

## Exhibit C

Part Two for the Period Commencing August 1, 2015 through July 31, 2016

Copies of Notices, etc.

## Requisition: Online Learning Specialist

### Requisition Owner(s):

Requisition Owners: Cabanatuan, Adrienne

### Requisition Information:

|  |   |
|--|---|
| Opened Date: <b>1/13/16</b>                | Reason for Opening: <b>New Position</b>       |
| Job Code: <b>448</b>                       | Replacement for:                              |
| Title: <b>Online Learning Specialist</b>   | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>      | Pay range:                                    |
| EEO job category: <b>(2) Professionals</b> | Filled date: <b>4/1/16</b>                    |
| Status: <b>Filled</b>                      | Filled By: <b>Nancy Rink</b>                  |
| # of openings: <b>1</b>                    | Start Date: <b>4/25/16</b>                    |
| Budget Status:                             |   |

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

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

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Summary:**

KQED Education enhances learning experiences through media. We strive to use our media expertise to inspire and engage learners through the innovative application of media-based technologies and instructional strategies.

The Online Learning Specialist, leads content development for KQED's online professional learning platform focused on media literacy for educators in formal and informal educational settings, supports the development of online training in support of KQED Education products, and contributes to the fulfillment of the overall vision of KQED Education.

The Online Learning Specialist will support educators in the utilization of public media for teaching and learning through the development and use of online tools and resources. A leader and innovator, this position will support the integration of media and technologies into in- and out-of-school educational environments based on extensive knowledge of current trends as well as expertise in the intersections of media literacy education with science, arts, and civics curricula.

**Essential Functions:**

1. Ongoing development and implementation of KQED's online learning platform focused on professional training for teachers in new media literacies and digital making including managing work of external contractors involved in platform development
2. Create content for online lessons and courses focusing on effective use of digital media technologies in the learning environment
3. Assist with and advise on the production of media content for online learning courses including script development, as well as video, graphic, animation, and interactive elements
4. Support educator engagement with KQED participatory media products (i.e. Do Now, media challenges, etc.) through the development of online, subject-specific supports
5. Provide direct support and instruction in digital media technologies to teachers and other participants through mediation of online lessons, courses, and professional learning community
6. Manage pilot tests of online learning content
7. Manage national education partnerships related to online content development and distribution of online learning opportunities, in coordination with KQED Education
8. Communicate teacher voice and needs and advise on production topics and media formats to ensure relevance to teachers and students
9. Contribute to evaluation activities associated with products and services produced by KQED Education
10. Advance the goals and strategies of KQED education online
11. Other duties as assigned

**Knowledge/Experience Required:**

1. Demonstrated experience in successful project design and management.
2. Demonstrated experience in design and development of online learning platforms.
3. Demonstrated experience in interactive media design
4. Demonstrated experience in video and media production.
5. Demonstrated experience in curriculum development and teacher professional learning.
6. Accomplished in developing and deploying online outreach and engagement strategies.
7. Minimum of three to five years experience in project supervision, including budget development/management/evaluation.
8. Demonstrated experience with integrating media and media-based technology tools into teaching of content for formal or informal education contexts.
9. Demonstrated knowledge of Common Core State Standards, media literacy and 21<sup>st</sup> century skills in teaching and learning.
10. Experience in addressing the specific learning needs of English Language Learners
11. Skilled at engaging diverse adult learners online
12. Detail-oriented with strong organizational skills and follow-through capabilities.
13. Excellent oral and written communication as well as presentation skills.

- 14. Ability to work effectively with colleagues and educational partners.
- 15. Skilled in working with databases, spreadsheets, word-processing, and online collaboration tools.
- 16. Commitment to educational equity for all students.

**Knowledge/Experience Desired:**

- 1. Teaching credential/master's degree in education.

**Tracking:**

Added to system: 1/13/16 3:35 PM

ID: 448

Last updated: 4/27/16 2:07 PM



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## Online Learning Specialist New

**KQED - San Francisco, CA - Full time**

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### Position Summary:

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The Online Learning Specialist, leads content development for KQED's online professional learning platform focused on media literacy for educators in formal and informal educational settings, supports the development of online training in support of KQED Education products, and contributes to the fulfillment of the overall vision of KQED Education.

The Online Learning Specialist will support educators in the utilization of public media for teaching and learning through the development and use of online tools and resources. A leader and innovator, this position will support the integration of media and technologies into in- and out-of-school educational environments based on extensive knowledge of current trends as well as expertise in the intersections of media literacy education with science, arts, and civics curricula.

**Essential Functions:**

1. Ongoing development and implementation of KQED's online learning platform focused on professional training for teachers in new media literacies and digital making including managing work of external contractors involved in platform development
2. Create content for online lessons and courses focusing on effective use of digital media technologies in the learning environment
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4. Support educator engagement with KQED participatory media products (i.e. Do Now, media challenges, etc.) through the development of online, subject-specific supports
5. Provide direct support and instruction in digital media technologies to teachers and other participants through mediation of online lessons, courses, and professional learning community
6. Manage pilot tests of online learning content
7. Manage national education partnerships related to online content development and distribution of online learning opportunities, in coordination with KQED Education
8. Communicate teacher voice and needs and advise on production topics and media formats to ensure relevance to teachers and students
9. Contribute to evaluation activities associated with products and services produced by KQED Education
10. Advance the goals and strategies of KQED education online
11. Other duties as assigned

**Knowledge/Experience Required:**

1. Demonstrated experience in successful project design and management.
2. Demonstrated experience in design and development of online learning platforms.
3. Demonstrated experience in interactive media design
4. Demonstrated experience in video and media production.
5. Demonstrated experience in curriculum development and teacher professional learning.
6. Accomplished in developing and deploying online outreach and engagement strategies.
7. Minimum of three to five years experience in project supervision, including budget development/management/evaluation.
8. Demonstrated experience with integrating media and media-based technology tools into teaching of content for formal or informal education contexts.
9. Demonstrated knowledge of Common Core State Standards, media literacy and 21st century skills in teaching and learning.
10. Experience in addressing the specific learning needs of English Language Learners
11. Skilled at engaging diverse adult learners online
12. Detail-oriented with strong organizational skills and follow-through capabilities.
13. Excellent oral and written communication as well as presentation skills.
14. Ability to work effectively with colleagues and educational partners.
15. Skilled in working with databases, spreadsheets, word-processing, and online collaboration tools.

16. Commitment to educational equity for all students.

**Knowledge/Experience Desired:**

1. Teaching credential/master's degree in education.

To apply for this position, please visit:

<http://ww2.kqed.org/about/jobs/>

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**Experience Level**

3 or more years

**KQED**

KQED is for everyone who wants to be more. Our television, radio, digital media and educational services change lives for the better and help individuals and communities achieve their full potential. KQED serves the people of Northern California with a community-supported alternative to commercial media. We provide citizens with the knowledge they need to make informed decisions; convene community dialogue; bring the arts to everyone; and engage audiences to share their stories. We help students and teachers thrive in 21st century classrooms, and take people of all ages on journeys of exploration—exposing them to new people, places and ideas. We celebrate diversity, embrace innovation, value lifelong learning and partner with those who share our passion for public service.

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## Requisition: Financial Services Associate

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

|   |   |
|---|---|
| Opened Date: <b>4/20/15</b>                                 | Reason for Opening: <b>Internal Transfer</b>  |
| Job Code: <b>377</b>  | Replacement for: <b>Eric Gillespie</b>        |
| Title: <b>Financial Services Associate</b>                  | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>                       | Pay range:                                    |
| EEO job category: <b>(5) Administrative Support Workers</b> | Filled date: <b>9/30/15</b>                   |
| Status: <b>Open</b>   | Filled By: <b>Patricia Moyce</b>              |
| # of openings: <b>1</b>                                     | Start Date: <b>11/2/15</b>                    |
| Budget Status:  |   |

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

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

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Summary:**

In conjunction with the Financial Services Manager, the purpose of this position is to provide full service financial management support to all managers and staff of a portfolio of departments and projects. The FSG Associate is responsible for providing a variety of hands-on services that support the FSG Manager and customers in a timely and professional manner.

1. Support the procurement process by creating requisitions as needed, receiving goods and services within the accounting system and distributing Purchase Orders, including terms and conditions, to vendors for all assigned departments and projects. Ensure sales/use tax is properly stated on invoices; ensure invoices are mathematically correct and approved by the responsible managers; and ensure documentation for received good and services are forwarded to accounts payable for accrual in the accounting system (e.g., packing slip, bill of lading, receiving log)
2. Collect time sheets for all department personnel, secure supervisor review and approval; ensure all timesheets are accounted for and submitted to the Payroll Department in a timely manner
3. Collect and review employee expense reports and audit to ensure compliance with all policies; submit to Financial Services Manager and other appropriate managers for approval
4. Assist FSG Manager with key entering budget and forecast changes in SAP; ensure proper documentation within SAP for all material line items
5. Perform multi-department credit card reconciliations on a monthly basis, ensuring proper PO's are created, coding is correct, and required backup is included
6. Prepare billing requests for multiple departments, ensuring that Accounts Receivable has the necessary backup to process
7. Coordinate hotel and event registration payment for staff that cannot be completed by Company Travel Portal.
8. Coordinate with Fixed Asset Accountant to ensure all fixed assets are properly tagged, tracked, disposed of and recorded properly within the accounting system
9. Provide Financial Services Manager and other staff with research services as needed (e.g., payable status, SAP details)
10. Prepare correspondence as directed
11. Provide administrative support to Financial Manager in whatever capacity necessary, including coordinating meetings
12. Maintain all records in a neat and easily accessible manner
13. Perform other essential duties as assigned

**Position Qualifications:**

- AA Degree required-- In Finance/Accounting or related field preferred
- 1-2 years of accounting experience with Accounts Payable and Accounts Receivable
- Must have excellent oral and written communication skills with a customer service orientation
- Must have excellent skills in the Microsoft Office Suite including Excel and Word
- Excellent interpersonal skills with ability to work under pressure and meet deadlines
- Ability to coordinate information with various departments and divisions.

**Tracking:**

Added to system: 4/20/15 11:51 AM

ID: 377



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## Viewing Job: 10214/Financial Services Associate

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Please review the information contained in this job posting. Click on the [Edit] link for each section to make any changes.

Click the [View Activity] link to the left to view all activity for this job posting.

Click the [Close Job] link to the left to close this job.

**\*Job ID:** 10214**\*Job Title:** Financial Services Associate**Organization Name:** KQED Inc.**No of Openings:****Work Schedule:****Hours per Week:****Wage/Salary** ⓘ :**Employment Start Date:** Include the hourly, monthly, or annual salary in US dollars. Unpaid positions should be stated.**Employment End Date:****\*Job Description:** Position Summary:

In conjunction with the Financial Services Manager, the purpose of this position is to provide full service financial management support to all managers and staff of a portfolio of departments and projects. The FSG Associate is responsible for providing a variety of hands-on services that support the FSG Manager and customers in a timely and professional manner.

## Essential Functions:

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**\*Qualifications:** Position Qualifications:




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- Must have excellent skills in the Microsoft Office Suite including Excel and Word
- Excellent interpersonal skills with ability to work under pressure and meet deadlines
- Ability to coordinate information with various departments and divisions.

**\*How to Apply:** To apply for the position, please visit: <http://ww2.kqed.org/about/jobs/>**Online Application Address:****Contact Information****\*First Name:** Adrienne**Middle Initial:****\*Last Name:** Cabanatuan**\*Address Line 1:** 2601 Mariposa Street**Address Line 2:****\*City:** San Francisco**\*State:** CA**\*Zip:** 94110

Country: United States  
Map of Address Above : [Online Map](#)  
\*Work Phone: 415-553-2307  
Fax:  
\*Work Email : [ACabanatuan@kqed.org](mailto:ACabanatuan@kqed.org)  
Website URL : <http://www.kqed.org>

**Posting Information**

[Edit]

\*Job Location: San Francisco, CA  
Job Category: Accounting/Auditing  
Administrative/Support Services  
\*Position Type  : Full-time Entry Level  
Applicant Type  : Alumni  
Minimum GPA:  
U.S. Work Authorization: US Citizen or Eligible to work WITHOUT visa sponsorship  
Graduation Start:  
Graduation End:  
Class Level:  
Degrees:  
Majors :  
Screen by Applicant Types: No  
Screen by Minimum GPA: No  
Screen by U.S. Work Authorization: No  
Screen by Graduation Range: No  
Screen by Class Level: No  
Screen by Degrees: No  
Screen by Majors: No  
\*Post Date: 5/7/2015  
\*Expiration Date: 7/6/2015  
Show My Contact Info: No  
Allow applicants to apply through  
PioneerJobs  : No

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**Control Information**

\*Status: Pending

## Requisition: Financial Services Associate

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

|   |   |
|---|---|
| Opened Date: <b>10/23/15</b>                                | Reason for Opening:                           |
| Job Code: <b>422</b>  | Replacement for:                              |
| Title: <b>Financial Services Associate</b>                  | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>                       | Pay range:                                    |
| EEO job category: <b>(5) Administrative Support Workers</b> | Filled date: <b>12/2/15</b>                   |
| Status: <b>Final Offer Extended</b>                         | Filled By: <b>Kristen Kaufer</b>              |
| # of openings: <b>1</b>                                     | Start Date: <b>12/21/15</b>                   |
| Budget Status:  |   |

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
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### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Summary:**

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- Ability to coordinate information with various departments and divisions.

**Tracking:**

Added to system: 10/23/15 2:08 PM

ID: 422





CL SF bay area > san francisco > jobs > accounting/finance

reply below Posted: about 23 hours ago

## Financial Services Associate (potrero hill)

compensation: **Competitive**

employment type: **full-time**

non-profit organization

# KQED



### Position Summary:

In conjunction with the Financial Services Manager, the purpose of this position is to provide full service financial management support to all managers and staff of a portfolio of departments and projects. The FSG Associate is responsible for providing a variety of hands-on services that support the FSG Manager and customers in a timely and professional manner.

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**Please apply online at: <http://ww2.kqed.org/about/jobs/>**

- Principals only. Recruiters, please don't contact this job poster.
- do NOT contact us with unsolicited services or offers
- OK to highlight this job opening for persons with disabilities

No contact info?

if the poster didn't include a phone number, email, or other contact info, craigslist can notify them via email.

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## Requisition: The California Report Program Host

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

|  |   |
|--|---|
| Opened Date: <b>10/15/15</b>                     | Reason for Opening: <b>Internal Transfer</b>  |
| Job Code: <b>416</b>                             | Replacement for: <b>Scott Shafer</b>          |
| Title: <b>The California Report Program Host</b> | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>            | Pay range:                                    |
| EEO job category: <b>(2) Professionals</b>       | Filled date: <b>3/24/16</b>                   |
| Status: <b>Final Offer Extended</b>              | Filled By: <b>Sasha Khokha</b>                |
| # of openings: <b>1</b>                          | Start Date:                                   |
| Budget Status:                                   |   |

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

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### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Union: Sag-Aftra**

Position Summary:

Report is e-  
 nvironment  
 -tion

KQED's signature statewide service The California Report is seeking its next host as it celebrates 20 years of covering the most populous and arguably the most innovative state in the nation. The California Report program host is the signature presenter and a key content contributor for KQED's statewide weekly

newsmagazine. The host works with the senior editor, senior producer and other members of the production team staff to set the editorial agenda and establish creative concepts for the 29-minute news and culture show. The California Report is in a phase of reimagining its place in covering the state and the next host will work closely with the team to cover California in creative ways. The host reports feature stories, in-depth series and conducts interviews for the weekly program as well as other KQED programs. The host also reports and produces digital content for KQED's news sites and engages audiences through social media. The host participates in and hosts occasional news specials.

**Essential Functions:**

1. Hosts weekly statewide newsmagazine.
2. Conducts live and taped on-air news source and reporter debriefings.
3. Assists The California Report Senior Editor and Senior Producer in developing coverage strategies, program topics, creative concepts, story themes and special projects.
4. Researches, reports, writes and produces stories from the studio and in the field for radio broadcast.
5. Hosts other radio and TV programs and news specials as assigned.
6. Gathers, reports, writes and produces digital content for KQED online platforms.
7. Shares content and regularly engage audiences through social media.
8. Hosts TCR am show when assigned
9. Performs other essential duties as assigned

**Other Job Functions:**

1. Helps edit radio and digital content as assigned. Participates in taped and live KQED television news programs and specials. Conducts interviews and participates in special programs for KQED donor and public events. Backs up KQED News anchors in breaking news emergencies.

**Knowledge/Experience Required:**

1. Minimum 6 years of experience as broadcast news reporter, producer, editor, anchor and/or host. Experience must include knowledge and application of journalism principles, standards and requirements.
2. Experience in hosting radio programs and reporting live on-air.
3. Ability to effectively communicate, interview and respond to a variety of individuals.
4. Excellent broadcast writing, editing and reporting skills.
5. Ability to research and analyze news using a variety of methods and sources.
6. Strong familiarity with and understanding of California political, economic and social issues and institutions.
7. Digital production and editing experience.
8. Experience in writing and editing copy and audio for digital platforms.

**Knowledge/Experience Desired**

1. Fluency in Spanish, Cantonese or Mandarin is a plus.
2. Experience working in a demographically diverse news environment strongly desired.
3. Deep knowledge of California desired.

**Tracking:**

Added to system: **10/15/15 5:24 PM**

ID: **416**

Last updated: **3/21/16 9:26 AM**

## Requisition: Interactive Media Producer, Education

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

|   |   |
|---|---|
| Opened Date: <b>3/12/15</b>                         | Reason for Opening:                           |
| Job Code: <b>363</b>                                | Replacement for:                              |
| Title: <b>Interactive Media Producer, Education</b> | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>               | Pay range:                                    |
| EEO job category: <b>(2) Professionals</b>          | Filled date: <b>5/13/15</b>                   |
| Status: <b>Filled</b>                               | Filled By:                                    |
| # of openings: <b>1</b>                             | Start Date:                                   |
| Budget Status:                                      |   |

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **\*\*\*KQED is excited to announce that our Education department is expanding and will have 5 new positions open. Below you can find one of our education opportunities.\*\*\***

#### Position Summary:

KQED Education enhances learning experiences through the innovative utilization of media. We strive to use our media expertise to inspire learners through the innovative application of media-based technologies and instructional strategies.

The Interactive Media Producer, Education, creates rich media assets – including self-paced learning modules and tutorials, demonstration videos, interactive media tools and supports for courses, etc. – to help educators build their professional knowledge and skills to extend their professional practice with and through media and technology.

Through targeted and engaging online learning experiences that can also be used with their students, teachers and informal educators will be able to access the tools they need to learn how to be multimedia readers, writers and makers. The ideal candidate is a seasoned producer and lifelong learner who understands the role media and technology can play in addressing needs of diverse learners, is well-versed in educational trends and is passionate about teaching and learning with educational technology.

1. Develop professional learning media assets to support educators in the development and application of new media skills to their practice.
2. Manage the KQED Education professional development media production schedule; contribute to the planning and implementation of KQED Education's overall production schedule.
3. Manage and implement all aspects of the production process for video, audio, interactive and other web-based professional learning media assets from preproduction planning to shooting to editing to publishing.
4. Works with the lead instructional designer and educational content managers to identify topics for professional learning media production.
5. Lead and/or assist in the planning, development and delivery of online courses and modules.
6. Curate professional learning resources from other open educational resource providers to supplement KQED professional learning content.
7. Create interactive media assets for online learning tools, modules and courses to benefit educators and learners
8. Publish content online in conjunction with KQED Education distribution strategy.
9. Participate in learning and evaluation activities and manage data and metrics tracking and reporting connected to project.
10. Manage expense budget connected to project plan.
11. Participate in department planning and operations as an active member of KQED Education team .
12. Other duties as assigned.

#### **Knowledge/Experience Required**

1. Experience with Adobe Creative Cloud, focusing on Premiere and After Effects
2. Proficiency in video production to include producing, cinematography, lighting, and video interviewing.
3. Experience with web production to include image manipulation, graphic creation, web 2.0 applications, WordPress, and HTML
4. Demonstrated experience in multimedia production project management and workflow
5. Experience with tracking data and digital asset management
6. Demonstrated experience producing for educational audiences, adult and youth learners alike
7. Excellent oral and written communication skills
8. Ability to work collaboratively in a fast-paced, deadline-driven production environment

#### **Knowledge/Experience Desired**

1. Experience with educational media and technology
2. Knowledge of Common Core Sate Standards and Next Generation Science Standards
3. Knowledge of instructional strategies and pedagogy

#### **Tracking:**

Added to system: 3/12/15 4:35 PM

ID: 363

Last updated: 5/13/15 4:15 PM

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|---|-----------------|-------------------------|-------------------------|
| The California Report Program Host<br><small>In order to exclude a job from the payment or cancel an add-on for the listing click the "delete" near the appropriate item.</small> | \$ 150          |                         |                         |

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**Total Fee: USD\$ 150**

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## Requisition: Coordinator, Marketing and Communications, KQED Silicon Valley

### Requisition Owner(s):

Requisition Owners: Cabanatuan, Adrienne

### Requisition Information:

|  |   |
|--|---|
| Opened Date: <b>4/27/16</b>  | Reason for Opening: <b>Resignation</b>        |
| Job Code: <b>486</b>   | Replacement for: <b>Jose Munoz</b>            |
| Title: <b>Coordinator, Marketing and Communications, KQED Silicon Valley</b> | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Jose</b>   | Pay range:                                    |
| EEO job category: <b>(5) Administrative Support Workers</b>                  | Filled date:                                  |
| Status: <b>Open</b>  | Filled By:                                    |
| # of openings: <b>1</b>  | Start Date:                                   |
| Budget Status:   |   |

### Approvals:

Requisition Approvers: **[1] Cabanatuan, Adrienne**

Offer Approvers: **[1] Cabanatuan, Adrienne**

### Active Hire Controls:

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

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Summary:**



The Coordinator, Marketing and Communications (KQED Silicon Valley) will assist Silicon Valley marketing and communications in increasing awareness of and engagement with KQED and its content and services through (but not limited to) e-marketing, media relations, and special events.



This person should be flexible, have excellent verbal and written communication skills, and the ability to work well with all levels of management and staff, as well as outside clients, members and volunteers.

**Essential Functions:**

## 1. External Affairs

- Assist with implementation of internal and external communication strategies
  - Assist with quarterly email communications to respective elected officials.
  - Execute and manage media sponsorships and partnerships; including draft agreements. Manage KQED deliverables with internal partners (such as member magazine, social media, direct e-mail, KQED Perks and events page). Work with respective partner to gather information, write promotional descriptions, etc. Assess and report on return on investment for each sponsorship/partnership.
  - Write, do layout and distribute KQED Silicon Valley's monthly internal newsletter.
  - Manage KQED Events group communications. Oversee multi-department communications by scheduling quarterly meetings and manage group's master calendar of events.
- Assist with events, including planning, managing registration list and event logistics. Provides on-site support at KQED events.
- List and database management including Federal and local elected contact list, and community partners. Manage information, update and maintain log of meetings and activities with each elected official.
- Partner and market research
- Source vendors and prepare and process purchase orders and invoices
- May assist in media relations including writing press releases and pitches, and researching media outlets and writers
- Other marketing communications tasks as assigned

## 2. Event Planning

- Identify, research, and manage vendors
- Work with Director of External Affairs to establish and manage budget
- Work with Director of External Affairs and Project Supervisor on guest list and invitations
- Work with Project Supervisor to manage registration, vendors, logistics, and run of show/program on event night

**Other Job Functions:**

## 1. Office Management

- Coordinate office, technology and logistical details for new employees and visiting staff from San Francisco
- Financial tracking and purchase orders
- Receive guests, mail and daily deliveries
- Manage maintenance schedules for office machines
- Maintaining office inventory and ordering supplies
- General administrative work may include answering phones, scheduling meetings, composing and posting letters, maintain files, photo copies, scanning and faxing, sorting and distributing mail
- Other tasks as assigned

## 2. Other duties as assigned

**Knowledge/Experience Required:**

- Strong communication skills, oral and written;
- Strong organizational skills and attention to detail;
- Strong research skills, ability to analyze content and audiences;
- Proficiency in Microsoft Office; Experience with Adobe Creative Suite and photo editing software;
- Ability to multi-task and meet deadlines in a fast-paced environment;
- Energetic self-starter, able to work both independently and within a team; and
- A positive attitude, creativity and a passion for marketing

**Knowledge/Experience Desired:**

- Bachelor's degree in business, marketing, communications or other relevant area of study. Experience in marketing/communications/PR, and event planning.

**Tracking:**

Added to system: **4/27/16 4:44 PM**

ID: **486**

Last updated: **6/30/16 1:29 PM**

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## Requisition: Production and Finance Operations Manager

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

|   |   |
|---|---|
| Opened Date: <b>11/5/15</b>                             | Reason for Opening: <b>New Position</b>       |
| Job Code: <b>429</b>                                    | Replacement for:                              |
| Title: <b>Production and Finance Operations Manager</b> | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>                   | Pay range:                                    |
| EEO job category: <b>(2) Professionals</b>              | Filled date:                                  |
| Status: <b>Final Offer Extended</b>                     | Filled By:                                    |
| # of openings: <b>1</b>                                 | Start Date:                                   |
| Budget Status:  |   |

### Approvals:

Requisition Approvers: **[1]** Liang, Diana

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

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

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Summary:**

The purpose of this position is to provide full service financial, legal and operations management support to all managers and staff of departments and projects.

The Manager is responsible for monitoring the financial management of all resources utilized by each department (and project) including the management of all budgets and forecasts to ensure that decisions made within the company are based upon the most current and accurate financial information available.

