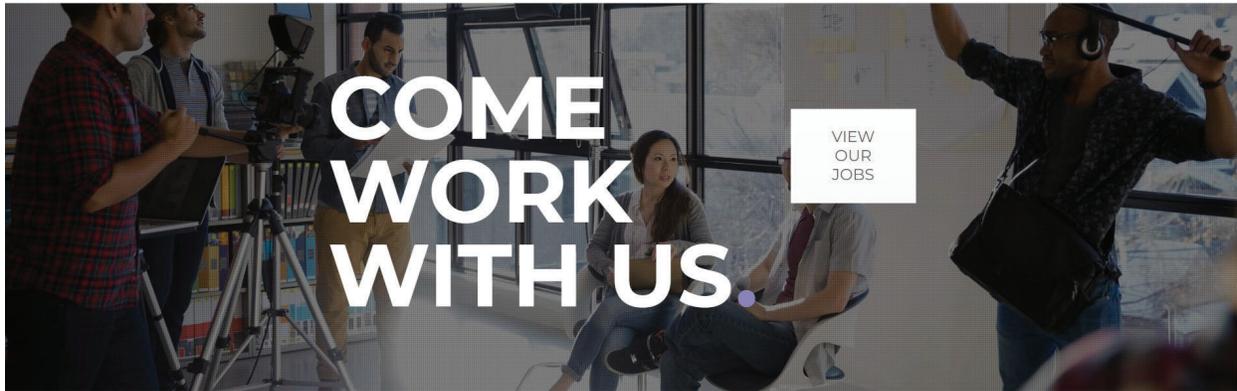
Yes	Yes	National Lesbian and Gay Journalist Association Email: <a href="mailto:jobboard@nlgja.org">jobboard@nlgja.org</a>
Yes	Yes	Columbus Urban League Email: <a href="mailto:dowens@cul.org">dowens@cul.org</a>
Yes	No – received email delivery error	The American Legion Department of NC Email: <a href="mailto:nclegion@nc.rr.com">nclegion@nc.rr.com</a>
Yes	Yes	Urban League of Philadelphia Email: <a href="mailto:robinbailey@ucsep.org">robinbailey@ucsep.org</a>
Yes	Yes	American Women in Radio and Television Email: <a href="mailto:info@allwomeninmedia.org">info@allwomeninmedia.org</a>
Yes	Yes	Native American Public Television Email: <a href="mailto:native@unl.edu">native@unl.edu</a>
Yes	Yes	Veterans Workforce Investment Program Way Station, Inc. Email: <a href="mailto:vfuchs@waystationinc.org">vfuchs@waystationinc.org</a>

**From:** [Alycia Witherspoon](#)  
**To:** [Alycia Witherspoon](#)  
**Bcc:** [Alycia Witherspoon](#); [Kimberly Moore](#); [Monica McNair](#); [Sonya Hall-Harris](#); [National@aaaja.org](#); [cfannin@womenscentertc.org](#); [clee@sharesinc.org](#); [hegicalendar@smu.edu](#); [cornelius.booker@wrksolutions.com](#); [dowens@cul.org](#); [mfscjobs@gmail.com](#); [jconerly@ubileejobs.org](#); [ksimmons@indplsul.org](#); [janatra@beonair.com](#); [info@womcom.org](#); [ccnmailinfo@ccnma.org](#); [bcmmail@aol.com](#); [nabobinfo@nabob.org](#); [support@mpnmail.com](#); [jobboard@nlqja.org](#); [dowens@cul.org](#); [nclegion@nc.rr.com](#); [robinbailey@ucsep.org](#); [info@allwomeninmedia.org](#); [native@unl.edu](#); [vfuchs@waystationinc.org](#)  
**Subject:** Job Opportunities with Urban One!  
**Date:** Wednesday, May 11, 2022 11:43:17 AM  
**Attachments:** [image001.png](#)

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Hi,

Urban One prides itself on the diversity of our workplace and is continuously seeking to recruit individuals who will enhance our company. One way we are able to achieve this is by providing notices of job opportunities to organizations such as yours. The image below is a link to our open job opportunities.