The Manager is a member of the management team for their respective customers and shall be integrated within the operations in such a way as to ensure material changes within operations are properly reflected within all forecasts in a timely manner.

The Manager will contribute to the decision making process by keeping responsible managers informed of their budget status and advising on the impact of potential alternatives. The Manager shall ensure that GAAP accounting standards are maintained in SAP on a consistent basis with accounting and that the procurement guidelines are adhered to.

In addition to fiscal systems, s/he will be responsible for the management of administrative systems across platforms and departments for KQED Content and Operations. This will include grants, legal, operational workflow, and human resources.

1. Prepare grant budget proposals in conjunction with the appropriate department and project managers. Ensure compliance with grant contracts, government contracts, and local, state and federal requirements as needed. Report to appropriate staff on the financial expenditure of all grants. Prepare final grant budget reports and ensure that all financial grant-reporting is accurate, complete and submitted on time. Provide all proposals and final reports to the Controller, for review and approval in advance of submission to funders. Serve as the financial liaison for the development and fundraising divisions for the corresponding content division.
2. Ensure all contracts are approved by Legal in conformance with established policies. Prior to issuing a purchase order, and in compliance with the procurement guidelines, ensure that the legal department "blue stamps" the contract. Review and understand the terms and financial implications of all contracts. Ensure that KQED's business policies and procedures are adhered to, including contract administration, rights clearances, licenses, co-production agreements, and NABET and AFTRA compliance. Initiate contracts as needed.
3. Create all Purchase Orders and ensure they are sent to all vendors in a timely manner, including all terms and conditions. Ensure that the invoices comport with the contractual terms and are submitted to responsible manager for formal approval.
4. Ensure Forecast is updated within SAP, based on communication with the Dept Head on the expenditures of projects. All material changes relating to timing and/or amounts of revenue/expenses should be updated in SAP in compliance with the finance forecasting guidelines (quarterly and during budget season).
5. Ensure all financial reporting and forecasting complies with GAAP; work with Accounting department staff to ensure all necessary accruals

related to portfolio departments and projects are submitted properly, well documented, and booked in a timely manner each month.

6. Provide managers with monthly analysis of actual spending v. Budget and Forecast (variance analyses) and solicit input for additional material changes to operating plans that need to be reflected in SAP Forecast. Provide variance analysis in compliance with the finance forecasting guidelines (quarterly and during budget season)
7. At the direction of the Department or Project head, initiate contractual invoices and collectability thereof.
8. Analyze charge out labor in SAP on a monthly basis to determine if there is enough direct labor (4000's) to cover the costs specifically relating to projects. Discuss the analyses with Departments or Project head and adjust forecast in SAP as appropriate.
9. Represent the Department in content workflow meetings and ensures implementation of new workflows, responsible for managing that process for the departments. Track assets and deliverables as needed.
10. Coordinate with HR and Payroll on all hiring and separation activity. Ensure related dollar amounts are properly forecasted within SAP and that the appropriate GL and dept coding is entered on PA's in Ceridian Self Service.
11. As required, supervise the Financial Services Associate and work as a team to provide support services to your assigned portfolio of departments/projects.
12. Provide overall fiscal management to department and project heads, as well as independent producers and contractors as necessary.
13. Develop annual budget and monthly forecast in conjunction with responsible Department Heads.

#### **Knowledge/Experience Required:**

1. 5 years' experience managing the operations of a multi-faceted media project
2. Strong Project Management skills with the ability to collaborate effectively with others a must
3. Proven budget creation and financial management skills
4. Ability to work across a variety of content platforms for content creation and broadcast
5. Working knowledge of the contracting process
6. Strong skills in working with a variety of internal department including operations, legal, finance and HR
7. Proven track record of effectively communicating with all levels of a large media organization
8. Agility with learning new technologies – enthusiasm for change is necessary
9. Proven problem solving skills a must

**Knowledge/Experience Desired:**

1. Working knowledge of union contracts
2. Working knowledge of the video production process.

**Tracking:**

Added to system: **11/5/15 8:30 AM**

ID: **429**

Last updated: **4/12/16 9:51 AM**



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## Production Manager

### KQED

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Deadline: January 4

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**Position Summary:**

The purpose of this position is to provide full service financial, legal and operations management support to all managers and staff of departments and projects.

The Manager is responsible for monitoring the financial management of all resources utilized by each department (and project) including the management of all budgets and forecasts to ensure that decisions made within the company are based upon the most current and accurate financial information available.

The Manager is a member of the management team for their respective customers and shall be integrated within the operations in such a way as to ensure material changes within operations are properly reflected within all forecasts in a timely manner.

The Manager will contribute to the decision making process by keeping responsible managers informed of their budget status and advising on the impact of potential alternatives. The Manager shall ensure that GAAP accounting standards are maintained in SAP on a consistent basis with accounting and that the procurement guidelines are adhered to.

In addition to fiscal systems, s/he will be responsible for the management of administrative systems across platforms and departments for KQED Content and Operations. This will include grants, legal, operational workflow, and human resources.

**Essential Functions:**

1. Prepare grant budget proposals in conjunction with the appropriate department and project managers. Ensure compliance with grant contracts, government contracts, and local, state and federal requirements as needed. Report to appropriate staff on the financial expenditure of all grants. Prepare final grant budget reports and ensure that all financial grant-reporting is accurate, complete and submitted on time. Provide all proposals and final reports to the Controller, for review and approval in advance of submission to funders. Serve as the financial liaison for the development and fundraising divisions for the corresponding content division.
2. Ensure all contracts are approved by Legal in conformance with established policies. Prior to issuing a purchase order, and in compliance with the procurement guidelines, ensure that the legal department "blue stamps" the contract. Review and understand the terms and financial implications of all contracts. Ensure that KQED's business policies and procedures are adhered to, including contract administration, rights clearances, licenses, co-production agreements, and NABET and AFTRA compliance. Initiate contracts as needed.
3. Create all Purchase Orders and ensure they are sent to all vendors in a timely manner,



including all terms and conditions. Ensure that the invoices comport with the contractual terms and are submitted to responsible manager for formal approval.

4.Ensure Forecast is updated within SAP, based on communication with the Dept Head on the expenditures of projects. All material changes relating to timing and/or amounts of revenue/expenses should be updated in SAP in compliance with the finance forecasting guidelines (quarterly and during budget season).

5.Ensure all financial reporting and forecasting complies with GAAP; work with Accounting department staff to ensure all necessary accruals related to portfolio departments and projects are submitted properly, well documented, and booked in a timely manner each month.

6.Provide managers with monthly analysis of actual spending v. Budget and Forecast (variance analyses) and solicit input for additional material changes to operating plans that need to be reflected in SAP Forecast. Provide variance analysis in compliance with the finance forecasting guidelines (quarterly and during budget season)

7.At the direction of the Department or Project head, initiate contractual invoices and collectability thereof.

8.Analyze charge out labor in SAP on a monthly basis to determine if there is enough direct labor (4000's) to cover the costs specifically relating to projects. Discuss the analyses with Departments or Project head and adjust forecast in SAP as appropriate.

9.Represent the Department in content workflow meetings and ensures implementation of new workflows, responsible for managing that process for the departments. Track assets and deliverables as needed.

10.Coordinate with HR and Payroll on all hiring and separation activity. Ensure related dollar amounts are properly forecasted within SAP and that the appropriate GL and dept coding is entered on PA's in Ceridian Self Service.

11.As required, supervise the Financial Services Associate and work as a team to provide support services to your assigned portfolio of departments/projects.

12.Provide overall fiscal management to department and project heads, as well as independent producers and contractors as necessary.

13.Develop annual budget and monthly forecast in conjunction with responsible Department Heads.

#### Knowledge/Experience Required:

1.5 years' experience managing the operations of a multi-faceted media project

2.Strong Project Management skills with the ability to collaborate effectively with others a must

3.Proven budget creation and financial management skills

- 4.Ability to work across a variety of content platforms for content creation and broadcast
- 5.Working knowledge of the contracting process
- 6.Strong skills in working with a variety of internal department including operations, legal, finance and HR
- 7.Proven track record of effectively communicating with all levels of a large media organization
- 8.Agility with learning new technologies – enthusiasm for change is necessary
- 9.Proven problem solving skills a must

Knowledge/Experience Desired:

- 1.Working knowledge of union contracts
- 2.Working knowledge of the video production process.

BAVC inspires social change by empowering media makers to develop and share diverse stories through art, education and technology.

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## Requisition: Facilities Services Supervisor

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

|  |   |
|--|---|
| Opened Date: 10/15/15                        | Reason for Opening: <b>New Position</b>       |
| Job Code: 415                                | Replacement for:                              |
| Title: <b>Facilities Services Supervisor</b> | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>        | Pay range:                                    |
| EEO job category: <b>(2) Professionals</b>   | Filled date: <b>12/17/15</b>                  |
| Status: <b>Final Offer Extended</b>          | Filled By: <b>Julia Kazmarek</b>              |
| # of openings: 1                             | Start Date: <b>1/5/16</b>                     |
| Budget Status:                               |   |

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

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

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Department: Facilities**

**Division: Technology**

Responsibilities: Utilizing building maintenance systems, the Facilities Services Supervisor will be responsible for day-to-day operation of the facility, including

HVAC, electrical, plumbing and custodial needs. This position is responsible for the direct supervision of maintenance and central services staff. The individual must have flexibility to work at different hours in a given week in order to effectively assist staff and respond to changing operational needs. Occasional weekend work is required.

**Position Summary:**

- . Directly supervises utility maintenance and custodial, central services, parking staff and operations.
- . Supervises in-house staff with day-to-day maintenance of building systems (HVAC, electrical, and plumbing).
- . Utilizes technology to maintain and schedule operation of HVAC equipment and systems.
- . Quality control of building cleanliness to identify immediate needs for custodial services.
- . Periodically meets with City and State inspectors to document inspection findings and to manage compliance efforts.
- . Ensuring scheduled maintenances with facility equipment are performed
- . Monitoring the local, state and federal regulations regarding health and safety including documentation of consistent compliance.
- . Ensures that Facilities Services Department provides support with KQED events.
- . Works with departments with event planning and ensures that facilities services staff, equipment, and contractors are scheduled in support of events.
- . Reports to the Director of Facilities

**Knowledge / Experience Required:**

- . 8+ years of experience in related fields. Must have working knowledge of one or more building maintenance trades such as carpentry, electrical, janitorial or HVAC work.
- . 4 years of experience in managing maintenance staff.
- . Demonstrated supervisory and team management skills and experience are required.
- . Proficient computer skills with Microsoft Office.
- . Prior experience working with skilled trades. Basic knowledge of industry standards and safe practices for custodial services.
- . Must be able to use technology based control programs which operate facilities systems and equipment.
- . Ability to manage the day to day operations of the facility.
- . Must be able to lift and carry up to 50lbs
- . Knowledge of Building Security Systems
- . Must have excellent verbal and written communication skills as well as strong interpersonal skills with others.
- . Must possess and maintain current a valid CA driver's license with a good driving record.

**Tracking:**

Added to system: **10/15/15 2:45 PM**

ID: **415**

Last updated: **12/29/15 9:15 AM**

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**Diana Liang**

---

**Subject:** craigslist post 5059639096: "Facilities Services Supervisor"

**From:** craigslist - automated message, do not reply [mailto:robot@craigslist.org]

**Sent:** Tuesday, October 13, 2015 9:17 AM

**To:** Diana Liang

**Subject:** craigslist post 5059639096: " Facilities Services Supervisor"

This email contains:

- 1) information about your transaction
- 2) instructions for how to locate and manage your post
- 3) instructions for contacting craigslist
- 4) terms of use

---

1) information about your transaction

posting ID: 5059639096

date: 2015-10-13

Item: jobs posting

Title: Facilities Services Supervisor

Location: SF bay area

Category: skilled trades/artisan

**Quantity: 1 posting debited against your prepaid block.**

The terms of use are in section 4 below.

---

2) how to locate and manage your posts

Your ad can be found here:

<http://sfbay.craigslist.org/sfc/trd/5059639096.html>

\*\*\* Please keep in mind that it may take up to 30 minutes for your posts to fully appear and be searchable in each appropriate category and area.

To edit, delete, or repost your ad:

<https://post.craigslist.org/u/BNreSJ4L5RGTPYvIFgn5yQ/fmq19>

3) contact information for craigslist

for customer service issues:

email: [support@craigslist.org](mailto:support@craigslist.org)

for questions related to billing:

email: [billing@craigslist.org](mailto:billing@craigslist.org)

phone: 415-399-5200, extension 8283

mailing address: craigslist.org, 222 Sutter Street, 9th Floor, San Francisco, CA 94108-4460, USA

fax: (415) 398-5213

4) terms of use

**WELCOME TO CRAIGSLIST.** We hope you find it useful. By accessing our servers, websites, or content therefrom (together, "CL"), you agree to these Terms of Use ("TOU"), last updated December 05, 2013.

**LICENSE.** If you are 18 or older, we grant you a limited, revocable, nonexclusive, nonassignable, nonsublicensable license to access CL in compliance with the TOU; unlicensed access is unauthorized. You agree not to license, distribute, make derivative works, display, sell, or "frame" content from CL, excluding content you create and sharing with friends/family. You grant us a perpetual, irrevocable, unlimited, worldwide, fully paid/sublicensable license to use, copy, perform, display, distribute, and make derivative works from content you post.

**USE.** You agree not to use or provide software (except for general purpose web browsers and email clients, or software expressly licensed by us) or services that interact or interoperate with CL, e.g. for downloading, uploading, posting, flagging, emailing, search, or mobile use. Robots, spiders, scripts, scrapers, crawlers, etc. are prohibited, as are misleading, unsolicited, unlawful, and/or spam postings/email. You agree not to collect users' personal and/or contact information ("PI").

**MODERATION.** You agree we may moderate CL access and use in our sole discretion, e.g. by blocking (e.g. IP addresses), filtering, deletion, delay, omission, verification, and/or access/account/license termination. You agree (1) not to bypass said moderation, (2) we are not liable for moderating, not moderating, or representations as to moderating, and (3) nothing we say or do waives our right to moderate, or not. All site rules, e.g. [cl.com/about/prohibited](http://cl.com/about/prohibited), are incorporated herein.'

**SALES.** You authorize us to charge your account for CL fees. Unless noted, fees are in US dollars; tax is additional. To the extent permitted by law, fees are nonrefundable, even for posts we remove. We may refuse purchases, which may place a hold on your account.

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## Requisition: Revenue Accounting Supervisor

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

|   |   |
|---|---|
| Opened Date: <b>2/11/16</b>                 | Reason for Opening: <b>Resignation</b>        |
| Job Code: <b>463</b>                        | Replacement for: <b>Pauline Wong</b>          |
| Title: <b>Revenue Accounting Supervisor</b> | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>       | Pay range:                                    |
| EEO job category: <b>(2) Professionals</b>  | Filled date: <b>3/24/16</b>                   |
| Status: <b>Final Offer Extended</b>         | Filled By: <b>Jossie Orense</b>               |
| # of openings: <b>0</b>                     | Start Date: <b>4/4/16</b>                     |
| Budget Status:                              |   |

### Approvals:

Requisition Approvers: **[1]** Liang, Diana  
**[2]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

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

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Summary:**

The Revenue Accounting Supervisor is responsible for processing over \$80 million in annual revenue from sources including contributions from members, underwriting revenue, grant revenue, endowments, gift annuities, bequests, trusts, investments, trade and in-kind donations,

and campaign. The Supervisor is in charge of all aspects of the accounts receivable function, including, invoicing, cash receipts, account coding and data integrity and adheres to deadlines and compliance with revenue recognition requirements under GAAP. Minimal focus will be spent on collections and customer relations, which is handled by the departments which generated the revenue. This position requires strong analytical skills and problem solving ability. The Supervisor also evaluates and streamlines processes and procedures and internal controls. Takes lead in Wide-Orbit accounting system changes and enhancements.

1. Direct the daily operations of the accounts receivable function to ensure maintenance of accurate, complete and detailed records.
  - Prioritize workload to meet invoicing, closing and reporting deadlines.
2. Manage the Wide Orbit trafficking system accounting function. This includes review and approval of advertisers, agency profiles, and orders as well as generating invoices and closing of the month.
  - Ensure underwriting revenue is properly recognized and reconciled between the general ledger and the trafficking system.
  - Review banner revenue for unrelated business income and prepare monthly journal entry.
3. Review grant and underwriting agreements to determine proper recordation as unrestricted, temporarily restricted or permanently restricted revenue, including the timing for release of restricted amounts.
4. Review funding commitments to ensure correct recording of company revenue.
5. Analyze and reconcile accounts receivable, deferred revenue, temporarily restricted and related subsidiary accounts to the general ledger.
6. Compile and process accounts receivable's monthly close and prepare necessary journal entries related to accounts receivable, revenue, and release of restricted net assets.
7. Review all trade/barter agreements and record transactions between KQED and outside entities in compliance with GAAP.
8. Analyze and verify outstanding balances on customer accounts including analysis of accounts deemed uncollectible.
  - Coordinate ongoing communications with various departments and sales representatives regarding customer accounts.
  - Work collaboratively with other departments in collection of accounts receivable and all related follow-up including processing of accounts to be sent to collection agency and/or litigation.
9. Review and record challenge grant revenue when conditions are met based upon information provided from Development and Membership.
10. Compile in-kind donation documentation from various departments and review supporting documentation to determine proper recognition of in-kind donations. Prepare annual entry to record in-kind donations received during the fiscal year.
11. Oversee and supervise the Accounts Receivable Accountant in the day-to-day accounts receivable function and month end close. This includes, but not limited to, the review and approval of the following work performed by the accountant:
  - Processing of daily cash, checks and credit card transactions and preparation of the Daily Cash Sheet

- Reconciliations
  - Vehicle donation transactions
  - Month end journal entries
12. Delegate and fully utilize the Accounts Receivable Accountant to accomplish the accounts receivable function objectives.
  13. Prepare Statement of Financial Position by net asset classification for Chief Financial Officer quarterly.
  14. Collaborate with Controller and Assistant Controller to streamline cash reporting procedures and processes for any new campaigns.
  15. Assist Controller to update the Risk and Control Self-Assessment Summary as pertaining to accounts receivable.
  16. Perform other duties as required.

**Credentials/Education Required:**

- BA or BS degree in Business Administration, Finance or Accounting
- 4-6 years' experience in accounts receivable and general accounting in a medium to large size organization.

**Knowledge/Experience Required:**

1. Working knowledge of generally accepted accounting principles, theory and practices.
2. Demonstrated proficiency with accounting and related software and ability to understand the flow of information between support system, subsidiary and general ledger and its impact.
3. Excellent writing, communication and organizational skills with strong attention to detail.
4. Problem analysis and problem solving skills
5. Ability to meet deadlines and work under pressure.
6. Knowledge of regulatory standards, compliance requirements and internal controls.
7. Demonstrated experience in managing day-to-day accounts receivable operations
8. Ability to diplomatically communicate with staff and vendors
9. Strong attention to detail
10. Ability to work under pressure and to meet deadlines
11. Excellent prioritization and organization skills
12. Must be able to work independently and collaboratively in a team environment
13. Proficient in Microsoft Excel and Word

**Knowledge/Experience Desired:**

- Public broadcasting and/or non-profit industry experience preferred
- Working knowledge and experience with Navision , Salesforce, and WideOrbit software.
- Supervisory skills a plus



**Tracking:**

Added to system: **2/8/16 1:10 PM**

ID: **463**

Last updated: **3/28/16 10:38 AM**

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Welcome, Christiana Ramos



[Home](http://www.calcpa.org/) (http://www.calcpa.org/) Order Confirmation

# Order Confirmation

Thank you for your purchase.

Your receipt number is: C2CGEXeGd0

## 30-day Classified - Nonmember

Classified #1464

[Accounts Receivable Supervisor \(http://www.calcpa.org/classified-listings/2016/02/12/accounts-receivable-supervisor-1464\)](http://www.calcpa.org/classified-listings/2016/02/12/accounts-receivable-supervisor-1464)

1

\$295.00

|                    |                 |
|--------------------|-----------------|
| <b>Sub Total</b>   | <b>\$295.00</b> |
| <b>Tax</b>         | <b>\$0.00</b>   |
| <b>Shipping</b>    | <b>\$0.00</b>   |
| <b>Order Total</b> | <b>\$295.00</b> |

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Website design and development by Americaneagle.com



How may we help you?



## Requisition: Manager, Sponsorship and Partnership Development

### Requisition Owner(s):

Requisition Owners: Liang, Diana  
Cabanatuan, Adrienne

### Requisition Information:

|   |   |
|---|---|
| Opened Date: <b>3/23/16</b>   | Reason for Opening: <b>Internal Transfer</b>  |
| Job Code: <b>472</b>  | Replacement for: <b>Manuel Ojeda</b>          |
| Title: <b>Manager, Sponsorship and Partnership Development</b>          | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>                                   | Pay range:                                    |
| EEO job category: <b>(1.2) First/Mid Level Officials &amp; Managers</b> | Filled date:                                  |
| Status: <b>Open</b>   | Filled By:                                    |
| # of openings: <b>1</b>   | Start Date:                                   |
| Budget Status:  |   |

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne      Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

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

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Summary:**

The Manager, Sponsorship and Partnership Development, will manage the creation and distribution of marketing sales materials and research data, and will identify opportunities to secure corporate sponsorship funding for KQED. The Manager will lead and manage the development of new partnerships with businesses that support KQED's strategic priorities, particularly in audience engagement and education. The Manager is responsible for providing Nielsen, Arbitron, Scarborough and/or media data for KQED platforms including TV, radio and interactive for

corporate sponsorship pitches and sales.

This position manages the sponsorship associate and reports to the Vice President, Corporate Sponsorship.

**Essential Functions:**

1. Works closely with the VP of Corporate Sponsorship to develop and maintain marketing strategies for corporate prospects and sponsors to ensure maximum impact and strategic positioning.
2. Develops new sponsorship packages by identifying and prioritizing sponsors and organization needs. Manages the production of top-notch marketing and sales communications and proposals working with the sponsorship associate and design department.
3. Manages and secures research data and metrics for general and customized sales proposals, one-sheets, and marketing materials to garner sponsorship from prospective funders. Metrics pulled from various vendors including Nielsen, Arbitron, Scarborough, PBS and NPR and other national sources using tools such as TRAC Media, Arianna, and PrimeLingo.
4. Markets KQED's mission and services to companies to establish new partnerships and expand existing programs. Market KQED's capacity to work with companies to support employee engagement, develop and implement communications and branding strategies, and integrate business benefit with social benefit.
5. Analyzes and interprets research from a variety of sources, and communicates to Corporate Sponsorship staff. Incorporates research into sales materials and research presentations and sales collateral for local marketing directors.
6. Participates in corporate support sales strategy and in sales meetings/presentations to further illustrate the story of KQED and its audiences to current and prospective sponsors.
7. Tracks trends across media platforms and measurement research providing updates on changes in audiences, market or potential areas of improvement.
8. Identifies potential new opportunities with companies and their corporate social responsibility (CSR) and human resources (HR) programs in alignment with KQED strategic goals and priorities. Cultivates new relationships with CSR, and HR executives, and executes a consistent outreach strategy to these individuals and organizations.
9. Works closely with cross-departmental teams in the development of new programs and packages to ensure the sponsors' and KQED's objectives are achieved.
10. Provides guidelines for the development of proposals and new corporate supported programs, based on engagement and interest areas of prospective corporate sponsors.

**Knowledge/Experience Required:**

1. Bachelor's Degree.
2. Six to eight years of marketing experience including two years of research experience analyzing audience demographics and program ratings. Nielsen, Arbitron, Scarborough/Prime Lingo, Strata, PPM Analysis Tool, PPM Weeklies and Media Audit experience preferred.
3. Superior talent at communicating effectively with various audiences. Ability to communicate persuasively and accurately with prospects, staff and senior management, and respond diplomatically to requests.
4. Experience in leading and mobilizing cross-functional and inter-departmental teams. Ability to set strategy, meet key performance objectives, work independently as well as in a team.
5. Experience working with a sales team with marketing data/research in radio, television, online and/or ad agency or other relevant sales/marketing experience.
6. Excellent written and verbal communication skills and strong interpersonal skills required. Expertise in copy writing and editing for marketing and sales materials.
7. Experience with various software programs such as Salesforce, PowerPoint, Adobe Acrobat, Word, Excel and Outlook.

- 8. Must possess a strong work ethic – be a self-starter committed to excellence. Ability to be flexible and work on several projects simultaneously.
- 9. Ability to travel locally for sponsor meetings and possible national conferences.

**Tracking:**

Added to system: **3/23/16 3:45 PM**

ID: **472**

Last updated: **5/6/16 4:11 PM**





LinkedIn Corporation  
 2029 Stierlin Ct, Mountain View, CA  
 94043 USA

Federal Tax ID: 47-0912023

**Billed to:**  
 Christiana Ramos

**Date:** 3/23/2016  
**Invoice #:** 2199233141

| Item | Description  | Rate         | Quantity | Price        |
|------|--|--------------|----------|--------------|
| 1    | 30-day Job Posting (Credit)<br>Manager, Sponsorship and Partnership Development<br>KQED - San Francisco Bay Area<br>Expires April 22, 2016 | 1 Job Credit | 1        | 1 Job Credit |
| 2    | InMail 5   | -            |          | \$0.00       |

**Subtotal:** \$0.00  
**Sales tax:** 0.00% \$0.00  
**Invoice:** \$0.00  
**Payment:** \$0.00  
**Balance:** **\$0.00**



## Requisition: News Education Manager

### Requisition Owner(s):

Requisition Owners: Cabanatuan, Adrienne

### Requisition Information:

|  |   |
|--|---|
| Opened Date: <b>5/6/16</b>                 | Reason for Opening: <b>New Position</b>       |
| Job Code: <b>487</b>                       | Replacement for:                              |
| Title: <b>News Education Manager</b>       | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>      | Pay range:                                    |
| EEO job category: <b>(2) Professionals</b> | Filled date:                                  |
| Status: <b>Open</b>                        | Filled By:                                    |
| # of openings: <b>1</b>                    | Start Date:                                   |
| Budget Status:                             |   |

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

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

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Summary:**

KQED Education enhances learning experiences through media. We strive to use our media expertise to inspire and engage learners through the innovative application of media-based technologies and instructional strategies. Through both teacher support and the creation of original news-based, media-rich curricular resources, the News Education Manager leads KQED's contributions to news and civics education in formal and informal educational settings and contributes to the fulfillment of the overall vision of KQED Education.

The News Education Manager will collaborate with the News Education Digital Media Producer and lead the development of standards-based news curricula for social studies and English language arts classrooms and informal learning spaces, provide input on direction and focus of educational media production, contribute to the development of News Education products and services, support the development of content and

distribution partnerships, and train and support teachers in the use and implementation of News Education products. In short, the News Education Manager will support the utilization of public media for teaching and learning through youth media production, civic engagement and online participation.

**Essential Functions:**

1. Participate in the planning, implementation and delivery of KQED News Education products, focusing on developing and distributing educational products that align with national and state standards, current classroom practice, and educational system priorities and trends.
2. Create curricula and/or other instructional support materials to support educators in the implementation of KQED News Education products in their learning environment.
3. Work in collaboration with the Youth Participation Manager to design and implement opportunities—central to the KQED News Education goals—for youth to create and share media.
4. Develop and execute strategies to grow educator engagement with KQED News Education products.
5. Provide instruction and support to news education teachers who are engaged in KQED synchronous online courses on media literacy and classroom media integration.
6. Provide editorial input as needed during the planning stages of KQED News Education media production in order to ensure content adheres to current education standards and is relevant and useful for classroom teachers.
7. Support the work of the KQED Newsroom by participating in planning and partner activities.
8. Serve as the primary communication touch-point between KQED Education and KQED News to ensure both departments have common understanding of strategy and activities of the other.
9. Participate in the stewardship and development of News Education partnerships for KQED, in coordination with KQED Education and KQED News.
10. Serve as the primary representative/presenter/speaker for KQED News Education in the Bay Area community and at relevant education conferences and events.
11. Collaborate with Communications & Engagement Managers in KQED Education and KQED News on development of social media and marketing strategy surrounding News Education products and outreach.
12. Contribute to evaluation activities for projects and services produced by KQED Education.
13. Other duties as assigned.

**Knowledge/Experience Required:**

1. Three to five years minimum experience teaching English/language arts and/or history/social science in secondary/postsecondary settings with teaching credential or equivalent.
2. Demonstrated experience with interdisciplinary curriculum development and understanding of content standards.
3. Demonstrated experience with and enthusiasm for integrating news/public affairs and technology into teaching of core content in innovative ways.
4. Demonstrated knowledge of media literacy and implementing 21<sup>st</sup> century skills in teaching and learning.
5. Connector—demonstrated success in project outreach and partnership development.
6. Detail-oriented—strong organizational skills and follow-through capabilities.
7. Effective communicator—excellent oral and written communication as well as presentation skills; superb editor.
8. Team player—ability to work effectively with colleagues and educational partners.
9. Skilled in new and emerging technologies, social media platforms, and more.
10. Commitment to educational equity for all students.
11. Ability to travel up to three times per year.

**Knowledge/Experience Desired:**

1. Significant background in journalism, as a journalist and/or a journalism teacher.
2. Facility with media production – video, audio, interactive, image creation.
3. Demonstrated experience in teacher professional development, can be peer-peer settings; experience with online professional learning tools and platforms desired
4. Multilingual fluency.

**Tracking:**

Added to system: 5/6/16 3:46 PM

ID: 487

Last updated: 6/30/16 1:28 PM

# Invoice #2418832 - Paid

Action Without Borders  
 302 Fifth Avenue, 11th Floor  
 New York, NY 10001

To: KQED, Inc.

Created by: Diana Liang  
 Name: Joanne Carder  
 Title: VP HR  
 Phone: 415-553-2307  
 Address: 2601 Mariposa Street, San Francisco, CA, 94110, US  
 Posted: May 9, 2016  
 Due: Upon receipt  
 Applied Payments: Payment (Credit card ending in "1083") for \$90.00

## Invoice #2418832

| Type | Description   | Price             | Paid           |
|------|---|-------------------|----------------|
| Job  | News Education Manager  |                   |                |
|      | Posted "News Education Manager" (in San Francisco) on idealist.org for up to 60 days. | \$90.00           |                |
|      | <b>Total</b>  | <b>\$90.00</b>    | <b>\$90.00</b> |
|      |   | <b>Amount Due</b> | <b>\$0.00</b>  |

## Requisition: Director of Individual Major Gifts, San Francisco

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

|   |   |
|---|---|
| Opened Date: 10/29/15   | Reason for Opening: <b>Resignation</b>        |
| Job Code: 428   | Replacement for: <b>Kelly Hardesty</b>        |
| Title: <b>Director of Individual Major Gifts, San Francisco</b>         | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>                                   | Pay range:                                    |
| EEO job category: <b>(1.2) First/Mid Level Officials &amp; Managers</b> | Filled date: <b>12/21/15</b>                  |
| Status: <b>Final Offer Extended</b>                                     | Filled By: <b>Sarah Rhyins</b>                |
| # of openings: 1  | Start Date: <b>1/5/16</b>                     |
| Budget Status:  |   |

### Approvals:

Requisition Approvers: [1] Liang, Diana  
[2] Cabanatuan, Adrienne

Offer Approvers: [1] Cabanatuan, Adrienne

### Active Hire Controls:

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

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Summary:**

The Director of Individual Major Gifts, San Francisco establishes and maintains a personal portfolio of up to 150 individual donors who are

among KQED's most significant supporters with a focus on annual asks of \$10,000 or more. **This position averages approximately 10-12 visits or high-contacts each month.** High contacts are defined as 15 minutes or longer phone calls, proposals, sitting next to donors at events, meeting in person with current and prospective donors, as well as volunteers. Funding will be sought and secured for Public Television and Radio, Web and Education, which are services of KQED. Under the direction of the Senior Director of Leadership Gifts, this position will support KQED's President and CEO, Chief Development Officer, other major gifts staff and key volunteers in cultivation and solicitation initiatives for unrestricted funding as well as projects.

### Essential Functions:

1. Specifically this position identifies, qualifies, cultivates and solicits major donor prospects in assigned portfolio of up to 150 individuals, alone, and in consultation with other key volunteers and staff when necessary and appropriate. For assigned portfolio prospects, prioritizes prospects, researches/commissions research on their interests and capacity, and identifies individualized strategy for solicitation and follow up. Develops written strategies in consultation with the Sr. Director for Leadership Gifts; coordinates nature of contacts that assigned prospects receive; facilitates relationships between potential and current donors and KQED's senior staff, board, volunteers and others; reviews prospect strategies regularly for refinement and interprets KQED's annual and project needs for donors and prospects. This position averages approximately 10-12 visits or high-contacts each month. *High contacts are defined as 15 minutes or longer phone calls, proposals, sitting next to donors at events, meeting in person with current and prospective donors, as well as volunteers (35%)*
2. In conjunction with Chief Development Officer and Senior Director, Leadership Gifts, the Director, Individual Major Gifts, coordinates the activities of selected volunteers on the Major Gifts Committee. This position is assigned to work with two or more members of the Committee or other ad-hoc fundraising volunteers off committee, for active assignments of approximately 4-6 volunteers. Participates in identifying, recruiting, training and supporting volunteers to serve as team members in the cultivation and solicitation of prospects. Develops mechanisms to keep volunteers informed and motivated. Attends Major Gifts Committee meetings as needed. (25%)
3. Develops and implements an annual business plan and budget for inclusion in the overall development plan to ensure successful cultivation and solicitation of KQED's most significant donors Together with Sr. Director for Leadership Gifts identifies a budget goal based on portfolio members' past giving and behavior utilizing information such as last gift, largest gift, gifts to special projects and new solicitation vehicles. Develops and maintains donor benefits to enhance recognition, renewal and retention of Producer's Circle donors. (15%)
4. In consultation with the Senior Director of Leadership Gifts creates and supervises implementation of small targeted events for assigned prospects and donors. This may include a series of "behind the scenes"

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events or other format that will motivate, engage and educate prospects and donors. (10%)

5. Manage one or two production projects at a time as assigned. Specifically, maintain content (Exec. Summary, sample proposals, video tape, etc.); maintain prospect and funding report; and, "be the expert" for fellow development staff. (10%)

### **Other Job Functions:**

Performs other duties as assigned by the Sr. Director for Leadership Gifts (5%)

### **Knowledge/Experience Required:**

1. Bachelor's Degree preferred.
2. Five to seven years fundraising experience required with three to five years of experience in major gift fund raising.
3. Demonstrated experience and ability to be successful in face-to-face solicitation.
4. Experience in personal solicitation of gifts of \$10,000 and above.
5. Ability to develop and implement cultivation and solicitation strategies for Major Gifts from individuals, as well as the ability to establish measurable goals and objectives to achieve them.
6. Strong oral, written, presentation and organizational skills.
7. Ability to work effectively with volunteers.
8. Ability to work independently and as part of a group/team.
9. Willingness and ability to travel throughout Northern California.
10. Excellent computer skills, such as Word, databases, and internet.

### **Knowledge/Experience Desired:**

Special Requirements: Valid CA drivers license and car for making visits

### **Tracking:**

Added to system: 10/29/15 12:10 PM

ID: 428

Last updated: 12/29/15 9:11 AM

# Invoice #2365361 - Paid

Action Without Borders  
 302 Fifth Avenue, 11th Floor  
 New York, NY 10001

To: KQED, Inc.

Created by: Diana Liang  
 Name: Joanne Carder  
 Title: VP HR  
 Phone: 415-553-2307  
 Address: 2601 Mariposa Street, San Francisco, CA, 94110, US

Posted: October 30, 2015

Due: Upon receipt

Applied Payments: Payment (Credit card ending in "1083") for \$80.00

## Invoice #2365361

| Type | Description  | Price             | Paid           |
|------|--|-------------------|----------------|
| Job  | Director of Individual Major Gifts, San Francisco  |                   |                |
|      | Posted "Director of Individual Major Gifts, San Francisco" (in San Francisco) on idealist.org for up to 60 days. | \$80.00           |                |
|      | <b>Total</b>   | <b>\$80.00</b>    | <b>\$80.00</b> |
|      |  | <b>Amount Due</b> | <b>\$0.00</b>  |

## Requisition: Director of Technology, Online

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

|   |   |
|---|---|
| Opened Date: 8/17/15  | Reason for Opening: <b>New Position</b>       |
| Job Code: 397   | Replacement for:                              |
| Title: <b>Director of Technology, Online</b>                            | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>                                   | Pay range:                                    |
| EEO job category: <b>(1.2) First/Mid Level Officials &amp; Managers</b> | Filled date: <b>11/18/15</b>                  |
| Status: <b>Final Offer Extended</b>                                     | Filled By: <b>Kristin Lardas</b>              |
| # of openings: 1  | Start Date:                                   |
| Budget Status:  |   |

### Approvals:

Requisition Approvers: [1] Liang, Diana

Offer Approvers: [1] Cabanatuan, Adrienne

### Active Hire Controls:

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

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Summary:**



The Director of Technology, Online oversees the development and operation of KQED's web and mobile services. The Director and the Media Technology team will define the organization's online technology roadmap, manage development projects and priorities, implement new features and

improve existing functionality, monitor and refine system performance and conduct day-to-day system maintenance.

To be successful in this position this individual must be highly effective working in a cross-functional capacity to identify, define, analyze, prioritize and refine technology requirements for the company with primary input from the product portfolio roadmap. The Director will be responsible for meeting the department goals to maximize site stability, support product and services innovation and help spearhead development efforts on emerging formats and platforms as they map to the strategic goals of KQED.

The Director will collaborate with other departmental leaders to represent the Media Technology department's needs and to recommend, develop, implement, and support cost-effective technology solutions. They will actively participate in business development efforts such as proposals, project estimation/scoping activities, and resource allocation in addition to performing actual code development as required. This individual will foster innovation and collaboration, leverage new technologies and champion culture changes that support KQED's strategic plan.

**Essential Functions:**

1. Provide day-to-day management of 4-6 members of the Media Technology team in a way that emphasizes efficiency, fosters collaboration, sparks innovation, and values customer service, technical proficiency and lifelong learning.
2. Lead the team by preparing plans including: scopes of work, resource allocations, budgets and team member roles and responsibilities.
3. Collaborates cross functionally to prioritize, create roadmaps and schedule work for the team based on input, requirements and other product roadmaps with input from Product Management as a key internal customer.
4. Effectively manage complex and diverse Media Technology projects such as CMS migrations, API development and integrations and new software development initiatives.
5. Track best practices, research and training in the latest technology solutions and create opportunities to turn this knowledge into a benefit for KQED and the wider Public Media community.
6. Develop a scalable operations/infrastructure plan to support growth and increased content creation with reduced maintenance goals including risk and mitigation planning.
7. Build long-term relationships with Public Media peers and Internet industry leaders.
8. Manage team members, contracts, vendors, consultants, and technology budgets.
9. Identify software and/or systems which need code/system improvement and schedule corrective action, when possible.
10. Coordinate with other groups on infrastructure maintenance and planning including servers, switches, routers, virtualization, backup, data-recovery, and negotiating service level agreements for ISP, CDN and others.
11. Participate as a member of the Technology Division management team.
12. Other essential duties as required.

**Other Job Functions:** Code review, QA/testing and some coding projects. A prior devops background as a developer or manager (at a minimum) is preferred. During outages or issues the Director may be called upon to assist other team members with investigations, repairs or processes such as incident management. They may also be required to assist with special projects, researching or other duties as needed.

**Credentials/Education Required:**

Bachelor's Degree highly preferred

**Knowledge/Experience Required:**

1. Bachelors or a minimum of 10 years equivalent experience
2. Management experience with small (4+) Operations/Development teams or larger
3. Knowledge of LAMP, WordPress or equivalent technologies
4. Experience working with software collaboration tools in a team setting: Git, Jira.
5. Strong working experience with Devops methodology and rapid prototyping.
6. Excellent interpersonal skills and experience communicating with and managing the expectations of both technical and non-technical stakeholders.
7. Excellent attention to detail; strong analytical, diagnostic, problem solving, and organizational skills.
8. Able to manage teams to meet deadlines and deliver products on time.
9. Open, honest communication and positive attitude.

**Knowledge/Experience Desired:**

1. Experience with a variety of OOP's: Python, (Node-)JS, Java, Ruby, etc.
2. Understanding of HTTP, AJAX, CSS, and DOM strongly desired.
3. Familiarity with WordPress, Salesforce, and Eloqua.
4. ITIL knowledge or certifications desired
5. Passion for solving interesting technological problems.
6. Experience with online fundraising a plus.
7. Interest in public broadcasting a plus.

**Tracking:**Added to system: **8/17/15 9:29 AM**ID: **397**Last updated: **11/18/15 10:49 AM**

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## Job Search

Director Technology

San Francisco, CA



### Director of Technology, Online

KQED - San Francisco Bay Area

Posted less than an hour ago

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Other Details

About this job

Job description

#### Position Summary:

The Director of Technology, Online oversees the development and operation of KQED's web and mobile services. The Director and the Media Technology team will define the organization's online technology roadmap, manage development projects and priorities, implement new features and improve existing functionality, monitor and refine system performance and conduct day-to-day system maintenance.

To be successful in this position this individual must be highly effective working in a cross-functional capacity to identify, define, analyze, prioritize and refine technology requirements for the company with primary input from the product portfolio roadmap. The Director will be responsible for meeting the department goals to maximize site stability, support product and services innovation and help spearhead development efforts on emerging formats and platforms as they map to the strategic goals of KQED.

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#### Essential Functions:

1. Provide day-to-day management of 4-6 members of the Media Technology team in a way that emphasizes efficiency, fosters collaboration, sparks innovation, and values customer service, technical proficiency and lifelong learning.
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3. Collaborates cross functionally to prioritize, create roadmaps and schedule work for the team based on input, requirements and other product roadmaps with input from Product Management as a key internal customer.
4. Effectively manage complex and diverse Media Technology projects such as CMS migrations, API development and integrations and new software development initiatives.
5. Track best practices, research and training in the latest technology solutions and create opportunities to turn this knowledge into a benefit for KQED and the wider Public Media community.
6. Develop a scalable operations/infrastructure plan to support growth and increased content creation with reduced maintenance goals including risk and mitigation planning.
7. Build long-term relationships with Public Media peers and Internet industry leaders.
8. Manage team members, contracts, vendors, consultants, and technology budgets.
9. Identify software and/or systems which need code/system improvement and schedule corrective action, when possible.
10. Coordinate with other groups on infrastructure maintenance and planning including servers, switches, routers, virtualization, backup, data-recovery, and negotiating service level agreements for ISP, CDN and others.
11. Participate as a member of the Technology Division management team.

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12. Other essential duties as required.

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**Other Job Functions:**

Code review, QA/testing and some coding projects. A prior devops background as a developer or manager (at a minimum) is preferred. During outages or issues the Director may be called upon to assist other team members with investigations, repairs or processes such as incident management. They may also be required to assist with special projects, researching or other duties as needed.

Credentials/Education Required:

Bachelor's Degree highly preferred

**Knowledge/Experience Required:**

- 1. Bachelors or a minimum of 10 years equivalent experience
- 2. Management experience with small (4+) Operations/Development teams or larger
- 3. Knowledge of LAMP, WordPress or equivalent technologies
- 4. Experience working with software collaboration tools in a team setting: Git, Jira.
- 5. Strong working experience with Devops methodology and rapid prototyping.
- 6. Excellent interpersonal skills and experience communicating with and managing the expectations of both technical and non-technical stakeholders.
- 7. Excellent attention to detail; strong analytical, diagnostic, problem solving, and organizational skills.
- 8. Able to manage teams to meet deadlines and deliver products on time.
- 9. Open, honest communication and positive attitude.

**Knowledge/Experience Desired:**

- 1. Experience with a variety of OOPL's: Python, (Node-)JS, Java, Ruby, etc.
- 2. Understanding of HTTP, AJAX, CSS, and DOM strongly desired.
- 3. Familiarity with WordPress, Salesforce, and Eloqua.
- 4. ITIL knowledge or certifications desired
- 5. Passion for solving interesting technological problems.
- 6. Experience with online fundraising a plus.
- 7. Interest in public broadcasting a plus.

To apply for this position, please visit: <http://ww2.kqed.org/about/jobs/>

**About this company**

Your Northern California NPR and PBS stations, offering a community-supported, non-profit alternative to commercial media.

Through Public Television, Public Radio, Interactive, and Education, KQED provides citizens with the knowledge they need to make informed decisions; convene community dialogue; bring the arts to everyone; and engage audiences to share their stories.

KQED helps students and teachers thrive in 21st century classrooms, and takes people of all ages on journeys of exploration—exposing them to new people, places and ideas.

KQED celebrates diversity, embraces innovation, values lifelong learning and partners with those who share our passion for public service.

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|-----------|--|---------------------------------|---|

The Accountant works collaboratively with Finance Managers and Senior Department Managers throughout the organization to ensure organizational compliance with internal policies and U.S. Generally Accepted Accounting Principles requirements related to fixed assets.

**Essential Functions:****1. Accounting for Fixed Assets**

- Updates and maintains the Fixed Asset capital purchases worksheet to include purchase order information, actual spending amounts, vendor names and descriptions which is linked to the yearly projections. Monitors for overspending on approved annual capital budget. Keeps the Executive Director of Budget and Forecast Informed of variances.
- Supports the procurement process by creating requisitions for fixed assets, receiving fixed assets within the accounting system and distributing Purchase Orders, including terms and conditions, to vendors for all assigned fixed asset projects. Ensure sales/use tax is properly stated on invoices; ensure invoices are mathematically correct and approved by the responsible managers; and ensure documentation for received fixed assets are forwarded to accounts payable for accrual in the accounting system (e.g., packing slip, bill of lading, receiving log)
- Manages the fixed asset database. This includes but is not limited to the accurate and complete recording of new fixed asset purchases and disposals and ensuring that fixed asset information is up-to-date. This also includes determining if a fixed asset should be tagged per internal policy, affixing fixed asset tag(s) to the new assets, and entering the information into the fixed assets database.
- Takes a lead role with the transition from File Maker Pro to Fixed Asset Module in Navision. This may include, but is not limited to, importing, exporting, reconciling and validating data for accuracy.
- Prepares monthly depreciation journal entries and reconciles the balance in the fixed asset subsidiary ledger to the general ledger.
- Prepares the fixed assets depreciation for the budget and forecast and year end true-up.
- Works collaboratively with Departments requesting capital purchases (TV, Radio, Information Technology, Interactive and Building Services).

2. Manages Property Tax reports: Updates the property spreadsheets to capture all the equipment purchased during the calendar year at all KQED locations and ensures data reconciles to the general ledger.

3. Manages surveys from different government agencies and entities related to fixed assets. Gathers and reports out the necessary data for the surveys.

4. Assists with the fiscal year- end close and related Financial Audit related to fixed assets. This includes preparing audit schedules, gathering information for the financial close and retrieving information for the auditors as directed.

5. Takes a lead role in fixed asset inventory count.

6. Performs other duties as assigned.

**Credentials/Education Required:**

BA or BS degree in Business Administration, Finance or Accounting

**Knowledge/Experience Required:**

1. Working knowledge of fixed asset accounting with at least 3+ years' experience in an accounting department in a medium to large organization required.
2. Excellent communication and interpersonal skills are necessary when interacting with finance management and senior department managers to convey fixed asset information in a clear, concise way.
3. Excellent organizational and time management skills
4. Excellent technical acumen, creative thinking, problem-solving and analytical skills.
5. Excellent Excel skills (pivot tables, v-look ups)



- 6. Working knowledge of ERP systems
- 7. Highly detail oriented, organized and dependable.
- 8. Ability to work in a team environment as well as to work independently.

**Tracking:**

Added to system: 11/10/15 11:33 AM

ID: 430

Last updated: 1/19/16 3:34 PM

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CL SF bay area > san francisco > jobs > accounting/finance

reply below Posted: less than a minute ago

## Fixed Assets Accountant (potrero hill)

# KQED

compensation: **Competitive**

employment type: **full-time**

non-profit organization



### Position Summary:

The Fixed Asset Accountant is responsible for the integrity and accuracy of the fixed asset database and responsible for all aspects of fixed asset accounting. This includes but not limited to, creating, recording, and tracking complete and accurate data for the proper reporting of new and existing assets, maintaining depreciation, and accounting for the disposition fixed assets. The accountant is also responsible for property tax reports, surveys, and audit information related to capital assets.

The Accountant works collaboratively with Finance Managers and Senior Department Managers throughout the organization to ensure organizational compliance with internal policies and U.S. Generally Accepted Accounting Principles requirements related to fixed assets.

### Essential Functions:

#### 1. Accounting for Fixed Assets

- Updates and maintains the Fixed Asset capital purchases worksheet to include purchase order information, actual spending amounts, vendor names and descriptions which is linked to the yearly projections. Monitors for overspending on approved annual capital budget. Keeps the Executive Director of Budget and Forecast Informed of variances.
- Supports the procurement process by creating requisitions for fixed assets, receiving fixed assets within the accounting system and distributing Purchase Orders, including terms and conditions, to vendors for all assigned fixed asset projects. Ensure sales/use tax is properly stated on invoices; ensure invoices are mathematically correct and approved by the responsible managers; and ensure documentation for received fixed assets are forwarded to accounts payable for accrual in the accounting system (e.g., packing slip, bill of lading, receiving log)
- Manages the fixed asset database. This includes but is not limited to the accurate and complete recording of new fixed asset purchases and disposals and ensuring that fixed asset information is up-to-date. This also includes determining if a fixed asset should be tagged per internal policy, affixing fixed asset tag(s) to the new assets, and entering the information into the fixed assets database.
- Takes a lead role with the transition from File Maker Pro to Fixed Asset Module in Navision. This may include, but is not limited to, importing, exporting, reconciling and validating data for accuracy.
- Prepares monthly depreciation journal entries and reconciles the balance in the fixed asset subsidiary ledger to the general ledger.
- Prepares the fixed assets depreciation for the budget and forecast and year end true-up.

- Works collaboratively with Departments requesting capital purchases (TV, Radio, Information Technology, Interactive and Building Services).
- 2. Manages Property Tax reports: Updates the property spreadsheets to capture all the equipment purchased during the calendar year at all KQED locations and ensures data reconciles to the general ledger.
- 3. Manages surveys from different government agencies and entities related to fixed assets. Gathers and reports out the necessary data for the surveys.
- 4. Assists with the fiscal year- end close and related Financial Audit related to fixed assets. This includes preparing audit schedules, gathering information for the financial close and retrieving information for the auditors as directed.
- 5. Takes a lead role in fixed asset inventory count.
- 6. Performs other duties as assigned.