Best,

**Alycia Witherspoon**  
Recruiting & People Services Partner  
O:301.429.3276  
1010 Wayne Avenue 14th Floor, Silver Spring, Maryland 20910





**Subject:** FW: 2021 Mandatory Workplace Harassment Prevention Training  
**Location:** Link to training in body of invite

**Start:** Fri 11/12/2021 1:00 PM  
**End:** Fri 11/12/2021 2:00 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Organizer:** Sophia Jean-Baptiste

**Importance:** High

[External]



-----Original Appointment-----

**From:** Sophia Jean-Baptiste  
**Sent:** Friday, October 29, 2021 12:01 PM  
**To:** Sophia Jean-Baptiste; Rodney Boykin; Jessica Bryant; Hsin-Jung Tom Chow; George Crawford; Joi Cuffee; KaDeana Davage; Caitlin Gleed; Janet Graham; Valarie Green; Sonya Hall-Harris; Akua Kumi; Tanya LaNice; Jaleya Leonard; Charlene Middleton; David Outen; [Sittinggill20@gmail.com](mailto:Sittinggill20@gmail.com); Emily Leizear; DJ Smoove; Jazzi Black; India Brewton; Cyndi Brown; DJ Menace; Peter Dorsey; Reagan Elam; Veda Loca; DJ Donperryon; Kim Finley; Monik Ford; Allen Free; Zachary Galbreath; Lindsay Goldsmith; Jason Hines; Naheem Houston; Janine Hughes; Mo Dave; Nikki Jones; Jose Lorenzana; Kirby Lozano; SpaceBoy; DJ Necio; Tawana Smith; Christian Stephenson; Kayotik Thomson; Teeahnah Addison; Antoine Frost; Vincent McMullen; Greg Williams; DJ Los; Deidra Johnson; DJ Scrappy; Jamie Goodspeed; Adella Fremstad; Steve Walker; A'Real Collins; Tony Phillips; Jessica Alaniz; Larry Allen; Jacoba Boles; Tammy Buchanan; Brandon Caldwell; Jasmine Crockett; Lorraine Dees; Valerie Felder; Ali Siddiq; James Garrett; Sean Goodman; Yams; Avery Green; K. G. Smooth; Robert Guerrero; Debra Guidry; J-Que; Owennetta Hamrick; Cheronda Harrell; Justina Hay; Jermaine Hayden; Cedric Hunter; Funky Larry Jones; Korey Lewis; Joke Da Smoke; Asia McDonald; Victoria McLemore; Roxanne Morrison; Leanne Muller-Wharton; Kaylee OConnor; G.T.; David Redding; Dontae Robison; Kameika Smith; Anthony Valary; Connie Williams; Cindy Brinkman; Kandi Eastman; Keisha Nicole  
**Subject:** Canceled: 2021 Mandatory Workplace Harassment Prevention Training **(Rescheduled to November 15, 2021)**  
**When:** Friday, November 12, 2021 1:00 PM-2:00 PM (UTC-05:00) Eastern Time (US & Canada).  
**Where:** Link to training in body of invite  
**Importance:** High

This training is by invitation only. To ensure you attend the correct session, only use the link provided below.



All employees will be required to answer a brief survey at the end of the training to confirm attendance. Employees that fail to submit the completed survey will be permitted one re-take of the full

training for credit. Employees that fail to submit a survey will be considered in violation of Urban One policy and may be subject to disciplinary action, up to and including termination.

Note, this is a no-tech meeting, meaning the use of phones and related devices are prohibited during the session.

For support with technical difficulties, you may contact the Helpdesk @ [REDACTED]

Best,

**SOPHIA JEAN-BAPTISTE | ASSOCIATE DIRECTOR, HUMAN RESOURCES**

iONE DIGITAL LLC

4 NY PLAZA, SUITE 501

NEW YORK, NY 10004 | [REDACTED]

**[IONEDIGITAL.COM](http://IONEDIGITAL.COM)**

wiley

# **The FCC's Equal Employment Opportunity Rules: A Webinar for Urban One Stations**

**Presented by  
Joan Stewart**

**March 23, 2022**