**Credentials/Education Required:**

BA or BS degree in Business Administration, Finance or Accounting

**Knowledge/Experience Required:**

1. Working knowledge of fixed asset accounting with at least 3+ years' experience in an accounting department in a medium to large organization required.
2. Excellent communication and interpersonal skills are necessary when interacting with finance management and senior department managers to convey fixed asset information in a clear, concise way.
3. Excellent organizational and time management skills
4. Excellent technical acumen, creative thinking, problem-solving and analytical skills.
5. Excellent Excel skills (pivot tables, v-look ups)
6. Working knowledge of ERP systems
7. Highly detail oriented, organized and dependable.
8. Ability to work in a team environment as well as to work independently.

**To apply for this position, please visit:** <http://ww2.kqed.org/about/jobs/>

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## Requisition: Technical Project Manager

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

|  |   |
|--|---|
| Opened Date: <b>8/14/15</b>                | Reason for Opening: <b>Resignation</b>        |
| Job Code: <b>396</b>                       | Replacement for: <b>Margot Brennan</b>        |
| Title: <b>Technical Project Manager</b>    | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>      | Pay range:                                    |
| EEO job category: <b>(2) Professionals</b> | Filled date: <b>12/15/15</b>                  |
| Status: <b>Final Offer Extended</b>        | Filled By: <b>Luke Lam</b>                    |
| # of openings: <b>1</b>                    | Start Date: <b>1/4/16</b>                     |
| Budget Status:                             |   |

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

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

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Summary:**

KQED is looking for an experienced Technical Project Manager to coordinate its web software development efforts. This position has primary responsibility for managing the resources of the development team to meet milestones and deadlines for all content and infrastructure projects. Building and maintaining effective task management systems and providing clear and consistent communication to project stakeholders will be essential job functions. In addition, management of internal staff and outside contractors will be required.

Internal

**Essential Functions:**

- Lead regular status/scope/scheduling/scrums meetings and maintain related documentation.
- Keep all parties informed of timelines, scope, milestones and critical path.
- Estimate risk and resources needed to achieve project goals.
- Assist product owners with assessing development efforts required for new initiatives and provide cost and schedule estimates to aid decision-making
- Propose policies and best practices. Contribute to knowledge sharing throughout department.
- Manage staff and outside contractors

**Other Job Functions:**

- Contribute to strategic long-term planning for infrastructure and content
- Consult with Operations staff on process improvements for bug reporting and coordinating maintenance needs
- Assist department management with budgeting and financial forecasting
- Other duties to be assigned

**Credentials/Education Required:**

Degree or certificate in Computer Science, Project Management, Business Technology, or Business Management preferred

**Knowledge/Experience Required:**

- 5+ years of technical project management experience
- Expertise in managing software development teams
- Excellent interpersonal communication and presentation skills
- Proven ability to clearly communicate deliverables, timelines, budgets, risks, milestones and the critical path of multiple projects using wikis, charts and other tools for developers, managers and other stakeholders
- Ability to assess and communicate the implications of proposed resource and scope changes and related policies, procedures, standard and best practices
- Expertise with MS Project or equivalent Windows, Mac, Linux or Unix PM software
- Experience working with web software developers using collaborative tools such as Basecamp, Greenhopper, Pivotal, JIRA
- Experience developing comprehensive requirements analyses, product and project specifications
- Ability to develop meeting agendas and keep meetings focused and on-topic

**Knowledge/Experience Desired:**

- Experience with Internet payment systems
- Experience with Internet multimedia delivery

- JAVA, WordPress, PHP, Python, HTML5, JIRA, Basecamp, Greenhopper, Pivotal

**Tracking:**

Added to system: **8/14/15 2:36 PM**

**ID: 396**

Last updated: **12/21/15 10:16 AM**

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CL SF bay area > san francisco > jobs > business/mgmt

reply below Posted: 4 minutes ago

## Technical Project Manager (potrero hill)

compensation: **Competitive**

employment type: **full-time**

non-profit organization

# KQED



### Position Summary:

KQED is looking for an experienced Technical Project Manager to coordinate its web software development efforts. This position has primary responsibility for managing the resources of the development team to meet milestones and deadlines for all content and infrastructure projects. Building and maintaining effective task management systems and providing clear and consistent communication to project stakeholders will be essential job functions. In addition, management of internal staff and outside contractors will be required.

### Essential Functions:

- Lead regular status/scope/scheduling/scrums meetings and maintain related documentation.
- Keep all parties informed of timelines, scope, milestones and critical path.
- Estimate risk and resources needed to achieve project goals.
- Assist product owners with assessing development efforts required for new initiatives and provide cost and schedule estimates to aid decision-making
- Propose policies and best practices. Contribute to knowledge sharing throughout department.
- Manage staff and outside contractors

### Other Job Functions:

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- Other duties to be assigned

### Credentials/Education Required:

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- Experience working with web software developers using collaborative tools such as Basecamp, Greenhopper, Pivotal, JIRA
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- Experience with Internet multimedia delivery
- JAVA, WordPress, PHP, Python, HTML5, JIRA, Basecamp, Greenhopper, Pivotal

To apply for this position, please visit: <http://ww2.kqed.org/about/jobs/>

- Principals only. Recruiters, please don't contact this job poster.
- do NOT contact us with unsolicited services or offers
- OK to highlight this job opening for persons with disabilities

No contact info?

if the poster didn't include a phone number, email, or other contact info, craigslist can notify them via email.



## Requisition: AM News Anchor

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

|  |   |
|--|---|
| Opened Date: <b>1/5/16</b>                 | Reason for Opening: <b>Resignation</b>        |
| Job Code: <b>437</b>                       | Replacement for: <b>Joshua Johnson</b>        |
| Title: <b>AM News Anchor</b>               | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>      | Pay range:                                    |
| EEO job category: <b>(2) Professionals</b> | Filled date: <b>3/9/16</b>                    |
| Status: <b>Final Offer Extended</b>        | Filled By: <b>Brian Watt</b>                  |
| # of openings: <b>1</b>                    | Start Date: <b>4/4/16</b>                     |
| Budget Status:                             |   |

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

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

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Summary:**

The Radio News/Reporter III/Host II, is based in San Francisco and is responsible for anchoring radio newscasts as the primary AM News Anchor for KQED News newscasts during Morning Edition and other newscasts. This person is also capable of reporting, producing and

recording radio news stories. He/she also participates in special radio projects and productions. This position requires a strong reporter equally at ease reporting for radio newscasts and creating online content. The Reporter III / Host II must be proficient at spots, cut-and-copy, voice overs and live on-air debriefings for broadcast as well as writing online text stories, blog posts and producing other online news content for the web, mobile and social media platforms. This is an AFTRA Union position.

### **Essential Functions:**

1. Anchors KQED AM newscasts throughout the morning and in other newscasts, when needed.
2. Attends and contributes to news meetings, initiating story ideas.
3. Researches, writes and reports stories from the studio and in the field as needed for radio broadcast and other digital distribution technologies. Primary focus is the daily hosting and production of the AM Morning Edition B segment where KQED runs local features reporting as well as host-driven discussions with newsmakers.
4. Produces a variety of editorial content for different distribution platforms: audio scripts, text stories, blog posts, photographs, video and databases for web, mobile and social media.
5. Conducts taped and live phone interviews.
6. With news editors, and producers, coordinates news and program production from inception to broadcast for am newscasts.
7. Anchors newscasts as required.
8. Provides research for story development and production.
9. Participates in special digital audio production/news projects as assigned.
10. Represents KQED as a moderator or public speaker as needed.
11. Mentors interns and developing talent as part of KQED's internship program, as needed.
12. Other essential duties as required.

### **Knowledge/Experience Required:**

1. 3-5 years experience in radio news reporting and production.
2. Thorough knowledge of journalistic principles, ethics and standards.
3. Excellent research and news writing skills.
4. 3-5 years experience in on-air newscasting, and live hosting at minimum.
5. Ability to research and analyze news using a variety of methods and sources.
6. Ability to interview and communicate with a variety of individuals.
7. Ability to access and retrieve information from computerized database.
8. Web familiarity required.

### **Knowledge / Experience Desired:**

1. Working fluency in foreign language such as Spanish and Mandarin is a plus.
2. Familiarity with Northern California news and current events strongly desired.

**Tracking:**

Added to system: 12/31/15 9:59 AM

ID: 437

Last updated: 3/10/16 1:10 PM

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Suite 3  
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Tel. 727-497-6565

# RECEIPT

**PURCHASER INFO**

KQED  
2601 Mariposa Street  
San Francisco, California 94110  
Attn: Christiana Ramos

|                    |            |
|--------------------|------------|
| <b>ORDER #</b>     | R20189056  |
| <b>DATE</b>        | 01/28/16   |
| <b>IO / PO #</b>   | --         |
| <b>AMOUNT PAID</b> | USD 299.00 |

**PURCHASED BY**

Adrienne Cabanatuan  
415-553-2307  
acabanatuan@kqed.org

| PRODUCT   | DESCRIPTION  | AMOUNT     |
|---|--|------------|
| 30 Day Online Only Job Posting<br>Job Posting - Web | <b>Current.org</b><br>(paid - creditcard)<br>Job ID: 26677893<br>Job Name: AM News Anchor<br>Job Title: AM News Anchor | USD 299.00 |

|                   |            |
|-------------------|------------|
| <b>SUBTOTAL</b>   | USD 299.00 |
| <b>TAXES</b>      | USD 0.00   |
| <b>TOTAL PAID</b> | USD 299.00 |
| <b>AMOUNT DUE</b> | USD 0.00   |

## Requisition: Project Manager

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

|  |   |
|--|---|
| Opened Date: <b>2/23/16</b>                | Reason for Opening: <b>Resignation</b>        |
| Job Code: <b>464</b>                       | Replacement for: <b>Lars Savage</b>           |
| Title: <b>Project Manager</b>              | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>      | Pay range:                                    |
| EEO job category: <b>(2) Professionals</b> | Filled date: <b>4/1/16</b>                    |
| Status: <b>Final Offer Extended</b>        | Filled By: <b>Sue Leckbee</b>                 |
| # of openings: <b>1</b>                    | Start Date:                                   |
| Budget Status:                             |   |

### Approvals:

Requisition Approvers: **[1] Cabanatuan, Adrienne**

Offer Approvers: **[1] Cabanatuan, Adrienne**

### Active Hire Controls:

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

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Summary:**

The Project Manager assists the Technology Division with planning, implementation and tracking of projects supporting IT, Facilities, Radio, TV and Media Technology. This position will work closely with the CTO and project leads to effectively utilize the resources of the unit to meet milestones and deadlines for all Technology projects. Building and maintaining effective task management systems, quantifying effort and progress, and providing clear and consistent communication to project stakeholders are essential job functions.

**Essential Functions:**

- Lead regular status/scope/scheduling meetings and maintain related documentation.
- Develop, implement and refine project management tools to improve collaboration, information collection and transparency.
- Keep all parties informed of project timelines, scopes, milestones and potential obstacles.
- Estimate risk(s) and resources needed to achieve project goals.
- Assist project leads with assessing resources required for new initiatives and provide cost and schedule estimates to aid decision-making
- Propose policies and best practices. Contribute to knowledge sharing throughout division.
- Facilitate internal business processes including procurement and budget/forecasting updates.

**Other Job Functions:**

- Contribute to strategic long-term planning for implementing new projects and improving change management practices.
- Represent the Technology Division, its projects and mission at staff meetings and other organizational events.
- Align processes and best practices where possible with peer project managers across the Technology Division, promoting synchronous delivery.
- Other duties to be assigned.

**Credentials/Education Required:**

Degree or certificate in Project Management, Business Technology, or Business Management preferred

**Knowledge/Experience Required:**

- 5+ years of project management experience
- Excellent interpersonal communication and presentation skills
- Proven ability to clearly communicate deliverables, timelines, budgets, risks, milestones and manage the critical paths of multiple projects using wikis, charts and other tools for technicians, managers and other stakeholders
- Ability to assess and communicate the implications of proposed resource and scope changes and related policies, procedures, standards and best practices
- Expertise with MS Project or equivalent Windows, Mac, Linux or Unix PM software
- Experience developing comprehensive requirements analyses, product and project specifications
- Ability to develop meeting agendas and keep meetings focused and on-topic

**Knowledge/Experience Desired:**

- Experience working in a variety of industries, including media, IT, construction, facility management and/or web software development
- Experience with nonprofits

**Tracking:**

Added to system: 2/23/16 3:09 PM

ID: 464

Last updated: 4/4/16 10:05 AM



LinkedIn Corporation  
2029 Stierlin Ct, Mountain View, CA  
94043 USA

Federal Tax ID: 47-0912023

**Billed to:**  
Christiana Ramos

**Date:** 2/23/2016

**Invoice #:** 2167732681

| Item | Description   | Rate         | Quantity | Price        |
|------|---|--------------|----------|--------------|
| 1    | 30-day Job Posting (Credit)<br>Project Manager<br>KQED - San Francisco Bay Area<br>Expires March 24, 2016 | 1 Job Credit | 1        | 1 Job Credit |

|   |          |   |  |        |
|---|----------|---|--|--------|
| 2 | InMail 5 | - |  | \$0.00 |
|---|----------|---|--|--------|

**Subtotal:** \$0.00

**Sales tax:** 0.00% \$0.00

**Invoice:** \$0.00

**Payment:** \$0.00

**Balance:** **\$0.00**

## Requisition: Information Designer, Science

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

|   |   |
|---|---|
| Opened Date: <b>6/1/15</b>                      | Reason for Opening: <b>Resignation</b>        |
| Job Code: <b>388</b>                            | Replacement for: <b>David Pierce</b>          |
| Title: <b>Information Designer,<br/>Science</b> | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>           | Pay range:                                    |
| EEO job category: <b>(2) Professionals</b>      | Filled date: <b>12/28/15</b>                  |
| Status: <b>Final Offer Extended</b>             | Filled By: <b>Teodros Hailey</b>              |
| # of openings: <b>1</b>                         | Start Date:                                   |
| Budget Status:                                  |   |

### Approvals:

Requisition Approvers: **[1]** Liang, Diana

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

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

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Summary:**

KQED is looking for a professional, creative information designer to join the KQED Science team and provide a variety of graphics for



our KQED Science news, education and online video properties. Strong visual storytelling skills and the ability to work well with a dynamic team on both short-term and longer-term deadlines are a must.

**Essential Functions:**

- Work closely with the KQED Science Managing Editor to design an overall strategy for the use of information design for the unit.
- Collaborate with reporters and producers on visualizing data and illustrating key insights to the public.
- Work closely with the KQED Science education team to design and produce educational resources for use in eBooks, videos, and on the Web, including illustrations, infographics, animations and basic interactives.
- Work closely with the KQED Science news team to design and produce story-related graphics (including maps and charts), occasional interactive information graphics and other explanatory illustrations. Work includes producing graphics on tight deadlines for features and breaking news stories online.
- Design and produce 2D and 3D illustrations and motion graphics for web-only science video properties.
- Work as an effective and communicative team member with other designers, developers and partners.

**Credentials/Education Required:**

- 3+ years' experience in related field. Bachelor's degree in design-related discipline preferred, but not required.

**Desired Skills and Experience:**

- Demonstrated professional experience with data visualization, infographics and representing complex information.
- Strong typography and graphic design skills.
- Creativity in visual solutions and committed to lifelong design learning and innovation.
- Interest in science and environmental subjects, especially as they relate to current events.
- A user-centered approach in your design perspective and practice.
- Experience with web – and mobile-friendly design required.
- Deep knowledge of Adobe CS: Illustrator, Photoshop, After Effects, InDesign, Edge Animate.
- Working knowledge of Apple iBooks Author strongly preferred.
- Proficiency with HTML5, CSS, and JavaScript preferred.
- Cinema 4D experience a plus.
- Experience creating news graphics preferred.
- Experience working in a fast-paced environment.

**Tracking:**

Added to system: 6/1/15 11:05 AM

ID: 388

Last updated: 12/30/15 10:48 AM

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## Information Designer, Science

### KQED

Date Posted June 22, 2015

Location San Francisco, California

Job Status Full-time

Salary Negotiable

Website <http://www.kqed.org/>

#### Description:



## Requisition: Reporter III, Host II, KQED Science

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

|   |   |
|---|---|
| Opened Date: <b>10/28/15</b>                      | Reason for Opening: <b>Resignation</b>        |
| Job Code: <b>427</b>                              | Replacement for: <b>Amy Standen</b>           |
| Title: <b>Reporter III, Host II, KQED Science</b> | Employment duration: <b>Part time Regular</b> |
| Location: <b>KQED - San Francisco</b>             | Pay range:                                    |
| EEO job category: <b>(2) Professionals</b>        | Filled date: <b>1/13/16</b>                   |
| Status: <b>Closed</b>                             | Filled By: <b>Lesley McClurg</b>              |
| # of openings: <b>1</b>                           | Start Date: <b>2/17/16</b>                    |
| Budget Status:                                    |   |

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

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

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Summary:**

The News Reporter III / Host II, Science is responsible for reporting and producing radio and online news reports, interviews and in-depth features on environmental,

medicine and science topics, for KQED Radio News, The California Report, NPR and KQED Science online. The reporter plays a leading role in producing special projects and series for KQED Science. This is an AFTRA Union position. This is a part-time benefited position working 32 hours a week.

**Responsibilities:**

- Researches, writes and reports stories from the studio and in the field for radio broadcast and other digital distribution technologies.
- Assists KQED Sr. Science Editor in planning ongoing coverage of environmental and science issues as well as special reports, interviews and features for airing, or publishing across KQED's programming.
- Initiates news and program production from inception to broadcast, as approved by KQED Sr. Science Editor.
- Conducts live and recorded interviews for broadcast and online distribution.
- Conceives, proposes, researches and writes original and broadcast related web posts
- Maintains broad and deep expertise in many science environmental topics.
- Contributes to and appears on various KQED News programs, including television, radio and online.

**Knowledge/Experience Required:**

- Bachelor's Degree or equivalent reporting and/or production experience.
- At least six years broadcast, print or other comparable journalistic experience.
- Experience in radio news reporting and production a must.
- Thorough knowledge of journalistic principles, ethics and standards.
- Ability to tell compelling stories.
- Proven understanding of California environmental and science issues required.
- High proficiency in on-air voicing skills.
- Plays a leading role in reporting on many aspects of medical science coverage.

- Ability to interview and communicate with a variety of individuals a must.
- Familiarity with using social media to promote stories.
- Familiarity with taking photos.
- Works with a minimum of supervision, even in complicated situations.
- Knowledge of Spanish or Chinese (Cantonese or Mandarin) desired.
- Ability to frequently sit; ability to occasionally walk, stand, bend, squat, twist, as well as push and pull; ability to occasionally lift and carry up to 50 lbs, and ability to occasionally view content, ability to occasionally perform telephone communications, and ability to occasionally travel in vehicles and airplanes.

**Tracking:**Added to system: **10/28/15 4:16 PM**ID: **427**Last updated: **1/14/16 1:45 PM**



**Professional Diversity Network**  
 801 W. Adams Street  
 Suite 600  
 Chicago, IL 60607  
 www.prodivnet.com  
 USA



Order: 563d465075b06dfea20000ad  
 Account: 562fa542aa3d1d4d79000073  
 Contract: 563d46a851998588cc000274  
 Date: 11-07-2015

Joanne Carder  
 2601 Mariposa Street  
 San Francisco, CA

**Order Summary**

Purchase Date: 11-07-2015

| Item         | Service/Product                | Charges  | Total           |
|--------------|--------------------------------|----------|-----------------|
| 1            | Single NAHJ 60 Day Job Posting | \$150.00 | \$150.00        |
| <b>Total</b> |                                |          | <b>\$150.00</b> |

Please Note: The Professional Diversity Network (PDN) powers the NAHJ Career Center website, which is the name that will appear on your credit card statement. If you have any questions concerning this transaction, please call (888) 975-1386.

We appreciate your business. Thank you!

The total amount has been charged to your credit card.

## Requisition: Ad Operations Administrator

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

|  |   |
|--|---|
| Opened Date: 2/8/16                        | Reason for Opening: <b>Resignation</b>        |
| Job Code: 462                              | Replacement for: <b>Beth Grimberg</b>         |
| Title: <b>Ad Operations Administrator</b>  | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>      | Pay range:                                    |
| EEO job category: <b>(2) Professionals</b> | Filled date:                                  |
| Status: <b>Final Offer Extended</b>        | Filled By: <b>Michelle Pascucci</b>           |
| # of openings: 1                           | Start Date: <b>3/28/16</b>                    |
| Budget Status:                             |   |

### Approvals:

Requisition Approvers: [1] Liang, Diana

Offer Approvers: [1] Cabanatuan, Adrienne

### Active Hire Controls:

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

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Summary:** **The Ad Operations Administrator is responsible for management of ad operations for KQED platforms, including radio, television, interactive and print. Responsibilities include scheduling, placement, and billing. The position works closely with Local**





- Reconciliations
  - Vehicle donation transactions
  - Month end journal entries
12. Delegate and fully utilize the Accounts Receivable Accountant to accomplish the accounts receivable function objectives.
  13. Prepare Statement of Financial Position by net asset classification for Chief Financial Officer quarterly.
  14. Collaborate with Controller and Assistant Controller to streamline cash reporting procedures and processes for any new campaigns.
  15. Assist Controller to update the Risk and Control Self-Assessment Summary as pertaining to accounts receivable.
  16. Perform other duties as required.

**Credentials/Education Required:**

- BA or BS degree in Business Administration, Finance or Accounting
- 4-6 years' experience in accounts receivable and general accounting in a medium to large size organization.

**Knowledge/Experience Required:**

1. Working knowledge of generally accepted accounting principles, theory and practices.
2. Demonstrated proficiency with accounting and related software and ability to understand the flow of information between support system, subsidiary and general ledger and its impact.
3. Excellent writing, communication and organizational skills with strong attention to detail.
4. Problem analysis and problem solving skills
5. Ability to meet deadlines and work under pressure.
6. Knowledge of regulatory standards, compliance requirements and internal controls.
7. Demonstrated experience in managing day-to-day accounts receivable operations
8. Ability to diplomatically communicate with staff and vendors
9. Strong attention to detail
10. Ability to work under pressure and to meet deadlines
11. Excellent prioritization and organization skills
12. Must be able to work independently and collaboratively in a team environment
13. Proficient in Microsoft Excel and Word

**Knowledge/Experience Desired:**

- Public broadcasting and/or non-profit industry experience preferred
- Working knowledge and experience with Navision , Salesforce, and WideOrbit software.
- Supervisory skills a plus

**Tracking:**

Added to system: 2/8/16 1:10 PM

ID: 463

Last updated: 3/28/16 10:38 AM

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san francisco >  
jobs >  
admin/office

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Posted: 2016-02-08 11:46am

## Ad Operations Administrator (potrero hill)



### Position Summary:

The Ad Operations Administrator is responsible for management of ad operations for KQED platforms, including radio, television, interactive and print. Responsibilities include scheduling, placement, and billing. The position works closely with Local Marketing Directors, Vice President, Corporate Sponsorship, and Director, Sponsorship Marketing and Operations, and the finance department.

### Essential Functions:

1 Day-to-day management and responsibility of the Wide Orbit traffic software for sponsorshin

2. Knowledge of broadcast or ad operations system required.
3. Ability to communicate and distribute information, and diplomatically respond to requests from staff, sponsors, and the public.
4. Excellent project coordination and organizational skills a must.
5. Strong attention-to-detail skills a must.
6. Experience in Microsoft Word, Excel, databases, and Outlook.
7. Ability to compose, edit and proofread correspondence, and reports.
8. Ability to access and retrieve information from computers.

**Knowledge/Experience Desired:**

1. College degree preferred.
2. Knowledge of public broadcasting a plus.

To apply for this position, please visit: <http://ww2.kqed.org/about/jobs/>

compensation: **Competitive**

employment type: **full-time**

non-profit organization



## Requisition: Production and Finance Operations Manager

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

|   |   |
|---|---|
| Opened Date: 11/5/15                                    | Reason for Opening: <b>New Position</b>       |
| Job Code: 429   | Replacement for:                              |
| Title: <b>Production and Finance Operations Manager</b> | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>                   | Pay range:                                    |
| EEO job category: <b>(2) Professionals</b>              | Filled date:                                  |
| Status: <b>Final Offer Extended</b>                     | Filled By:                                    |
| # of openings: 1  | Start Date:                                   |
| Budget Status:  |   |

### Approvals:

Requisition Approvers: **[1]** Liang, Diana

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

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

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Summary:**

The purpose of this position is to provide full service financial, legal and operations management support to all managers and staff of departments and projects.

The Manager is responsible for monitoring the financial management of all resources utilized by each department (and project) including the management of all budgets and forecasts to ensure that decisions made within the company are based upon the most current and accurate financial information available.

The Manager is a member of the management team for their respective customers and shall be integrated within the operations in such a way as to ensure material changes within operations are properly reflected within all forecasts in a timely manner.

The Manager will contribute to the decision making process by keeping responsible managers informed of their budget status and advising on the impact of potential alternatives. The Manager shall ensure that GAAP accounting standards are maintained in SAP on a consistent basis with accounting and that the procurement guidelines are adhered to.

In addition to fiscal systems, s/he will be responsible for the management of administrative systems across platforms and departments for KQED Content and Operations. This will include grants, legal, operational workflow, and human resources.

1. Prepare grant budget proposals in conjunction with the appropriate department and project managers. Ensure compliance with grant contracts, government contracts, and local, state and federal requirements as needed. Report to appropriate staff on the financial expenditure of all grants. Prepare final grant budget reports and ensure that all financial grant-reporting is accurate, complete and submitted on time. Provide all proposals and final reports to the Controller, for review and approval in advance of submission to funders. Serve as the financial liaison for the development and fundraising divisions for the corresponding content division.
2. Ensure all contracts are approved by Legal in conformance with established policies. Prior to issuing a purchase order, and in compliance with the procurement guidelines, ensure that the legal department "blue stamps" the contract. Review and understand the terms and financial implications of all contracts. Ensure that KQED's business policies and procedures are adhered to, including contract administration, rights clearances, licenses, co-production agreements, and NABET and AFTRA compliance. Initiate contracts as needed.
3. Create all Purchase Orders and ensure they are sent to all vendors in a timely manner, including all terms and conditions. Ensure that the invoices comport with the contractual terms and are submitted to responsible manager for formal approval.
4. Ensure Forecast is updated within SAP, based on communication with the Dept Head on the expenditures of projects. All material changes relating to timing and/or amounts of revenue/expenses should be updated in SAP in compliance with the finance forecasting guidelines (quarterly and during budget season).
5. Ensure all financial reporting and forecasting complies with GAAP; work with Accounting department staff to ensure all necessary accruals

related to portfolio departments and projects are submitted properly, well documented, and booked in a timely manner each month.

6. Provide managers with monthly analysis of actual spending v. Budget and Forecast (variance analyses) and solicit input for additional material changes to operating plans that need to be reflected in SAP Forecast. Provide variance analysis in compliance with the finance forecasting guidelines (quarterly and during budget season)
7. At the direction of the Department or Project head, initiate contractual invoices and collectability thereof.
8. Analyze charge out labor in SAP on a monthly basis to determine if there is enough direct labor (4000's) to cover the costs specifically relating to projects. Discuss the analyses with Departments or Project head and adjust forecast in SAP as appropriate.
9. Represent the Department in content workflow meetings and ensures implementation of new workflows, responsible for managing that process for the departments. Track assets and deliverables as needed.
10. Coordinate with HR and Payroll on all hiring and separation activity. Ensure related dollar amounts are properly forecasted within SAP and that the appropriate GL and dept coding is entered on PA's in Ceridian Self Service.
11. As required, supervise the Financial Services Associate and work as a team to provide support services to your assigned portfolio of departments/projects.
12. Provide overall fiscal management to department and project heads, as well as independent producers and contractors as necessary.
13. Develop annual budget and monthly forecast in conjunction with responsible Department Heads.

#### **Knowledge/Experience Required:**

1. 5 years' experience managing the operations of a multi-faceted media project
2. Strong Project Management skills with the ability to collaborate effectively with others a must
3. Proven budget creation and financial management skills
4. Ability to work across a variety of content platforms for content creation and broadcast
5. Working knowledge of the contracting process
6. Strong skills in working with a variety of internal department including operations, legal, finance and HR
7. Proven track record of effectively communicating with all levels of a large media organization
8. Agility with learning new technologies – enthusiasm for change is necessary
9. Proven problem solving skills a must



**Knowledge/Experience Desired:**

1. Working knowledge of union contracts
2. Working knowledge of the video production process.

**Tracking:**

Added to system: 11/5/15 8:30 AM

ID: 429

Last updated: 4/12/16 9:51 AM

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business/mgmt

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Posted: 2016-04-12 12:26pm

## Production Finance Operations Manager, Arts (potrero hill)

# KQED

### Position Summary:

The Production Finance Operations Manager, Arts will be involved in creating and implementing the infrastructure of the department and managing the day-to-day systems and operations needed to support both Unit's strategic objectives.

In addition to managing the ongoing operational aspects of the units, s/he will participate in long-range planning.

S/he will be responsible for the management of financial and administrative systems across platforms and departments for KQED Arts and Education, including budget/accounting, grants, legal, operational workflow, human resources and Operations.

- For the Arts Division, Manage paid interns and interface with future operations and Dalet staff and administrators.

**Requirements:**

- 5 years experience managing the operations of a multi-faceted media project
- Bachelor's Degree
- Strong Project Management skills with the ability to collaborate effectively with others.
- Working knowledge of the video production process.
- Ability to work across a variety of content platforms for content creation and broadcast
- Strong budget creation and management skills.
- Working knowledge of the contracting process
- Strong skills in working with a variety of internal department including operations, legal, finance and HR
- Proven track record of effectively communicating with all levels of a large media organization
- Agility with learning new technologies -- enthusiasm for change is necessary.
- Proven problem solving skills a must
- Working knowledge of union contracts

To apply for this position, please visit: <http://ww2.kqed.org/about/jobs/>

compensation: **Competitive**

employment type: **full-time**

non-profit organization



## Requisition: Coordinator, Marketing and Communications

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

|   |   |
|---|---|
| Opened Date: <b>3/25/16</b>                                 | Reason for Opening: <b>Resignation</b>        |
| Job Code: <b>475</b>  | Replacement for: <b>Sarah Hoffner</b>         |
| Title: <b>Coordinator, Marketing and Communications</b>     | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>                       | Pay range:                                    |
| EEO job category: <b>(5) Administrative Support Workers</b> | Filled date: <b>4/28/16</b>                   |
| Status: <b>Final Offer Extended</b>                         | Filled By: <b>Christina Reagan</b>            |
| # of openings: <b>1</b>                                     | Start Date: <b>5/16/16</b>                    |
| Budget Status:  |   |

### Approvals:

Requisition Approvers: **[1]** Liang, Diana

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

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

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Summary:**

The Coordinator, Marketing and Communications will assist the marketing and communications department in increasing awareness of and engagement with KQED

and its content and services through media relations (25%), advertising and promotions (25%), e-marketing and social media (25%), special events (10%) and coordination/administration (15%).

**Essential Functions:**

1. Assists in the execution and coordination of KQED marketing campaigns and promotions for target audiences.
2. Write press releases, pitches, program descriptions, blog posts and social media messages.
3. Creates press archive. Manages the KQED press room and media lists.
4. Creates and disseminates monthly press and social media metrics.
5. Builds relationships with and conducts outreach to press, social media outlets, partners and vendors.
6. Assists with ad placements and maintains trade and paid advertising campaign documents. Oversees advertising deadlines and deliverables.
7. Works with editorial and production teams to collect and organize information and materials to be used for marketing and promotion.
8. Produces photo galleries for media and institutional use. Conducts photo research for promotions.
9. Assists with organizing community events and maintaining RSVP lists. Provides on-site support at KQED events, interacting with the press and public.
10. Source vendors for promotional items; and prepares and processes purchase orders and invoices.
11. Other duties as assigned.

**Knowledge/Experience Required:**

1. Bachelor's degree;
2. One to two years of experience in the public relations, advertising, marketing, agency, public broadcasting, media or entertainment industry;
3. Strong communication skills, oral and written;
4. Strong organizational skills and attention to detail;
5. Strong research skills, ability to analyze content and audiences;
6. Proficiency in Microsoft Office;
7. Ability to multi-task and meet deadlines in a fast-paced environment;
8. Energetic self-starter, able to work both independently and within a team; and
9. A positive attitude, creativity and a passion for media.

**Tracking:**

Added to system: 3/25/16 4:54 PM

ID: 475

Last updated: 5/2/16 10:00 AM



CL SF bay area >

san francisco >

jobs >

marketing/advertising/pr

reply below

Posted: 2016-03-25 5:02pm

## Coordinator, Marketing and Communications (potrero hill)

The logo for KQED, consisting of the letters K, Q, E, and D in a bold, sans-serif font. The Q has a circular cutout in the center.

### Position Summary:

The Coordinator, Marketing and Communications will assist the marketing and communications department in increasing awareness of and engagement with KQED and its content and services through media relations (25%), advertising and promotions (25%), e-marketing and social media (25%), special events (10%) and coordination/administration (15%).

### Essential Functions:

1. Assists in the execution and coordination of KQED marketing campaigns and promotions for target audiences

- 7.Ability to multi-task and meet deadlines in a fast-paced environment
- 8.Energetic self-starter, able to work both independently and within a team
- 9.A positive attitude, creativity and a passion for media.

To apply for this position, please visit: <http://ww2.kqed.org/about/jobs/>

compensation: **Competitive**

employment type: **full-time**

non-profit organization



## Requisition: Javascript Engineer

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

|  |   |
|--|---|
| Opened Date: 1/11/16                       | Reason for Opening: <b>New Position</b>       |
| Job Code: 441                              | Replacement for:                              |
| Title: <b>Javascript Engineer</b>          | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>      | Pay range:                                    |
| EEO job category: <b>(2) Professionals</b> | Filled date: <b>2/5/16</b>                    |
| Status: <b>Final Offer Extended</b>        | Filled By: <b>Cynthia Chen</b>                |
| # of openings: <b>0</b>                    | Start Date: <b>2/22/16</b>                    |
| Budget Status:                             |   |

### Approvals:

|  |  |
|--|--|
| Requisition Approvers: <b>[1]</b> Liang, Diana | Offer Approvers: <b>[1]</b> Cabanatuan, Adrienne |
| <b>[2]</b> Cabanatuan, Adrienne                |  |

### Active Hire Controls:

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

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Summary:**

KQED is looking to build "best in class" experiences for this next phase of journalism inside of one of public media's leading stations. The role requires creative solutions for front-end coding on various platforms including mobile,



desktop and tablets. The JavaScript Engineer will leverage existing technologies and open source projects to create smart, fast front experiences for users. The JavaScript Engineer will work with the UX team as well as the larger product and engineering teams. KQED is looking for a person with strong JavaScript and HTML/CSS experience who enjoys refining the user experience through micro-interactions, UI design patterns and high performing code.

If you want to be a part of shaping the future of online journalism, we would love to hear from you.

### **The JavaScript Engineer is expected to:**

1. Write front-end code utilizing Javascript, AJAX, HTML5, CSS.
2. Propose, develop requirements, prototype and execute new design and interaction concepts, collaborating with user experience, engineering and product management staff.
3. Work with web development team to integrate front end code with content management systems, application servers, and databases.
4. Develop applications in HTML5, JavaScript and CSS such as mobile optimized audio player or video player with management interface.
5. Contribute to visual design of user interfaces.
6. Prepare documentation (including wireframes or CSS prototypes) describing how the proposed interface, concept, and design reflect the strategy and audience outlined for the site(s).
7. Other duties, as assigned.

### **Knowledge/Experience Required:**

1. Minimum two years experience designing and coding dynamic websites and apps using clean markup and robust CSS.
2. Strong familiarity with current design trends in the digital space.
3. Experience developing apps using React, AngularJS, Backbone.js, Ember.js or other MVC frameworks.
4. Deep experience with jQuery.
5. Familiarity with common data interchange formats and protocols: JSON, REST, AJAX, XML.
6. Experience with Git.
7. Experience using LESS or SCSS.
8. Minimum two years experience with content management (CMS) software and blogging software. Wordpress experience is required although we have Wordpress engineers for theme/template development.
9. Keen user interface/experience sensibility; able to clearly communicate design/feature ideas to a designer or developer, or to execute on their own.
10. Experience developing high performance websites
11. Excellent attention to detail; strong analytical, diagnostic, problem-solving, debugging and optimization skills.
12. Able to interact and communicate diplomatically with other team members, multiple internal departments, and management.
13. Ability to work under deadline pressures.
14. Examples and at least one sample of an effective document delivered in the past.

15. Experience working with various project management tools such as Jira, Basecamp, Asana or similar as well as Illustrator, Omnigraffle, Balsamic or other wireframing tools.
16. Ability and willingness to contribute effectively to the efforts of a high-energy, high performance collaborative organization of professionals committed to utilizing the resources of KQED on behalf of the community.

**Knowledge/Experience Desired:**

- Experience with Redux or Flux.
- Experience with Node.js.
- Active Github user with public repos.
- Interest in Creative Coding frameworks like OpenFrameworks, Cinder, Processing.
- D3 or other data visualization frameworks.
- Experience developing iOS and Android apps using Cordova or ReactNative.

**Tracking:**

Added to system: 1/11/16 3:20 PM

ID: 441

Last updated: 12/16/16 2:23 PM

# Targeted JOB FAIRS

A Dice Service

4441 Glenway Avenue  
Cincinnati, OH 45205  
800-695-1939

## SILICON VALLEY, CA CAREER FAIR

WEDNESDAY, JANUARY 20, 2016  
11:00 AM to 3:00 PM

Santa Clara Marriott  
2700 Mission College Blvd.  
Santa Clara, CA 95054  
Ph: 408.988.1500

### AGENDA

**Set-Up:** 9:00 AM to 11:00 AM

**Career Fair (open to public):**  
11:00 AM to 3:00 PM

**2 Lunch Tickets will be provided onsite  
for each company.**

For information on additional  
lunches please contact  
Colleen Jeremiah at ColleenJ@Dice.com  
or 515.313.2273

**Dismantle:** 3:00 PM

### EXHIBIT SPACE

Each space is 8 x 10 ft., furnished with a company identification sign, a 6 ft. long skirted table, 2 chairs, and a trash can.

Wireless Internet Access will be available at \$40.00 plus tax per connection. Standard electrical wall outlets will be available around the perimeter of the room.

Please contact Colleen Jeremiah at 515.313.2273 or ColleenJ@Dice.com to request any additional services.

### PROGRAM BOOK AD

Each participating company receives a full page ad in the program guide, which will be distributed to all attendees. This is a Black & White Ad, 5 inches across by 8 inches down. Please email your print ready ad as a PDF to

Valerie Lichon at [ValerieL@Dice.com](mailto:ValerieL@Dice.com) **BEFORE  
Tuesday, January 12th**

If you have any questions concerning your ad, or would like assistance, please contact Valerie Lichon.

### SHIPPING

Please send your materials to:

Santa Clara Marriott  
2700 Mission College Blvd.  
Santa Clara, CA 95054  
Ph: 408.988.1500

Attn: Therese Morales

Hold for Targeted Job Fairs Event 1/20/16

Your Company Name

*Be sure to bring return labels and schedule your pick up if you need to ship out after the event.*

### HOTEL ACCOMMODATIONS

Please contact the hotel directly or Marriott.com for room rates and to make your reservations.

### PARKING

Onsite parking is available for all guests. Please be sure to have your ticket validated with the Targeted Job Fairs Staff at the event. You will need to present your ticket upon exiting the lot.



## Requisition: Accounts Payable Accountant

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

|  |   |
|--|---|
| Opened Date: <b>3/10/16</b>                | Reason for Opening: <b>Resignation</b>        |
| Job Code: <b>467</b>                       | Replacement for: <b>Alta Long</b>             |
| Title: <b>Accounts Payable Accountant</b>  | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>      | Pay range:                                    |
| EEO job category: <b>(2) Professionals</b> | Filled date: <b>4/19/16</b>                   |
| Status: <b>Final Offer Extended</b>        | Filled By: <b>Lisa Marie Bivins-harris</b>    |
| # of openings: <b>0</b>                    | Start Date: <b>5/2/16</b>                     |
| Budget Status:                             |   |

### Approvals:

|  |  |
|--|--|
| Requisition Approvers: <b>[1]</b> Liang, Diana | Offer Approvers: <b>[1]</b> Cabanatuan, Adrienne |
| <b>[2]</b> Cabanatuan, Adrienne                |  |

### Active Hire Controls:

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

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Summary:**

The Accounts Payable Accountant is responsible for efficient and timely maintenance and processing of accounts payable transactions. This includes processing invoices, disbursements, and reconciling accounts, responding to vendor inquiries, and maintaining related files in compliance with KQED policies and procedures and Generally Accepted Accounting Principles.

**Essential Functions:**

1. Prepares accounts payable pay-file: review, verify and process purchase orders, invoices and expense reports for proper account coding, and accuracy. Accrues sales/use tax in compliance with sales and use tax regulations.
2. Processes cash disbursements: selects invoices for payment to optimize cash flow; limit manual checks; obtains proper signatures for checks; distributes checks promptly; properly files paid invoices; avoids duplicate payments and wrong vendor payments; corrects errors promptly.
3. Online banking: initiate wire transfer payments for vendors and money market funds transfers, stop payments, and/or cancel check register when checks have been voided in Navision. Provide daily cash disbursement data to Accounts Receivable Accountant for preparation of the daily cash report.
4. Assists with the transition to electronic payment.
5. Monitors accounts payable performance: analyzes accounts payable aging, vendor accounts and discounts taken; prepares account analysis as requested.
6. Prepares journal entries for monthly close and ensures proper cut-off procedures are followed for year-end close.
7. Provides information to vendors and departments: reconciles vendor statements, researches and resolves past due items; researches and resolves accounts payable questions for staff and vendors; understands the responsibilities and functions of the purchasing activities and internal control processes and procedures.
8. Maintain the master vendor file, permanent vendor files.
9. Prepares the IRS Form 1099 Reports.
10. Prepares Employment Development Department (EDD) independent contractors' reports.
11. Disburses and reconciles petty cash.
12. Prepares AR daily check deposits and weekly cash deposits.
13. Performs other essential duties as assigned.

**Credentials/Education Required:**

BA or BS degree in Business Administration or related field and five years performing accounts payable work or general accounting office experience in a mid to large sized company.

**Knowledge/Experience Required:**

- Knowledge of generally accepted accounting practices.
- Ability to communicate diplomatically with staff and vendors.
- Working knowledge of MS software, Excel, and Word.
- Strong attention-to-detail and 10-key skills.
- Ability to work under pressure and to meet deadlines.
- Highly organized and dependable.
- Ability to work in a team environment as well as to work independently.

**Knowledge/Experience Desired:**

- Working knowledge and experience with Navision Purchase Order System software.

**Tracking:**

Added to system: 3/10/16 3:42 PM

ID: 467

Last updated: 4/19/16 10:11 AM

CL SF bay area >  
san francisco >  
jobs >  
accounting/finance

reply below

Posted: 2016-03-10 3:53pm

## Accounts Payable Accountant (potrero hill)

# KQED

### Position Summary:

The Accounts Payable Accountant is responsible for efficient and timely maintenance and processing of accounts payable transactions. This includes processing invoices, disbursements, and reconciling accounts, responding to vendor inquiries, and maintaining related files in compliance with KQED policies and procedures and Generally Accepted Accounting Principles.

### Essential Functions:

1. Prepares accounts payable pay-file: review, verify and process purchase orders, invoices and expense reports for proper account coding, and accuracy. Accrues sales/use tax in compliance with sales and use tax regulations

9. Prepares the IRS Form 1099 Reports.
8. Prepares Employment Development Department (EDD) independent contractors' reports.
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10. Prepares AR daily check deposits and weekly cash deposits.
11. Performs other essential duties as assigned.

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- Working knowledge of MS software, Excel, and Word.
- Strong attention-to-detail and 10-key skills.
- Ability to work under pressure and to meet deadlines.
- Highly organized and dependable.
- Ability to work in a team environment as well as to work independently.

**Knowledge/Experience Desired:**

- Working knowledge and experience with Navision Purchase Order System software.

To apply for this position, please visit: <http://ww2.kqed.org/about/jobs/>

## Requisition: Lead Software Engineer

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

|  |   |
|--|---|
| Opened Date: 3/10/16                       | Reason for Opening: <b>Termination</b>        |
| Job Code: 468                              | Replacement for: <b>Kip Gebhardt</b>          |
| Title: <b>Lead Software Engineer</b>       | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>      | Pay range:                                    |
| EEO job category: <b>(2) Professionals</b> | Filled date: 4/7/16                           |
| Status: <b>Final Offer Extended</b>        | Filled By: <b>Marc O'Brien</b>                |
| # of openings: 1                           | Start Date: 4/25/16                           |
| Budget Status:                             |   |

### Approvals:

Requisition Approvers: [1] Liang, Diana

Offer Approvers: [1] Cabanatuan, Adrienne

### Active Hire Controls:

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

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Summary:**

The Lead Software Engineer articulates the architectural vision for KQED's evolving online infrastructure and influences the Media Technology team's technical roadmap. Responsible for leading the implementation of clean, scalable back-end solutions that leverage well-maintained open-source software, this engineer builds new software when required for scaling KQED's web and mobile properties. This team also contributes to product innovations and prototypes to ensure



optimization for sustainability. Setting the stage for performance enhancements and feature improvements, this teammate collaborates with systems engineers, technical project managers, internal clients, front-end developers and product innovators to co-create solutions for internal client requirements. Our ultimate users are public media audiences, looking for best-in-class media-rich applications, compelling storytelling and responsive design.

**Essential Functions:**

- Writes, reviews and leads deployment of high-quality, efficient code in object-oriented languages.
- Develops internal data services and integrates third party APIs.
- Leverages plug-ins or custom solutions to address functional/performance gaps.
- Ensures optimal web systems configuration, identifies and removes deadweight.
- Partners with supervising Director of Technology and consultants to set the pace for engineering goals and team growth opportunities.
- Leads feasibility reviews and engages with cross-functional teams to reflect internal client needs within supported technical environments, bringing ideation into practical development.
- Partners with Technical Project Manager to manage development and releases efficiently according to a structured development life cycle.
- Contributes to prototypes or MVPs for future product innovations.
- Documents and mentors others in establishing an archive of documentation for implemented solutions.
- Contributes to public open-source software, where practical.

**Other Job Functions:**

During outages or issues, the Lead Software Engineer will assist other team members with investigations, repairs or processes such as incident management. They may also be required to assist with special projects, researching or other duties as needed.

**Credentials/Education Required:**

Bachelor's Degree highly preferred

**Experience Required:**

- Five or more years of experience developing in PHP, modern HTML and at least two additional OOPLs: Python, Node.js, Java, Ruby or other.
- Experience managing WordPress technology (multi-user) including themes and plug-ins.
- Experience with MySQL, Apache and Linux.
- Understanding of HTTP, AJAX, CSS, and DOM.
- Excellent diagnostic, problem-solving, and optimization skills with a drive to solve interesting technological challenges, and mentor others in the same.

- Well-versed in partnering with product, operational and creative teams (including enterprise or content-focused internal clients) to assess needs.
- Models open communication focused on customer service, responsiveness and solutions-orientation.
- Agile or DevOps methodologies and software collaboration tools in a team setting: Git, Jira.
- Experience or readiness to serve as lead for technical team.

**Familiarity Desired:**

- Active participation in learning communities or networks to infuse technical roadmap with current knowledge and emerging practices
- Full stack experience and client-side technologies such as Javascript, JQuery
- Payment tokenization or enterprise data integration
- Mobile technologies (responsive design or applications)
- Interest in public media or community-oriented services

**Tracking:**

Added to system: 3/10/16 4:03 PM

ID: 468

Last updated: 4/13/16 10:09 AM

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Full Time / San Francisco, CA

## Lead Software Engineer

**Position Summary:**

The Lead Software Engineer articulates the architectural vision for KQED's evolving online infrastructure and influences the Media Technology team's technical roadmap. Responsible for leading the implementation of clean, scalable back-end solutions that leverage well-maintained open-source software, this engineer builds new software when required for scaling KQED's web and mobile properties. This team also contributes to product innovations and prototypes to ensure optimization for sustainability. Setting the stage for performance enhancements and feature improvements, this teammate collaborates with systems engineers, technical project managers, internal clients, front-end developers and product innovators to co-create solutions for internal client requirements. Our ultimate users are public media audiences, looking for best-in-class media-rich applications, compelling storytelling and responsive design.

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- Develops internal data services and integrates third party APIs.
- Leverages plug-ins or custom solutions to address functional/performance gaps.
- Ensures optimal web systems configuration, identifies and removes deadweight.
- Partners with supervising Director of Technology and consultants to set the pace for engineering goals and team growth opportunities.
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Bachelor's Degree highly preferred

**Experience Required:**

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- Experience managing WordPress technology (multi-user) including themes and plug-ins.
- Experience with MySQL, Apache and Linux.

**KQED****1 other Job**<http://www.kqed.org>**How to apply**

To apply for this position, please visit:

<http://www2.kqed.org/about/jobs/>

- Understanding of HTTP, AJAX, CSS, and DOM.
- Excellent diagnostic, problem-solving, and optimization skills with a drive to solve interesting technological challenges, and mentor others in the same.
- Well-versed in partnering with product, operational and creative teams (including enterprise or content-focused internal clients) to assess needs.
- Models open communication focused on customer service, responsiveness and solutions-orientation.
- Agile or DevOps methodologies and software collaboration tools in a team setting: Git, Jira.
- Experience or readiness to serve as lead for technical team.

**Familiarity Desired:**

- Active participation in learning communities or networks to infuse technical roadmap with current knowledge and emerging practices
- Full stack experience and client-side technologies such as Javascript, JQuery
- Payment tokenization or enterprise data Integration
- Mobile technologies (responsive design or applications)
- Interest in public media or community-oriented services



## Requisition: Digital Video Producer, Arts

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

|  |   |
|--|---|
| Opened Date: 1/12/16                       | Reason for Opening: <b>Resignation</b>        |
| Job Code: 442                              | Replacement for: <b>Abhi Singh</b>            |
| Title: <b>Digital Video Producer, Arts</b> | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>      | Pay range:                                    |
| EEO job category: <b>(2) Professionals</b> | Filled date: <b>4/5/16</b>                    |
| Status: <b>Final Offer Extended</b>        | Filled By: <b>Claudia Escobar</b>             |
| # of openings: 1                           | Start Date: <b>4/18/16</b>                    |
| Budget Status:                             |   |

### Approvals:

Requisition Approvers: [1] Liang, Diana

Offer Approvers: [1] Cabanatuan, Adrienne

### Active Hire Controls:

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

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Summary:**

The Digital Video Producer, KQED Arts is a multimedia journalist with expertise at creating original and creative video and digital content while delivering a topnotch audience experience. Specifically, the Digital Video Producer originates and researches

story ideas, and then produces, shoots and, especially important, edits high-quality KQED Arts video segments for distribution on multiple platforms.

This producer participates in all aspects of video production -- from originating the story's initial concept and pitching, to researching the story, to field production, editing, and sound design. While there is an emphasis on editing, the ideal candidate also possesses animation and motion graphic skills. This producer excels at one-person productions and as part of a crew. If the opportunities arise, the producer may also help develop and pitch new series or properties for KQED Arts.

This position must have excellent producing, writing, A/V media production, cinematography, editing and motion graphic skills. The ideal candidate is a multimedia journalist who has extensive experience with video as a producer as well as an editor, videographer or as an independent filmmaker. Proven collaboration skills are essential in working with fellow KQED team members and with partners.

This is a full-time regular position.

#### **Essential Functions:**

- Creates original, compelling, and creative multimedia video content that informs and engages our audience.
- Originates and develops unique story ideas and treatments, including features.
- Writes scripts and interviewer questions, if needed or requested.
- May assign and supervise KQED freelance video crew members.
- Edits footage of other staff or freelance producers
- Creates basic animation and motion graphic elements as needed
- Provides editorial input on videos produced by freelancers or existing web series.
- Creates unique promotional videos and teasers to reflect the video work of the unit for use internally and externally.
- Scouts locations and pre-interviews subjects.
- Helps to develop and establish a unique and consistent video style and voice for KQED Arts productions.
- Researches stories that can include locating and securing third party footage.
- Conducts on-camera interviews.
- Shoots UHD/HD video and records audio for video productions.
- Arranges on-location shoots.
- Secures rights clearances.
- Performs on-line / off-line editing, sounds design, packaging and transcoding, as needed.
- Participates as a production crew member for other producers, as needed.
- May produce original and creative web story pages with Word Press and all assets (blog, photos, and graphics) for publication on kqed.org.
- Promotes stories by posting on social media and strategizing with KQED Arts social media team to build audience for content.
- Provides keywords and metadata for Search Engine Optimization and audience engagement
- Provides information for music cue sheets and files
- Prepares web video compressions, segment thumbnail images, animated gifs and any other related assets.
- Meets segment deliverables within budget and deadlines.
- Improves and documents media workflows pertinent to video production.
- Work with animators, illustrators and composers on additional media elements as needed.
- Helps pitch new digital media series or properties for KQED Arts.
- May supervise KQED Arts interns.

- Initiates and maintains connections in the Arts and Culture community and relationships with collaborators across KQED departments.

**Knowledge/Experience Required:**

- Minimum of three years experience as Producer or Field Producer in media, preferably public media or through other informal institutions.
- Ability to work collaboratively and cooperatively with the KQED Arts team.
- Proven ability to edit, with limited supervision, short format documentary style segments.
- Experience troubleshooting edit issues, transcoding media, performing minor color correcting, and media archiving.
- Proven ability to engage in high-level writing, research, or production on original and creative topics for story development. Ability to write or co-write short format texts with factual integrity that move, surprise, dazzle, and engage.
- Proven ability to set up, light, record audio and shoot video for short format style segments in quick turnaround situations.
- Experience with a wide range of cameras, lenses and related equipment.
- Experience with social media and web distribution.
- Knowledge of basic journalistic editorial principles, ethics and standards.
- A passion for and demonstrable experience covering the Bay Area.
- Demonstrable collaboration skills and experience cultivating sources and partnerships.
- Ability to represent KQED to the arts and culture community, other institutions, and the general public.

**Knowledge/Experience Desired:**

- A compelling visual style and personal voice.
- Expertise as a still photographer.
- Expertise in filmmaking.
- Experienced with web publishing and CMS systems (WordPress preferred).
- B.A./B.S. degree.

**Tracking:**

Added to system: 1/12/16 1:09 PM

ID: 442

Last updated: 4/5/16 12:30 PM



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✔ *Job Digital Video Producer, Arts has been created.*

## Digital Video Producer, Arts

**KQED**

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### Video Production

Full-time / Local (Bay Area)

Deadline: January 14



**Apply**

**Share:**

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**Position Summary:**

The Digital Video Producer, KQED Arts is a multimedia journalist with expertise at creating original and creative video and digital content while delivering a topnotch audience experience. Specifically, the Digital Video Producer originates and researches story ideas, and then produces, shoots and, especially important, edits high-quality KQED Arts video segments for distribution on multiple platforms.

This producer participates in all aspects of video production -- from originating the story's initial concept and pitching, to researching the story, to field production, editing, and sound design. While there is an emphasis on editing, the ideal candidate also possesses animation and motion graphic skills. This producer excels at one-person productions and as part of a crew. If the opportunities arise, the producer may also help develop and pitch new series or properties for KQED Arts.

This position must have excellent producing, writing, A/V media production, cinematography, editing and motion graphic skills. The ideal candidate is a multimedia journalist who has extensive experience with video as a producer as well as an editor, videographer or as an independent filmmaker. Proven collaboration skills are essential in working with fellow KQED team members and with partners.

This is a full-time regular position.

**Essential Functions:**

- Creates original, compelling, and creative multimedia video content that informs and engages our audience.
- Originates and develops unique story ideas and treatments, including features.
- Writes scripts and interviewer questions, if needed or requested.
- May assign and supervise KQED freelance video crew members.

- Edits footage of other staff or freelance producers
- Creates basic animation and motion graphic elements as needed
- Provides editorial input on videos produced by freelancers or existing web series.
- Creates unique promotional videos and teasers to reflect the video work of the unit for use internally and externally.
- Scouts locations and pre-interviews subjects.
- Helps to develop and establish a unique and consistent video style and voice for KQED Arts productions.
- Researches stories that can include locating and securing third party footage.
- Conducts on-camera interviews.
- Shoots UHD/HD video and records audio for video productions.
- Arranges on-location shoots.
- Secures rights clearances.
- Performs on-line / off-line editing, sounds design, packaging and transcoding, as needed.
- Participates as a production crew member for other producers, as needed.
- May produce original and creative web story pages with Word Press and all assets (blog, photos, and graphics) for publication on kqed.org.
- Promotes stories by posting on social media and strategizing with KQED Arts social media team to build audience for content.
- Provides keywords and metadata for Search Engine Optimization and audience engagement
- Provides information for music cue sheets and files
- Prepares web video compressions, segment thumbnail images, animated gifs and any other related assets.
- Meets segment deliverables within budget and deadlines.
- Improves and documents media workflows pertinent to video production.
- Work with animators, illustrators and composers on additional media elements as needed.
- Helps pitch new digital media series or properties for KQED Arts.
- May supervise KQED Arts interns.
- Initiates and maintains connections in the Arts and Culture community and relationships with collaborators across KQED departments.

#### Knowledge/Experience Required:

- Minimum of three years experience as Producer or Field Producer in media, preferably public media or through other informal institutions.
- Ability to work collaboratively and cooperatively with the KQED Arts team.
- Proven ability to edit, with limited supervision, short format documentary style segments.
- Experience troubleshooting edit issues, transcoding media, performing minor color correcting, and media archiving.

- Proven ability to engage in high-level writing, research, or production on original and creative topics for story development. Ability to write or co-write short format texts with factual integrity that move, surprise, dazzle, and engage.
- Proven ability to set up, light, record audio and shoot video for short format style segments in quick turnaround situations.
- Experience with a wide range of cameras, lenses and related equipment.
- Experience with social media and web distribution.
- Knowledge of basic journalistic editorial principles, ethics and standards.
- A passion for and demonstrable experience covering the Bay Area.
- Demonstrable collaboration skills and experience cultivating sources and partnerships.
- Ability to represent KQED to the arts and culture community, other institutions, and the general public.

#### Knowledge/Experience Desired:

- A compelling visual style and personal voice.
- Expertise as a still photographer.
- Expertise in filmmaking.
- Experienced with web publishing and CMS systems (WordPress preferred).
- B.A./B.S. degree.

To apply for this position, please visit: <http://ww2.kqed.org/about/jobs/>

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### Production Coordinator

Video Production

### Project Supervisor, Video Distribution

Video Production

### Immediate: 10 Minutes presentation for a software product

Video Production

### KQED News - Visual Journalism Internships January - June 2016

Video Production

### Photography Volunteer

Video Production

BAVC inspires social change by empowering media makers to develop and share diverse stories through art, education and technology.

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## Requisition: Sacramento Politics & Government Reporter

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

|   |   |
|---|---|
| Opened Date: <b>10/9/15</b>                                 | Reason for Opening: <b>New Position</b>       |
| Job Code: <b>414</b>  | Replacement for:                              |
| Title: <b>Sacramento Politics &amp; Government Reporter</b> | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED Sacramento Bureau</b>                     | Pay range:                                    |
| EEO job category: <b>(2) Professionals</b>                  | Filled date: <b>11/13/15</b>                  |
| Status: <b>Final Offer Extended</b>                         | Filled By: <b>Katie Orr</b>                   |
| # of openings: <b>1</b>                                     | Start Date: <b>12/28/15</b>                   |
| Budget Status: <b>Budgeted</b>                              |   |

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne  
**[2]** Liang, Diana

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

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

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: Union under SAG-AFTRA

#### Position Summary:

The Sacramento Politics and Government Reporter is KQED's statehouse reporter and is responsible for researching, reporting, and producing stories for all of KQED's news platforms – radio, online and television. The editorial work of the Reporter includes coverage of daily news and in-depth reports focused on news from the state Capitol: the Legislature, the Governor's office and beyond.

This Reporter is a member of the California Politics & Government Desk and works with the team to cover state elections and California's representatives in Washington, D.C. This Reporter will represent KQED with community leaders and institutions in Sacramento and statewide. This Reporter is based in Sacramento, California.

**Essential Functions:**

1. Based in Sacramento, California.
2. Researches, writes and reports stories for radio broadcast, the web, mobile and social media platforms focusing on California's state government and political trends/issues.
3. Produces and delivers a variety of editorial content – audio, scripts, text stories, blog posts, photographs, video, databases and other content – for radio broadcast, web, mobile and social media platforms.
4. Produces and delivers required content from the Bureau and from the field.
5. Monitors news developments in California government and politics and recommends to the Senior Editor, California Politics & Government Desk, on both coverage strategies and daily assignments.
6. Logs, edits and dubs sound for story production as necessary.
7. Conducts live on-air and live-to-tape news source interviews and reporter debriefings
8. Conducts outreach to prospective local commentators and two-way interview subjects for KQED News productions.
9. Writes text stories and takes photographs and publishes directly to digital content management system.
10. Supervises office logistics and maintains public file for KQEI-FM.

**Credentials/Education Required:** B.A. degree in journalism, broadcast, mass communications or comparable media curriculum preferred.

**Knowledge/Experience Required:**

1. Six years minimum experience as broadcast and/or online journalist, including news reporting, editing and production. Eight years of journalism experience a plus.
2. Excellent reporting skills.
3. Demonstrated ability to cover complex governance and political issues in fair, accessible presentations.
4. Excellent news writing and editing skills.
5. Excellent news judgment.
6. Thorough knowledge of journalistic principles, ethics and standards.
7. Strong knowledge of sound editing and radio production techniques.
8. High proficiency of on-air voicing skills.
9. Strong knowledge of web, mobile, social media editing and publishing.
10. Knowledge of California diverse political and cultural communities, institutions and issues.
11. Ability to research and analyze news using a variety of technologies, methods and sources.
12. Demonstrated ability to cover range of significant public affairs issues and subjects such government and politics, the economy, education, health, immigration, legal affairs

and the environment.

13. Ability to interview and communicate with a variety of individuals.
14. Ability to research and communicate through variety of mobile and digital tools.
15. Excellent organizational skills to coordinate bureau logistics and develop and deliver a regional coverage strategy and editorial agenda.
16. Ability to work under deadline pressures.

**Knowledge/Experience Desired:**

1. Working knowledge of a range of significant California public affairs issues and subjects such as government and politics, the economy, education, health, immigration, legal affairs and the environment preferred.
2. Experience working in a demographically diverse news environment strongly desired.
3. Experience in blogging or other multimedia online news writing and content presentation management is a plus.
4. Working fluency in Spanish is a plus.
5. Experience in video production, multimedia production or database production are pluses.

**Tracking:**

Added to system: 10/9/15 3:03 PM

ID: 414

Last updated: 11/17/15 10:03 AM



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ID: 13610

Diana Liang

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## View My Job Postings

### My Job Postings

| ID    | Name                                      | Posted     | Expires    |                        |
|-------|---|------------|------------|------------------------|
| 13960 | Sacramento Politics & Government Reporter | 10/23/2015 | 11/22/2015 | <a href="#">(view)</a> |

### Tasks

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Core Version: 3.41.3.25

Association Management Software by MemberSuite

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### AAJA National Office

5 Third Street  
 Suite 1108  
 San Francisco, CA 94103  
**T: 1-415-346-2051**  
**F: 1-415-346-6343**  
**E: [national@aja.org](mailto:national@aja.org)**  
**W: [www.aja.org](http://www.aja.org)**

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## Requisition: Director, Development Operations

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

|   |   |
|---|---|
| Opened Date: <b>8/4/15</b>  | Reason for Opening: <b>Resignation</b>        |
| Job Code: <b>393</b>  | Replacement for: <b>Ellen Barkenbush</b>      |
| Title: <b>Director, Development Operations</b>                          | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>                                   | Pay range:                                    |
| EEO job category: <b>(1.2) First/Mid Level Officials &amp; Managers</b> | Filled date:                                  |
| Status: <b>Final Offer Extended</b>                                     | Filled By:                                    |
| # of openings: <b>1</b>   | Start Date:                                   |
| Budget Status:  |   |

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

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

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Summary :**

The Director, Development Operations oversees the operational, administration, and business management aspects of the Development Division including: serves as the Division expert on the Salesforce based CRM "NGO Connect" and oversees gift entry, many types of and levels of gift reporting, digital tracking of activities with donors and

prospects and the implementation of new elements into the CRM over time; annual fiscal year budgeting and periodic forecasting during the fiscal year for all Development departments (major gifts, planned giving, foundations, and campaign); ensures events are designed, planned for and implemented to maximize impact with donors and prospects while minimizing expenses; and supervise 18 month project to identify new high-level donor prospects from existing membership base. This position supervises a team of four to ensure all systems and processes are in place for gift processing and acknowledgements, budgeting and forecasting, internal and external reporting, maintaining and updating the database and physical donor records, and that donor/prospect events and meetings are planned and completed in a timely and high-quality manner. Reports to the Chief Development Officer.

#### **Position Accountabilities :**

1. Become the Development Division expert on Salesforce CRM "NGO Connect" including: help standardize varied and complicated data entry across Development departments, developing and sharing business rules around data entry; develop reports to meet varied and different needs of each department and that can then be run by department staff; provide training to new Development staff; work across KQED departments outside of Development to remain informed about organizational updates and changes of NGO Connect and to share Development's needs with Salesforce Administrator and others outside of Development. (30%)
2. Responsible for the day-to-day operations of the Development Division Operations team. Including (through supervising the people directly responsible for these tasks): timely gift processing, creation of funding commitments, and acknowledgement generation (acknowledgment letters to go out within 48 hours of gift receipt); 20 to 30 donor and prospect events per year for all Development departments; monthly revenue and expenses tracked, reconciled, adjusted and reported on as necessary for each Development Department; utilize software and other resources to identify and prioritize prospects for major and planned gifts from existing KQED members. (30%)
3. This position will oversee the annual creation and six times a year forecast adjustments of budgets for each of the Development Division departments. Work closely with the designated person in each department to ensure data is gathered and available within budget timelines – serve as the one Division liaison for FSG manager. Analyze trends and produce reports about the expense and revenue budgets for all Development departments including major donors, foundations, planned giving, and campaign. This may include entering data into the SAP system (SAP is a software program based on Excel). (25%)
4. Special projects – the first will be to supervise an 18 month process to identify and prioritize existing KQED members as prospects for higher level major and planned gifts. This work will be based on a wealth screening of 250,000 KQED member records that will occur by September 2015. Additional relevant projects will be identified over time as time allows. (10%)
5. Performs other essential duties as required – specifically serving as the back-up for all duties supervised especially gift processing, reporting, and database management. Perform gift processing in addition to Development Associate during periods of high levels of gifts. (5%)

#### **Position Qualifications:**

1. Bachelor's Degree preferred or equivalent experience.
2. Minimum of five year's experience in an fundraising operations management role in a non-profit or university setting- working successfully through complex communication channels.
3. Experience and skill at meeting multiple deadlines by prioritization of work, motivating teams of staff, and working collaboratively across departments.
4. High level of demonstrated skill and experience with word-processing, fundraising database and spreadsheet software required. Salesforce CRM experience highly desired.
5. Strong writing skills; ability to compose, edit and proof correspondence and reports required.
6. Ability to interact well with people at all levels and to work well in a team environment.

- 7. Ability to occasionally travel to arranged meetings outside of KQED.
- 8. Ability to constantly sit for six to eight hours; ability to occasionally walk and stand up to three hours; and ability to occasionally lift and carry 10 lbs.

**Tracking:**

Added to system: **8/4/15 3:44 PM**

ID: **393**

Last updated: **9/21/15 11:21 AM**

# Invoice #2353455 - Paid

Action Without Borders  
 302 Fifth Avenue, 11th Floor  
 New York, NY 10001

---

To: KQED, Inc.

Created by: Diana Liang  
 Name: Joanne Carder  
 Title: VP HR  
 Phone: 415-553-2307  
 Address: 2601 Mariposa Street, San Francisco, CA, 94110, US  
  
 Posted: September 18, 2015  
 Due: Upon receipt  
 Applied Payments: Payment (Credit card ending in "1083") for \$80.00

## Invoice #2353455

| Type | Description  | Price             | Paid           |
|------|--|-------------------|----------------|
| Job  | Project Manager Development Operations - Gift Reporting, Analysis and Metrics  |                   |                |
|      | Posted "Project Manager Development Operations - Gift Reporting, Analysis and Metrics" (in San Francisco) on idealist.org for up to 60 days. | \$80.00           |                |
|      | <b>Total</b>   | <b>\$80.00</b>    | <b>\$80.00</b> |
|      |  | <b>Amount Due</b> | <b>\$0.00</b>  |



## View Order

*OpportunityKnocks (Order No: 69062)*

OpportunityKnocks | Order No: 69062 | 09/18/2015

### Order Details:

**Company:** KQED  
**Created by:** Diana Liang  
**Status:** Filled  
**Created:** 09/18/2015 12:40:13 PM

### Payment Method:

**Name:** american express  
**Card Type:** American Express  
**Card No.:** \*\*\*\*\*1083  
**Name on Card:** Joanne Carder

### Billing Address:

**Address1:** 2601 Mariposa Street  
**City:** San Francisco  
**State Code:** CA  
**Postal Code:** 94110  
**Country:** United States

### Transaction Details:

**Approval Code:** 243953  
**Transaction ID:** 7537812370

### Job Reference:

**Job Title:** Project Manager Development Operations - Gift Reporting, Analysis and Metrics  
**Job ID:** 63140

### Order Items:

| ITEM | PRICE | QTY | AMOUNT |
|------|-------|-----|--------|
|------|-------|-----|--------|

|   |           |   |           |
|---|-----------|---|-----------|
| Pay-on-activate Job Posting - 30 Day Posting + Unlimited Word Count | \$100.00  | 1 | \$100.00  |
| 10% off VIP   | (\$10.00) | 1 | (\$10.00) |
| <b>Gross Amount:</b>  |           |   | 100.00    |
| <b>Order Discount:</b>  |           |   | 10.00     |
| <b>Net Amount:</b>  |           |   | 90.00     |

---

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Order Confirmation

**AFP Golden Gate**

**Order Number** 1239  
**Order Date** 9/18/2015  
**Bill To** Traci Eckels  
**Payment Method** American Express \*\*\*\*\*1083  
**Name on Card** Joanne Carder

**Ship To** Traci Eckels  
 2601 Mariposa Street  
 San Francisco, CA 94110

**Shipping Method** Usually delivered within seven business days or less

| Item                           | Quantity | Price  | Total         |
|--------------------------------|----------|--------|---------------|
| Purchase Your Job Post         | 1        | 100.00 | 100.00        |
| <b>Item Total</b>              |          |        | 100.00        |
| <b>TRANSACTION GRAND TOTAL</b> |          |        | <b>100.00</b> |

AFP Golden Gate

A confirmation is being sent to: [teckels@kqed.org](mailto:teckels@kqed.org)

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## 2015 Job Postings - AFP Silicon Valley Chapter

This item is non-refundable.

### General Options

**Name:**

Traci Eckels

**Job Title:**

Chief Development Officer

**Organization:**

KQED

**Address:**

2601 Mariposa Street

San Francisco, California 94110

USA

**Confirmation Number:**

ZDN24BN3RBQ (needed to modify your registration)

**Event Title:**

2015 Job Postings - AFP Silicon Valley Chapter

**Date:**

01/01/2015

**Time:**

11:55 PM

### Current Order Details

Traci Eckels

### Job Posting

| Registration Item | Cost    |
|-------------------|---------|
| Job Posting       | \$75.00 |

### Order Summaries

#### Order

| Date                   | Type         | Amt Ordered    | Amt Paid       | Amt Due       |
|------------------------|--------------|----------------|----------------|---------------|
| 09/18/2015 10:15 AM PT | online order | \$75.00        | \$75.00        | \$0.00        |
| <b>Total:</b>          |              | <b>\$75.00</b> | <b>\$75.00</b> | <b>\$0.00</b> |

### Payment Details

#### Details

| Date       | Type             | Reference # | Amt Paid |
|------------|------------------|-------------|----------|
| 09/18/2015 | American Express | 1083        | \$75.00  |

## Requisition: Communications & Engagement Manager, Education

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

|  |   |
|--|---|
| Opened Date: <b>10/26/15</b>                                     | Reason for Opening:                           |
| Job Code: <b>425</b>   | Replacement for:                              |
| Title: <b>Communications &amp; Engagement Manager, Education</b> | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>                            | Pay range:                                    |
| EEO job category: <b>(2) Professionals</b>                       | Filled date: <b>12/4/15</b>                   |
| Status: <b>Final Offer Extended</b>                              | Filled By: <b>Ellen Holderman</b>             |
| # of openings: <b>1</b>  | Start Date: <b>1/4/16</b>                     |
| Budget Status:   |   |

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

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

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description:

#### Position Summary:

KQED Education enhances learning experiences through media. We strive to use our media expertise to inspire and engage learners through the innovative application of media-based technologies and instructional strategies.

Representing KQED Education internally and externally, the Communications and Engagement Manager actively works to develop and nurture a pipeline of educators and increase adoption of our free educational products and services by managing acquisition, engagement and retention efforts. The Communications and Engagement Manager works closely with other team members in the Education department, especially those responsible for product development, content production, distribution partnerships and evaluation. In addition, this role collaborates closely with other departments, including Marketing Communications, Audience and Insights, Development (fundraising) and Interactive.

This position will work closely with internal stakeholders to develop integrated marketing communications utilizing email campaigns, web tools, social media and events. The position is responsible for expanding KQED Education's footprint in the education market, throughout the Bay Area and beyond.

#### **Essential Functions:**

#### **Marketing Strategy:**

- Manage all internal and external marketing and communication for KQED Education products, services with the support of the KQED MarCom department.
- Brainstorm new and creative strategies focused on driving customer engagement, product adoption and brand identity. Oversee design and production of marketing assets that build the KQED Education brand.
- In conjunction with MarCom, develop acquisition and lead-nurture strategies to drive retention and product adoption.
- Work with internal stakeholders to develop in-depth understanding of teacher's needs. Collect and share audience insights with internal stakeholders to inform product development.
- Develop tailored outreach strategies for education audience sub-groups and market segments. -
- Oversee collection of metrics related to marketing campaigns, and optimize campaign performance based on learnings.
- Collaborate with product and content teams to inform product development efforts.
- Employ SEM and SEO to boost traffic to the KQED Education website and to video distribution platforms like YouTube and Facebook.
- Coordinate campaign deliverables with development, digital marketing, creative and product teams.
- Prepare content for quarterly President's report for KQED board, detailing reach, impact and campaign successes.
- Produce monthly on-air promotional copy for KQED Education,
- Monitor trends and develop new skills in using marketing and social media tools to improve capabilities.

#### **Social Media, Email and Web Marketing and Communications**

- Use social media platforms to develop and expand teacher community engagement efforts. Develop plan for engaging teachers as Ambassadors into our to promote the use of our products and services in their peer networks.
- Promote KQED Education content, initiatives and events on social media platforms
- Implement and manage promotions and Social ad campaigns.
- Manage, execute and optimize all email communications (triggered series, A/B testing, campaigns, one-off emails, etc.)
- Optimize and manage email list segmentation
- Maximize use of web technologies to acquire new users and improve engagement
- Utilize customer intelligence tools to target appropriate content based on users' browsing patterns, preferences and stated needs.

#### **Outreach and Events**

- Develop lead acquisition strategy and tools to use at conferences and events where we are presenting or hosting a booth.
- Lead and host two events per year geared towards acquisition and engagement.

**Knowledge/Experience Required:**

- Must be passionate about Education with either a personal interest or experience in the field.
- Bachelor's degree in marketing field from an accredited college or university
- Must possess knowledge and experience in marketing best practices and be proficient in content marketing theory and application.
- Two years previous experience in a web/social marketing capacity with demonstrated success in developing and executing digital outreach strategies,
- Must have the ability to work cross-departmentally
- Previous experience with event planning and management
- Must have the ability to jump from the creative side of marketing to analytical side with sound basis for ideas
- Must have in-depth knowledge and understanding of best practices in social media, email and web marketing.
- Demonstrated expertise using at least five of the tools or platforms below:
  - Social Media: Facebook, Twitter, YouTube, etc.
  - WordPress or other content publishing tools
  - Google Analytics, YouTube Analytics or other social media analytics tools
  - HootSuite, TweetDeck
  - Marketing Cloud/Exact Target, Marketo, Eloqua, or other email marketing tools
  - Predictive intelligence or customer insights platforms
- Demonstrated familiarity with customized user content, SSO, profile creation and web technologies
- Team player with the ability to lead cross-functional teams.
- Maintains a working knowledge of principles of SEO. Highly knowledgeable in the principles of "Search and Social".
- Digital skills: MS Office Suite, WordPress, Adobe Creative Suite, digital media analytics, basic HTML/CSS skills, Hootsuite, Tweet Deck. Salesforce Administration, Marketing Cloud, Eloqua or Marketo experience a plus.
- Ability to travel occasionally (2-4 times per year). Some local travel (within 100 miles) required.

**Tracking:**

Added to system: 10/26/15 10:44 AM

ID: 425

Last updated: 12/11/15 1:35 PM

**Christiana Ramos**

---

**From:** Diana Liang  
**Sent:** Monday, November 09, 2015 2:07 PM  
**To:** Christiana Ramos  
**Subject:** FW: Your Edsurge, Inc receipt [#1959-8893]

---

**From:** receipts+Pe0Fe2DEtItjAFJNEATI@stripe.com [mailto:receipts+Pe0Fe2DEtItjAFJNEATI@stripe.com]  
**Sent:** Monday, November 09, 2015 1:56 PM  
**To:** Diana Liang  
**Subject:** Your Edsurge, Inc receipt [#1959-8893]



\$100.00 at Edsurge, Inc

AMERICAN EXPRESS 1083

November 9, 2015

#1959-8893

| Description  | Price           |
|--|-----------------|
| EdSurge charge for Find Jobs in Edtech, Education, Teaching posting. Advertising plan: Jobs Board Single Posting | \$100.00        |
| <b>Total</b>   | <b>\$100.00</b> |

You can contact us with any questions by emailing [feedback@edsurge.zendesk.com](mailto:feedback@edsurge.zendesk.com)

Something wrong with the email? View it in your browser.  
You are receiving this email because you made a purchase at Edsurge, Inc.

## Requisition: Financial Services Associate

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

|   |   |
|---|---|
| Opened Date: <b>10/23/15</b>                                | Reason for Opening:                           |
| Job Code: <b>422</b>  | Replacement for:                              |
| Title: <b>Financial Services Associate</b>                  | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>                       | Pay range:                                    |
| EEO job category: <b>(5) Administrative Support Workers</b> | Filled date: <b>12/2/15</b>                   |
| Status: <b>Final Offer Extended</b>                         | Filled By: <b>Kristen Kaufer</b>              |
| # of openings: <b>1</b>                                     | Start Date: <b>12/21/15</b>                   |
| Budget Status:  |   |

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

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

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Summary:**

In conjunction with the Financial Services Manager, the purpose of this position is to provide full service financial management support to all managers and staff of a portfolio of departments and projects. The FSG Associate is responsible for providing a variety of hands-on services that support the FSG Manager and customers in a timely and professional manner.

1. Support the procurement process by creating requisitions as needed, receiving goods and services within the accounting system and distributing Purchase Orders, including terms and conditions, to vendors for all assigned departments and projects. Ensure sales/use tax is properly stated on invoices; ensure invoices are mathematically correct and approved by the responsible managers; and ensure documentation for received good and services are forwarded to accounts payable for accrual in the accounting system (e.g., packing slip, bill of lading, receiving log)
2. Collect time sheets for all department personnel, secure supervisor review and approval; ensure all timesheets are accounted for and submitted to the Payroll Department in a timely manner
3. Collect and review employee expense reports and audit to ensure compliance with all policies; submit to Financial Services Manager and other appropriate managers for approval
4. Assist FSG Manager with key entering budget and forecast changes in SAP; ensure proper documentation within SAP for all material line items
5. Perform multi-department credit card reconciliations on a monthly basis, ensuring proper PO's are created, coding is correct, and required backup is included
6. Prepare billing requests for multiple departments, ensuring that Accounts Receivable has the necessary backup to process
7. Coordinate hotel and event registration payment for staff that cannot be completed by Company Travel Portal.
8. Coordinate with Fixed Asset Accountant to ensure all fixed assets are properly tagged, tracked, disposed of and recorded properly within the accounting system
9. Provide Financial Services Manager and other staff with research services as needed (e.g., payable status, SAP details)
10. Prepare correspondence as directed
11. Provide administrative support to Financial Manager in whatever capacity necessary, including coordinating meetings
12. Maintain all records in a neat and easily accessible manner
13. Perform other essential duties as assigned

**Position Qualifications:**

- AA Degree required-- In Finance/Accounting or related field preferred
- 1-2 years of accounting experience with Accounts Payable and Accounts Receivable
- Must have excellent oral and written communication skills with a customer service orientation
- Must have excellent skills in the Microsoft Office Suite including Excel and Word
- Excellent interpersonal skills with ability to work under pressure and meet deadlines
- Ability to coordinate information with various departments and divisions.

**Tracking:**

Added to system: 10/23/15 2:08 PM

ID: 422





CL SF bay area > san francisco > jobs > accounting/finance

reply below Posted: about 23 hours ago

## Financial Services Associate (potrero hill)

compensation: **Competitive**

employment type: **full-time**

non-profit organization

# KQED



### Position Summary:

In conjunction with the Financial Services Manager, the purpose of this position is to provide full service financial management support to all managers and staff of a portfolio of departments and projects. The FSG Associate is responsible for providing a variety of hands-on services that support the FSG Manager and customers in a timely and professional manner.

### Essential Functions:

- Support the procurement process by creating requisitions as needed, receiving goods and services within the accounting system and distributing Purchase Orders, including terms and conditions, to vendors for all assigned departments and projects. Ensure sales/use tax is properly stated on invoices; ensure invoices are mathematically correct and approved by the responsible managers; and ensure documentation for received good and services are forwarded to accounts payable for accrual in the accounting system (e.g., packing slip, bill of lading, receiving log)
- Collect time sheets for all department personnel, secure supervisor review and approval; ensure all timesheets are accounted for and submitted to the Payroll Department in a timely manner
- Collect and review employee expense reports and audit to ensure compliance with all policies; submit to Financial Services Manager and other appropriate managers for approval
- Assist FSG Manager with key entering budget and forecast changes in SAP; ensure proper documentation within SAP for all material line items
- Perform multi-department credit card reconciliations on a monthly basis, ensuring proper PO's are created, coding is correct, and required backup is included
- Prepare billing requests for multiple departments, ensuring that Accounts Receivable has the necessary backup to process
- Coordinate hotel and event registration payment for staff that cannot be completed by Company Travel Portal.
- Coordinate with Fixed Asset Accountant to ensure all fixed assets are properly tagged, tracked, disposed of and

recorded properly within the accounting system

- Provide Financial Services Manager and other staff with research services as needed (e.g., payable status, SAP details)
- Prepare correspondence as directed
- Provide administrative support to Financial Manager in whatever capacity necessary, including coordinating meetings
- Maintain all records in a neat and easily accessible manner
- Perform other essential duties as assigned

**Position Qualifications:**

- AA Degree required-- In Finance/Accounting or related field preferred
- 1-2 years of accounting experience with Accounts Payable and Accounts Receivable
- Must have excellent oral and written communication skills with a customer service orientation
- Must have excellent skills in the Microsoft Office Suite including Excel and Word
- Excellent interpersonal skills with ability to work under pressure and meet deadlines
- Ability to coordinate information with various departments and divisions.

**Please apply online at: <http://ww2.kqed.org/about/jobs/>**

- Principals only. Recruiters, please don't contact this job poster.
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No contact info?

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## Requisition: Designer

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

|  |   |
|--|---|
| Opened Date: <b>10/20/15</b>               | Reason for Opening: <b>New Position</b>       |
| Job Code: <b>418</b>                       | Replacement for:                              |
| Title: <b>Designer</b>                     | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>      | Pay range:                                    |
| EEO job category: <b>(2) Professionals</b> | Filled date: <b>11/23/15</b>                  |
| Status: <b>Final Offer Extended</b>        | Filled By: <b>Kelly McLachlan</b>             |
| # of openings: <b>1</b>                    | Start Date: <b>12/14/15</b>                   |
| Budget Status:                             |   |

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

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

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: Unioned-NABET

#### Position Summary:

The Designer plays an essential role in the on-air look and feel of KQED Public Television, as well as in the print collateral created to support KQED's many programs and services. The Designer reports to the Creative Director and is a member of the Communications team.

**Essential Functions:**

1. Create graphic elements, including on-air features like animations and interstitials, as well as help conceive and execute station branding elements like lower thirds, promotions, corporate advertising elements, title cards, and more.
2. Create print graphics that reflect the high standard of the KQED design team. A wide range of collateral is created including logos, invitations, newsletters, brochures, annual reports, advertising (newspaper, TV, out of home), branding collateral, lesson plans, maps, and more.

**Other Job Functions:**

Other essential duties as needed and related to the position and visual integrity of KQED.

**Credentials/Education Required:**

Bachelor's Degree in graphic design.

**Knowledge/Experience Required:**

1. Minimum 1-2 years of related experience as a designer in a graphic design environment
2. Strong design and production skills for both broadcast motion graphics and print.
3. Well versed with pre-press preparations and ability to create flawless mechanicals for print.
4. Experienced with handling on-site press-checks
5. Ability to manage multiple projects from concept to finish within limited timeframes.
6. Must be a team player, capable of receiving direction from Creative Director, as well as collaborating within groups.
7. Hand rendered and vector-based illustration skills preferred.
8. Proficiency in the following graphics applications:
9. Current Adobe Creative Suite: InDesign; Illustrator; Photoshop; After Effects (familiarity with working in 3D Environment required)
10. Working knowledge in Cinema 4D

**Portfolio and reel must be submitted, please demonstrate the following (URL Link will suffice):**

- Strong design aesthetics
- Logo and identity systems. Please include examples showing process and iterations for one logo exploration.
- Animated titles and promos
- Video package elements
- Sensitivity to typography
- Strong layout skills ranging from flyers to multi-paged documents
- Illustration ability

**Knowledge/Experience Desired:**

Additional experience with Final Cut Pro, Flash

**Tracking:**

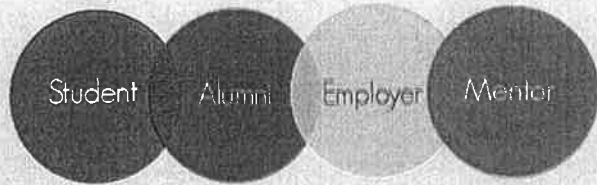
Added to system: 10/20/15 10:36 AM

ID: 418

Last updated: 11/30/15 10:57 AM

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- **Report hiring a student/graduate** - click the **P** in the Activity column. The **P** is highlighted when a student has been hired for the posting.

1 Page 1 of 1, items 1 to 1 of 1

| <u>Job ID</u> | <u>Position Title</u> | <u>Position Location</u> | <u>Status</u> | <u>Post Date</u> | <u>Application Deadline</u> | <u>Activity</u> |
|---------------|-----------------------|--------------------------|---------------|------------------|-----------------------------|-----------------|
| 7164          | Designier             | San Francisco            | Pending       | 10/21/2015       | 11/20/2015                  | P R Close Job   |

1 Page 1 of 1, items 1 to 1 of 1

Other essential duties as needed and related to the position and visual integrity of KQED.

Credentials/Education Required:

Bachelor's Degree in graphic design.

Knowledge/Experience Required:

1. Minimum 1-2 years of related experience as a designer in a graphic design environment
2. Strong design and production skills for both broadcast motion graphics and print.
3. Well versed with pre-press preparations and ability to create flawless mechanicals for print.
4. Experienced with handling on-site press-checks
5. Ability to manage multiple projects from concept to finish within limited timeframes.
6. Must be a team player, capable of receiving direction from Creative Director, as well as collaborating within groups.
7. Hand rendered and vector base illustration skills preferred.
8. Proficiency in the following graphics applications:
  - Current Adobe Creative Suite: InDesign; Illustrator; Photoshop; After Effects (familiarity with working in 3D Environment required)
  - Working knowledge in Cinema 4D

Portfolio and reel must demonstrate the following:

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- Logo and identity systems. Please include examples showing process and iterations for one logo exploration.
- Animated titles and promos
- Video package elements
- Sensitivity to typography
- Strong layout skills ranging from flyers to multi-paged documents
- Illustration ability

Knowledge/Experience Desired:

Additional experience with Final Cut Pro, Flash

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### Requisition: Financial Services Associate

**Requisition Owner(s):**

Requisition Owners: Liang, Diana

**Requisition Information:**

|  |  |
|--|--|
| Opened Date: 4/20/15                                 | Reason for Opening: Internal Transfer  |
| Job Code: 377  | Replacement for: Eric Gillespie        |
| Title: Financial Services Associate                  | Employment duration: Full time Regular |
| Location: KQED - San Francisco                       | Pay range:                             |
| EEO job category: (5) Administrative Support Workers | Filled date: 9/30/15                   |
| Status: Open   | Filled By: Patricia Moyce              |
| # of openings: 1                                     | Start Date: 11/2/15                    |
| Budget Status:                                       |  |

**Approvals:**

Requisition Approvers: [1] Cabanatuan, Adrienne      Offer Approvers: [1] Cabanatuan, Adrienne

**Active Hire Controls:**

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

**Requisition Posters:**

Posted To: Not currently posted.

**Agencies:**

Agencies:

**Description**

Description: **Position Summary:**

In conjunction with the Financial Services Manager, the purpose of this position is to provide full service financial management support to all managers and staff of a portfolio of departments and projects. The FSG Associate is responsible for providing a variety of hands-on services that support the FSG Manager and customers in a timely and professional manner.

1. Support the procurement process by creating requisitions as needed, receiving goods and services within the accounting system and distributing Purchase Orders, including terms and conditions, to vendors for all assigned departments and projects. Ensure sales/use tax is properly stated on invoices; ensure invoices are mathematically correct and approved by the responsible managers; and ensure documentation for received good and services are forwarded to accounts payable for accrual in the accounting system (e.g., packing slip, bill of lading, receiving log)
2. Collect time sheets for all department personnel, secure supervisor review and approval; ensure all timesheets are accounted for and submitted to the Payroll Department in a timely manner
3. Collect and review employee expense reports and audit to ensure compliance with all policies; submit to Financial Services Manager and other appropriate managers for approval
4. Assist FSG Manager with key entering budget and forecast changes in SAP; ensure proper documentation within SAP for all material line items
5. Perform multi-department credit card reconciliations on a monthly basis, ensuring proper PO's are created, coding is correct, and required backup is included
6. Prepare billing requests for multiple departments, ensuring that Accounts Receivable has the necessary backup to process
7. Coordinate hotel and event registration payment for staff that cannot be completed by Company Travel Portal.
8. Coordinate with Fixed Asset Accountant to ensure all fixed assets are properly tagged, tracked, disposed of and recorded properly within the accounting system
9. Provide Financial Services Manager and other staff with research services as needed (e.g., payable status, SAP details)
10. Prepare correspondence as directed
11. Provide administrative support to Financial Manager in whatever capacity necessary, including coordinating meetings
12. Maintain all records in a neat and easily accessible manner
13. Perform other essential duties as assigned

**Position Qualifications:**

- AA Degree required-- In Finance/Accounting or related field preferred
- 1-2 years of accounting experience with Accounts Payable and Accounts Receivable
- Must have excellent oral and written communication skills with a customer service orientation
- Must have excellent skills in the Microsoft Office Suite including Excel and Word
- Excellent interpersonal skills with ability to work under pressure and meet deadlines
- Ability to coordinate information with various departments and divisions.

**Tracking:**

Added to system: 4/20/15 11:51 AM

ID: 377



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## Viewing Job: 10214/Financial Services Associate

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Please review the information contained in this job posting. Click on the [Edit] link for each section to make any changes.

Click the [View Activity] link to the left to view all activity for this job posting.

Click the [Close Job] link to the left to close this job.

**\*Job ID:** 10214**\*Job Title:** Financial Services Associate**Organization Name:** [KQED Inc.](#)**No of Openings:****Work Schedule:****Hours per Week:****Wage/Salary** ⓘ :**Employment Start Date:** [Include the hourly, monthly, or annual salary in US dollars. Unpaid positions should be stated.](#)**Employment End Date:****\*Job Description:** Position Summary:

In conjunction with the Financial Services Manager, the purpose of this position is to provide full service financial management support to all managers and staff of a portfolio of departments and projects. The FSG Associate is responsible for providing a variety of hands-on services that support the FSG Manager and customers in a timely and professional manner.

## Essential Functions:

- Support the procurement process by creating requisitions as needed, receiving goods and services within the accounting system and distributing Purchase Orders, including terms and conditions, to vendors for all assigned departments and projects. Ensure sales/use tax is properly stated on invoices; ensure invoices are mathematically correct and approved by the responsible managers; and ensure documentation for received good and services are forwarded to accounts payable for accrual in the accounting system (e.g., packing slip, bill of lading, receiving log)
- Collect time sheets for all department personnel, secure supervisor review and approval; ensure all timesheets are accounted for and submitted to the Payroll Department in a timely manner
- Collect and review employee expense reports and audit to ensure compliance with all policies; submit to Financial Services Manager and other appropriate managers for approval
- Assist FSG Manager with key entering budget and forecast changes in SAP; ensure proper documentation within SAP for all material line items
- Perform multi-department credit card reconciliations on a monthly basis, ensuring proper PO's are created, coding is correct, and required backup is included
- Prepare billing requests for multiple departments, ensuring that Accounts Receivable has the necessary backup to process
- Coordinate hotel and event registration payment for staff that cannot be completed by Company Travel Portal.
- Coordinate with Fixed Asset Accountant to ensure all fixed assets are properly tagged, tracked, disposed of and recorded properly within the accounting system
- Provide Financial Services Manager and other staff with research services as needed (e.g., payable status, SAP details)
- Prepare correspondence as directed
- Provide administrative support to Financial Manager in whatever capacity necessary, including coordinating meetings
- Maintain all records in a neat and easily accessible manner
- Perform other essential duties as assigned

**\*Qualifications:** Position Qualifications:

- AA Degree required-- In Finance/Accounting or related field preferred
- 1-2 years of accounting experience with Accounts Payable and Accounts Receivable
- Must have excellent oral and written communication skills with a customer service orientation
- Must have excellent skills in the Microsoft Office Suite including Excel and Word
- Excellent interpersonal skills with ability to work under pressure and meet deadlines
- Ability to coordinate information with various departments and divisions.

**\*How to Apply:** To apply for the position, please visit: <http://ww2.kqed.org/about/jobs/>**Online Application Address:****Contact Information****\*First Name:** Adrienne**Middle Initial:****\*Last Name:** Cabanatuan**\*Address Line 1:** 2601 Mariposa Street**Address Line 2:****\*City:** San Francisco**\*State:** CA**\*Zip:** 94110

Country: United States  
Map of Address Above : [Online Map](#)  
\*Work Phone: 415-553-2307  
Fax:  
\*Work Email : [ACabanatuan@kqed.org](mailto:ACabanatuan@kqed.org)  
Website URL : <http://www.kqed.org>

**Posting Information**

[\[Edit\]](#)

\*Job Location: San Francisco, CA  
Job Category: Accounting/Auditing  
Administrative/Support Services  
\*Position Type [?](#) : Full-time Entry Level  
Applicant Type [?](#) : Alumni  
Minimum GPA:  
U.S. Work Authorization: US Citizen or Eligible to work WITHOUT visa sponsorship  
Graduation Start:  
Graduation End:  
Class Level:  
Degrees:  
Majors :  
Screen by Applicant Types: No  
Screen by Minimum GPA: No  
Screen by U.S. Work Authorization: No  
Screen by Graduation Range: No  
Screen by Class Level: No  
Screen by Degrees: No  
Screen by Majors: No  
\*Post Date: 5/7/2015  
\*Expiration Date: 7/6/2015  
Show My Contact Info: No  
Allow applicants to apply through  
PioneerJobs [?](#) : No

**Document Categories**

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| <u>Document Categories Allow Selection</u> | <u>Document Categories Require Selection</u> |
|--|--|
| Resumes                                    | Resumes                                      |

**Control Information**

\*Status: Pending



## Requisition: Manager, Marketing and Communications

### Requisition Owner(s):

Requisition Owners: Liang, Diana  
Cabanatuan, Adrienne

### Requisition Information:

|   |   |
|---|---|
| Opened Date: <b>4/22/16</b>   | Reason for Opening: <b>Termination</b>        |
| Job Code: <b>484</b>  | Replacement for: <b>Bryce Eberhart</b>        |
| Title: <b>Manager, Marketing and Communications</b>                     | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>                                   | Pay range:                                    |
| EEO job category: <b>(1.2) First/Mid Level Officials &amp; Managers</b> | Filled date:                                  |
| Status: <b>Open</b>   | Filled By:                                    |
| # of openings: <b>1</b>   | Start Date:                                   |
| Budget Status:  |   |

### Approvals:

Requisition Approvers: **[1]** Liang, Diana      Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

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

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Summary:**

Under the leadership of the executive director, this position is responsible for setting promotional priorities and initiatives for KQED and for managing media relations, promotions, advertising, and branding on all platforms, including television, radio, print, outdoor and interactive. These campaigns include institutional and cross-departmental initiatives, as well as specific broadcast and online properties. The Manager also acts as a primary media contact for KQED, creates press materials, and oversees relationships with local and national press contacts.

The Manager supervises one full-time position the communications coordinator, along with the communications intern. This position works closely with all departments at KQED and acts as the conduit for information regarding cross-departmental programs and initiatives. This position works closely with the executive director to manage the department budget and accounting processes for marketing and communication initiatives.

### **Essential Functions:**

#### **1. Media Relations**

- a. Acts as a primary media contact for KQED.
- b. Manages relationships with local and national press and is responsible for pitching stories and scheduling interviews with KQED personnel.
- c. Creates and distributes press materials (press releases, photographs and video reels) for local and national properties.
- d. Hires photographers and coordinates photography shoots with KQED staff and properties.
- e. Manages online press room for KQED, press lists, and press release distribution on database system.
- f. Writes and edits corporate communications and descriptions for KQED content areas, programs and platforms.
- g. Manages media relations at local and national events.
- h. Edits and distributes communications reports to senior management and content teams.

#### **2. Marketing and Advertising**

- a. Assists the executive director in setting promotional priorities and building marketing, brand, and communications strategy.
- b. Serves as project manager on promotional and advertising campaigns for KQED, KQED News, KQED Bay Area Life and KQED Education.
- c. Serves as a key member of the digital marketing team, and oversees coordination of social media and online promotional activities.
- d. Assists the executive director as the creative lead for all promotional, branding, and advertising campaigns.
- e. Manages the implementation of promotions with cross-departmental teams, external partners and vendors.
- f. Manages and executes all trade and paid advertising (for broadcast, print and online) and acts as the main contact for external advertising buyer.

g. Oversee creation of promotion items, signage and print collateral.

**Knowledge/Experience Required:**

1. Bachelor's Degree.
2. Five to seven years of experience in media relations, advertising, marketing, and brand preferably in the media, news or entertainment industry.
3. Previous supervisory experience.
4. Strong writing, copy editing and creative skills required.
5. Ability to manage multiple projects and cross-departmental teams.
6. Digital Marketing, social media, SEM, and programmatic ads.
7. Strategic thinking for large, long-term projects and attention to detail in execution of PR and promotional plans.
8. Excellent communications skills (email, phone and in person) for media, general public and staff.
9. Ability to work under pressure and meet deadlines
10. Experience in leading design processes and knowledge of advertising best practices.
11. Experience in working with photographers in creative and institutional photo shoots.
12. Comprehensive knowledge of Microsoft Office, online databases, and HTML

**Tracking:**

Added to system: **4/22/16 9:39 AM**

ID: **484**

Last updated: **6/8/16 10:48 AM**



LinkedIn Corporation  
2029 Stierlin Ct, Mountain View, CA  
94043 USA

Federal Tax ID: 47-0912023

**Billed to:**  
Christiana Ramos

**Date:** 4/22/2016  
**Invoice #:** 2232647841

| Item | Description   | Rate         | Quantity | Price        |
|------|---|--------------|----------|--------------|
| 1    | 30-day Job Posting (Credit)<br>Manager, Marketing and Communications<br>KQED - San Francisco Bay Area<br>Expires May 22, 2016 | 1 Job Credit | 1        | 1 Job Credit |
| 2    | InMail 5  | -            |          | \$0.00       |

**Subtotal:** \$0.00  
**Sales tax: 0.00%** \$0.00  
**Invoice:** \$0.00  
**Payment:** \$0.00  
**Balance:** **\$0.00**

## Requisition: DBA/Complex Query Writer

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

|  |   |
|--|---|
| Opened Date: <b>10/26/15</b>               | Reason for Opening: <b>Resignation</b>        |
| Job Code: <b>426</b>                       | Replacement for: <b>Susan Peterson</b>        |
| Title: <b>DBA/Complex Query Writer</b>     | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>      | Pay range:                                    |
| EEO job category: <b>(2) Professionals</b> | Filled date: <b>11/20/15</b>                  |
| Status: <b>Final Offer Extended</b>        | Filled By: <b>Mustafa Hassan</b>              |
| # of openings: <b>1</b>                    | Start Date: <b>12/7/15</b>                    |
| Budget Status:                             |   |

### Approvals:

|  |  |
|--|--|
| Requisition Approvers: <b>[1]</b> Liang, Diana | Offer Approvers: <b>[1]</b> Cabanatuan, Adrienne |
| <b>[2]</b> Cabanatuan, Adrienne                |  |

### Active Hire Controls:

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

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Summary:**

The position is responsible for maintaining the integrity of and supporting the productive use of our current and future business data systems (e.g. Salesforce/NGO Connect, Eloqua, Omniscopes). A crucial role of the DBA position is to develop and maintain strong partnerships with the Salesforce Administrator and business units to ensure data outputs are delivered effectively and efficiently.



The DBA is responsible for applying Salesforce & Eloqua data and functionality to address the business needs of KQED fundraisers in the Membership and Development departments. Major tasks include creating, modifying and scheduling of production queries, outputs, and reports. The position also partners with the Salesforce Administrator to configure and manage API integration and functionality between internal and external data systems.

**Essential Functions:**

1. Perform database monitoring, maintenance, reorganizations, resource management, schema management, and capacity planning across the organization.
2. Primary complex query and report creation for Development and Membership.
  - Assignment and tracking progress of tasks to other IT staff and vendors as required.
3. Works closely with the business area owners to identify and resolve any data hygiene issues.
4. The DBA will also be involved in building and maintaining KQED's data warehousing/ETL solutions.
5. Lead and manage Salesforce queries:
  - Work with Membership and external vendors to ensure that monthly membership publications files are provided in a timely and correct manner.
  - Manage campaign creation and generation of files for multiple direct mail marketing campaigns for MWI Direct and Carl Bloom Associates
  - Manage generation of files for renewal solicitations and other campaigns, resolve file problems when they occur.
  - Manage ad hoc query requests from Membership, Development, and other departments.
  - Implement & manage data queries, sync, import and export between Salesforce & Eloqua, and identify and resolve Eloqua data issues.
  - Manage nightly charge processing operations; identify and resolve problems in this process.
  - Manage quarterly NCOA (change of address) process.
6. Manage nightly charge processing operations; identify and resolve problems in this process.
7. Partner with the Salesforce Administrator to manage all Salesforce imports and exports.

**Knowledge/Experience Desired**

1. Strong working knowledge of SQL
2. Experience developing & managing complex queries a plus
3. Proven experience with large Salesforce data sets a plus
4. B.S. degree in Computer Science or IT, or equivalent work experience
5. Excellent interpersonal and communication skills in both oral and written English. Must be able to communicate effectively and confidently with users, management, vendors & consultants.
6. Strong facilitation skills. Must be able to elicit requirements from various personalities across the organization.
7. Detail oriented & diligent with repetitive tasks.

**Tracking:**

Added to system: **10/26/15 4:52 PM**

ID: **426**

Last updated: **11/30/15 11:23 AM**

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reply below Posted: [less than a minute ago](#)

## DBA/Complex Query Writer (potrero hill)

compensation: **Competitive**

employment type: **full-time**

non-profit organization

# KQED



### Position Summary:

The position is responsible for maintaining the integrity of and supporting the productive use of our current and future business data systems (e.g. Salesforce/NGO Connect, Eloqua, Omniscope). A crucial role of the DBA position is to develop and maintain strong partnerships with the Salesforce Administrator and business units to ensure data outputs are delivered effectively and efficiently.

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  - Manage ad hoc query requests from Membership, Development, and other departments.
  - Implement & manage data queries, sync, import and export between Salesforce & Eloqua, and identify and resolve

Eloqua data issues.

- Manage nightly charge processing operations; identify and resolve problems in this process.
- Manage quarterly NCOA (change of address) process.

6. Manage nightly charge processing operations; identify and resolve problems in this process.

7. Partner with the Salesforce Administrator to manage all Salesforce imports and exports.

**Knowledge/Experience Desired:**

1. Strong working knowledge of SQL
2. Experience developing & managing complex queries a plus
3. Proven experience with large Salesforce data sets a plus
4. B.S. degree in Computer Science or IT, or equivalent work experience
5. Excellent interpersonal and communication skills in both oral and written English. Must be able to communicate effectively and confidently with users, management, vendors & consultants.
6. Strong facilitation skills. Must be able to elicit requirements from various personalities across the organization.
7. Detail oriented & diligent with repetitive tasks.

**To apply for this position, please visit: <http://ww2.kqed.org/about/jobs/>**

- Principals only. Recruiters, please don't contact this job poster.
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## Requisition: Product Manager

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

|   |   |
|---|---|
| Opened Date: <b>3/13/15</b>                 | Reason for Opening:                           |
| Job Code: <b>367</b>                        | Replacement for:                              |
| Title: <b>Product Manager</b>               | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>       | Pay range:                                    |
| EEO job category: <b>(2) Professionals</b>  | Filled date:                                  |
| Status: <b>Resumes being reviewed by HR</b> | Filled By:                                    |
| # of openings: <b>2</b>                     | Start Date:                                   |
| Budget Status:                              |   |

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Summary:**

The KQED product group spearheads the development of digital experiences across responsive web and native mobile apps. We work with urgency and passion to create content-centric experiences that inform, educate, and inspire our audiences.

Our next Product Manager brings expertise creating successful end-to-end experiences by considering all facets of a product; from content strategy to format (with an emphasis on journalistic audio and video), platform (especially mobile), and audience engagement across the spectrum, from casual consumers to members.

The Product Manager is responsible for product planning, execution, and evaluation throughout the product lifecycle, including: gathering and prioritizing product and user requirements, defining the product vision, and working closely with editorial, engineering, marketing, and revenue (corporate support, foundations, membership) to ensure key performance indicators (KPIs) are met. The Product Manager's job also includes ensuring that the product fits into the entire product portfolio and supports the company's overall strategy and goals.

process:

- Drive the end-to-end product lifecycle process, including:

- Conduct and participate in audience research (interviews, surveys, testing, observation) to drive the creation and positioning of products.
- Run beta and prototype programs for early-stage and existing product enhancements to determine viability and feasibility.
- Collaboratively define the product strategy with editorial, technology and management teams.
- Manage upgrades to strategic legacy products into new mediums or distribution opportunities such as NPR One, mobile apps, and over the top television products.
- Deliver Product Requirements documentation with prioritized features and corresponding justification.
- Create, document, set and manage project timelines and deadlines.
- Work with technical and user experience teams to ensure successful build-out of features and functions.
- Coordinate marketing in support of product.
- Serve as the business owner of the assigned product portfolio, including:
  - Research and set KPIs and work to ensure they are met.
  - Explore monetization opportunities (corporate support and membership).
  - Analyze potential partnerships and vendors for the product that amplify opportunities and manage those relationships.
  - Own the product roadmap detailing priorities for features, bug fixes, incremental improvements and iterative development features.
  - Act as a product evangelist within the company including training and educating staff and other stakeholders.
  - Research and create the business case to obtain approval for new products and enhancements.
- Have expertise in some -- and proficiency in all -- of the following areas:
  - Audience engagement, retention, and customer relationship management (CRM)
  - Storytelling and journalistic content
  - Audio and video content, streaming and on-demand, and audience habits.
  - Mobile platform and apps

**Knowledge/Experience Required:**

- 3+ years relevant online work experience leading digital media product development in a Product Management or similar role.
- Demonstrated success defining and launching excellent human-centric products.
- Examples and at least one sample of an effective product document (i.e., product roadmap) delivered in the past.
- Experience leveraging digital analytics (i.e., Google Analytics, CrazyEgg, Optimizely) for tracking product goals.
- Excellent written and oral communication skills. Proven ability to present/demo complex ideas and products to a large group, author compelling, public-facing product materials, and work directly with clients and executives.
- Proven ability to influence cross-functional teams without formal authority.
- Understanding of the creative process in a collaborative environment; ability to incorporate both internal stakeholder and user feedback; team player in a fast-paced work environment, always showing respect for the diverse constituencies KQED serves.
- Strong organizational skills and ability to work under tight deadlines; ability to multitask and self-manage the deadlines of competing projects.
- Excellent written and verbal communication skills
- High degree of comfort with various project management tools such as Jira, Basecamp, Asana or similar as well as Illustrator, Omnigraffle, Balsamic or other wireframing tools.

**Knowledge/Experience Desired**

- Background in news media or journalism preferred.

- Experience with agile software development and lean startup methodology a plus.
- Knowledge of fundamental web technologies such as PHP, JavaScript, MySQL.
- Ability to draft early wireframes to mockup ideas and test.
- Familiarity with radio and/or television station digital operations a plus.
- Bachelor's degree (MBA preferred).

**Tracking:**

Added to system: **3/13/15 10:46 AM**

ID: **367**

Last updated: **9/28/15 10:39 AM**

SF bay area craigslist > san francisco > jobs > software/qa/dba/etc > create posting

[ logged in as dliang@kqed.org ] [ logo ]

Your posting will expire from the site in 30 days.

[ Posting As: KQED ]

**Description**

**Price**

Product Manager

SF bay area > city of san francisco > potrero hill > software/qa/dba/etc \$75.00 USD

**Total amount charged: \$75.00 USD**

this is an unpublished draft.

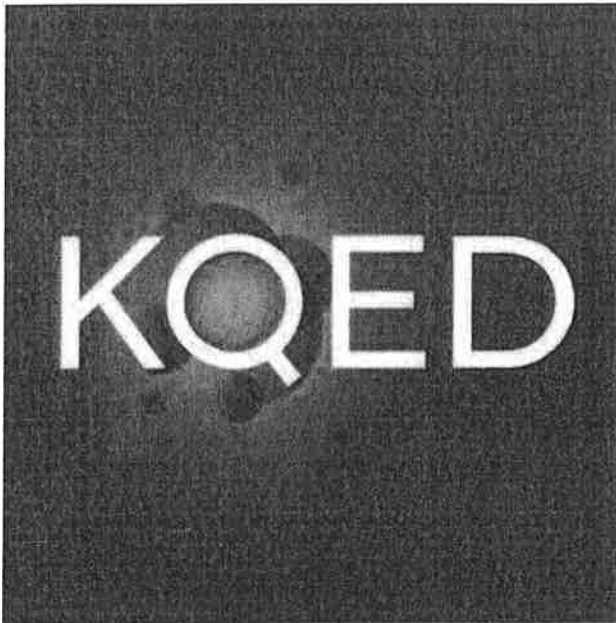
**publish**

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**Product Manager (potrero hill)**



compensation: **Competitive**

non-profit organization

Want to be part of a product team driving the future of journalism across digital platforms?

Almost half of Bay Area residents use KQED Public Media each week -- more than 2.5 million across radio, television, online and mobile --and our audience is growing. Be at the nexus of innovation and impact where we build indispensable editorial products and experiences that help make a difference in people's lives.

The KQED product group spearheads the development of digital experiences across responsive web and native mobile apps. We work with urgency and passion to create content-centric experiences that inform, educate, and inspire our audiences.

Our next Product Manager brings expertise creating successful end-to-end experiences by considering all facets of a product; from content strategy to format (with an emphasis on journalistic audio and video), platform (especially mobile), and audience engagement across the spectrum, from casual consumers to members.

The Product Manager is responsible for product planning, execution, and evaluation throughout the product lifecycle, including: gathering and prioritizing product and user requirements, defining the product vision, and working closely with editorial, engineering, marketing, and revenue (corporate support, foundations, membership) to ensure key performance indicators (KPIs) are met. The Product Manager's job also includes ensuring that the product fits into the entire product portfolio and supports the company's overall strategy and goals.

KQED's mission is to help people be more. And that's not just our members, it's everyone we reach including our talented staff.





**Why KQED:**

You'll bring a human-centered approach to our products and experience the thrill of delighting some of the most fiercely loyal, smart and demanding users you'll ever meet.

You'll work with journalists and business people, designers and developers, radio reporters and television producers, audiences and members to transform the future of public media.

You'll help build and advance KQED's website, mobile apps, digital video and audio experiences, and social media products that set the standard for the entire public media industry.

You'll get to participate in Matter.vc, KQED's start-up accelerator that is building the future of media, through boot camps, client/user feedback sessions, and design reviews.

You'll work in our television and radio broadcast station in the heart of the Mission district. We have a shuttle from BART to the station and a bus stop out front. We offer competitive benefits and salary, and support a diverse and inclusive work environment.

Please apply online at: <http://www.kqed.org/about/jobs/>

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## Requisition: Learning and Evaluation Manager, Education

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

|  |   |
|--|---|
| Opened Date: <b>5/21/15</b>                              | Reason for Opening: <b>New Position</b>       |
| Job Code: <b>386</b>                                     | Replacement for:                              |
| Title: <b>Learning and Evaluation Manager, Education</b> | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>                    | Pay range:                                    |
| EEO job category: <b>(2) Professionals</b>               | Filled date: <b>8/6/15</b>                    |
| Status: <b>Filled</b>                                    | Filled By: <b>Denise Sauerteig</b>            |
| # of openings: <b>1</b>                                  | Start Date:                                   |
| Budget Status:   |   |

### Approvals:

Requisition Approvers: **[1]** Liang, Diana

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

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

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Summary:**

KQED Education enhances learning experiences through media including video, interactives, self-paced modules, and youth media making. We strive to use our media expertise to inspire and engage learners through the innovative application of media-based technologies and instructional strategies.

The Manager of Learning and Evaluation is a results-oriented professional with a successful track record of building an organizational culture of routinely using data to improve programs, performance and outcomes and experience in leading, conducting and reporting on evaluation activities.

This position will be responsible for managing KQED Education's new performance measurement systems and processes, for promoting the practice of using data as a critical tool for program modification and improvement and for ensuring that the appropriate analyses and reports are prepared and disseminated to meet internal and external reporting and compliance requirements.

Knowledgeable about measuring education and media impact, the Manager of Learning and Evaluation reports to the Director of Education and Media Learning, supervises the Learning and Evaluation Specialist, works closely with the Education and the Audience Insights and Analytics group and serves as the primary resource around data, performance management and evaluation priorities.

The Manager of Learning and Evaluation understands the power of thoughtful data collection and analysis for internal and external systems change. He/She will ensure that data is routinely collected and reviewed to support management and staff to make certain that program implementation meets quality, fidelity and accountability standards and is based on robust research relevant to KQED's work. This position requires an individual with deep practical experience and the capacity to infuse and sustain a data- and evidence-based culture of learning and continuous improvement.

- Leads and manages the data and evaluation functions and practices.
- Designs, facilitates and supports routine practices and training to promote and ensure the use of data to improve program implementation, modifications, accountability and outcomes across the organization and program sites.
- Develops, manages and refines data collection, analyses and reporting tools and instruments for department.
- Establishes and implements comprehensive standards, policies, procedures and training to support efficient, accurate and timely data tracking and to ensure data quality and integrity, including reliability and validity.
- Oversees the timely completion and dissemination of external reports to meet, public and private funder and compliance requirements.
- Designs, prepares and updates regular reporting tools (e.g. quarterly dashboards) to keep management, Board and external partners informed around key performance metrics.
- Collaborates with Audience Insights and Analytics group on strategies and tools for best ways to track and evaluate engagement with target audiences; organizes collection and reporting of metrics with Education program manager.
- Hires, trains, develops and supervises and evaluates learning and evaluation staff, interns and/or volunteers.

### ***Research and Evaluation***

- Leads evaluation activities; collaborates with managers and external consultants/evaluators to support the design and implementation of ongoing rigorous evaluation studies focused on KQED Education's formative and summative evaluation questions.
- Develops, manages, and maintains a user-friendly and up-to-date repository of internal and external research, evaluation findings, historical data analyses, articles and resources on topics relevant to KQED Education including but not limited to: digital media and learning, new media literacies, professional learning, youth civic engagement, STEM learning (formal and informal), arts education, environmental education and education technology.
- Effectively communicates, in writing and orally, evaluation findings and reports in formats suitable for internal and external audiences including project staff, partners, funders, and other stakeholders
- Utilizes evaluation findings and recommendations to build a case for systems change in education.
- Disseminates research, analytic reports and relevant data, including emerging findings to support staff and program improvement.

#### ***Data Management***

- Fully responsible for the management, operations, troubleshooting and upgrading of the department's data collection and management systems.
- Develops routine and specialized trainings and provides technical assistance to ensure that staff across the organization and program sites are fully trained and able to access and utilize key database tools and reports.

Other duties as assigned.

#### **Credentials/Education Required:**

- PhD in a related field

#### **Knowledge/Experience Required:**

- Minimum of five years of experience in program evaluation with demonstrated responsibility for managing and leading complex data management, research and evaluation projects
- Knowledge of social science, education and media impact research and evaluation methodologies
- Excellent communication and interpersonal skills with the ability to communicate sophisticated technical data into accessible, actionable and meaningful information for decision-making and program improvement

- Skilled researcher, writer and presenter for multiple internal and external audiences
- Highly organized and experienced with operations management
- Strategic and analytical thinker who can utilize findings for recommendations for improvement
- Staff management
- Proficiency in data base management, statistical analysis programs, online survey tools, Microsoft Office Suite.

**Tracking:**

Added to system: 5/21/15 9:17 AM

ID: 386

Last updated: 9/11/15 2:37 PM

[Back To Job Posting](#)**Job Posting**

|                           |                                 |                      |   |
|---------------------------|---------------------------------|----------------------|---|
| <b>Job ID:</b>            | 23886234                        | <b>Job Function:</b> | Evaluation                                      |
| <b>Position Title:</b>    | Learning and Evaluation Manager | <b>Entry Level:</b>  | No  |
| <b>Organization Name:</b> | KQED                            | <b>Job Duration:</b> | Indefinite                                      |
|                           |                                 | <b>Location(s):</b>  | San Francisco, California, 94110, United States |

**CONTACT INFORMATION****Contact Person:** -- **Phone:** --**Email Address:** -- **Fax:** --**Apply URL:** <http://ww2.kqed.org/about/jobs/>**Job Description****Position Summary:**

KQED Education enhances learning experiences through media including video, interactives, self-paced modules, and youth media making. We strive to use our media expertise to inspire and engage learners through the innovative application of media-based technologies and instructional strategies.

The Manager of Learning and Evaluation is a results-oriented professional with a successful track record of building an organizational culture of routinely using data to improve programs, performance and outcomes and experience in leading, conducting and reporting on evaluation activities.

This position will be responsible for managing KQED Education's new performance measurement systems and processes, for promoting the practice of using data as a critical tool for program modification and improvement and for ensuring that the appropriate analyses and reports are prepared and disseminated to meet internal and external reporting and compliance requirements.

Knowledgeable about measuring education and media impact, the Manager of Learning and Evaluation reports to the Director of Education and Media Learning, supervises the Learning and Evaluation Specialist, works closely with the Education and the Audience Insights and Analytics group and serves as the primary resource around data, performance management and evaluation priorities.

The Manager of Learning and Evaluation understands the power of thoughtful data collection and analysis for internal and external systems change. He/She will ensure that data is routinely collected and reviewed to support management and staff to make certain that program implementation meets quality, fidelity and accountability standards and is based on robust research relevant to KQED's work. This position requires an individual with deep practical experience and the capacity to infuse and sustain a data- and evidence-based culture of learning and continuous improvement.

**Essential Functions:****Operational Management**

- Leads and manages the data and evaluation functions and practices.
- Designs, facilitates and supports routine practices and training to promote and ensure the use of data to improve program implementation, modifications, accountability and outcomes across the organization and program sites.
- Develops, manages and refines data collection, analyses and reporting tools and instruments for department.
- Establishes and implements comprehensive standards, policies, procedures and training to support efficient, accurate and timely data tracking and to ensure data quality and integrity, including reliability and validity.



- Oversees the timely completion and dissemination of external reports to meet, public and private funder and compliance requirements.
- Designs, prepares and updates regular reporting tools (e.g. quarterly dashboards) to keep management, Board and external partners informed around key performance metrics.
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- Effectively communicates, in writing and orally, evaluation findings and reports in formats suitable for internal and external audiences including project staff, partners, funders, and other stakeholders
- Utilizes evaluation findings and recommendations to build a case for systems change in education.
- Disseminates research, analytic reports and relevant data, including emerging findings to support staff and program improvement.

### ***Data Management***

- Fully responsible for the management, operations, troubleshooting and upgrading of the department's data collection and management systems.
- Develops routine and specialized trainings and provides technical assistance to ensure that staff across the organization and program sites are fully trained and able to access and utilize key database tools and reports.

Other duties as assigned.

### **Credentials/Education Required:**

- Master's degree or higher in related field

### **Knowledge/Experience Required:**

- Minimum of five years of experience in program evaluation with demonstrated responsibility for managing and leading complex data management, research and evaluation projects
- Knowledge of social science, education and media impact research and evaluation methodologies
- Excellent communication and interpersonal skills with the ability to communicate sophisticated technical data into accessible, actionable and meaningful information for decision-making and program improvement
- Skilled researcher, writer and presenter for multiple internal and external audiences
- Highly organized and experienced with operations management
- Strategic and analytical thinker who can utilize findings for recommendations for improvement
- Staff management

- Proficiency in data base management, statistical analysis programs, online survey tools, Microsoft Office Suite.
- Master's degree in related field

To apply for this position, please visit: <http://ww2.kqed.org/about/jobs/>

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## Requisition: Digital Web Producer, Science

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

|   |  |
|---|--|
| Opened Date: 5/11/15                        | Reason for Opening:                                |
| Job Code: 384                               | Replacement for:                                   |
| Title: <b>Digital Web Producer, Science</b> | Employment duration: <b>Full time Limited Term</b> |
| Location: <b>KQED - San Francisco</b>       | Pay range:   |
| EEO job category: <b>(2) Professionals</b>  | Filled date: <b>9/2/15</b>                         |
| Status: <b>Final Offer Extended</b>         | Filled By: <b>Elliott Kennerson</b>                |
| # of openings: 1                            | Start Date:  |
| Budget Status:                              |  |

### Approvals:

Requisition Approvers: [1] Liang, Diana

Offer Approvers: [1] Cabanatuan, Adrienne

### Active Hire Controls:

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

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Summary:**

The Digital Web Producer, Science produces, edits and shoots high-quality video segments for the KQED Science web video series Deep Look for distribution on the web and social media. This producer position place an emphasis on editing

tasks and participates in all aspects of video production - from initial concept, research and writing, field production to obtaining third party materials, rights clearance, editing, sound design and media management. In addition to producing segments, this position serves as the primary offline editor for other producers segments. The Digital Web Producer, Science may be involved in developing, collaborating upon and pitching new science properties for KQED Science.

This position must have excellent producing, editing, A/V media production, cinematography, and writing skills. The ideal candidate is an experienced producer with a background in the coverage of science, video workflow and online production. Proven collaboration skills are essential in regards to working with KQED science team members, across KQED departments and with community partners.

This is a full-time limited term position.

**Essential Functions:**

- Develops story ideas and treatments.
- Scouts locations and pre-interviews subjects.
- Performs off-line editing, sounds design, packaging, transcoding, and media management.
- Writes scripts.
- Produces in the field as well as on site.
- Shoots UHD/HD video, records audio, for Deep Look video productions as needed.
- Lights subjects, locations, and objects as needed.
- Obtains additional visuals and footage as needed.
- Secures rights clearances.
- Produces web story pages and all assets for Web publication.
- Promotes stories by posting on social media and strategizing with KQED Science social media team to build audience for content.
- Secures releases, information for show cue sheets and updates for show binders.
- Prepares segment thumbnail images, animated .gifs and any other related assets. Meets segment deliverables within budget and deadlines.
- Improves and documents media workflows pertinent to video production.
- Work with animators, illustrators and composers on additional media elements as needed.
- Provide editorial input on web video series. Initiates and maintains connections in the Science community and relationships with collaborators across KQED departments.
- Helps liaison with other public media science properties to foster partnership and collaboration opportunities.
- Performs other web duties as assigned.

**Knowledge/Experience Required:**

- Bachelor's Degree preferred or equivalent story gathering, editing and/or production experience.
- Minimum of three years experience as Producer or Field Producer in media, preferably public media or through other informal science institutions.
- Experience in producing science & environment related programs preferred.
- Ability to work collaboratively and cooperatively with the KQED Science and Environment team.
- Experience in producing high-quality video segments in quick turnaround situation.

- Extensive experience in field shooting, preferably with small-format equipment.
- Excellent communications skills a must.
- Familiarity with science and environment community in the Bay Area.
- Ability to represent KQED to the science and environment community, other institutions, and the general public.
- Proven ability as a producer-editor to research topics for story development, write / co-write short format science scripts with factual integrity that move, surprise, dazzle, engage.
- Proven ability to edit, with limited supervision, both long and short format documentary style segments in Adobe Creative Suite.
- Experience trouble shooting edit issues, transcoding media, performing minor color correcting, and media archiving.
- Demonstrated ability to set up, light, record audio and shoot video for short and long format documentary style segments.
- Experience with a wide range of cameras, lenses and related equipment with an emphasis on macro photography.
- Experience with social media and web distribution.
- Knowledge of basic journalistic editorial principles, ethics and standards.
- A passion for and demonstrable experience covering the sciences – particularly in the Bay Area.
- Demonstrable collaboration skills and experience cultivating sources and partnerships.

**Knowledge/Experience Desired:**

- A compelling visual style and personal voice.
- Expertise as a still photographer.
- Experience with social media.
- Experienced with web publishing procedures and CMS systems or blogging software (WordPress preferred).

**Credentials/Education Required:**

- B.A./B.S. degree in applicable field (documentary filmmaking, science communication, media production) required.
- 3-5 years of experience producing video for online or other media outlets required.

**Tracking:**

Added to system: 5/11/15 3:57 PM

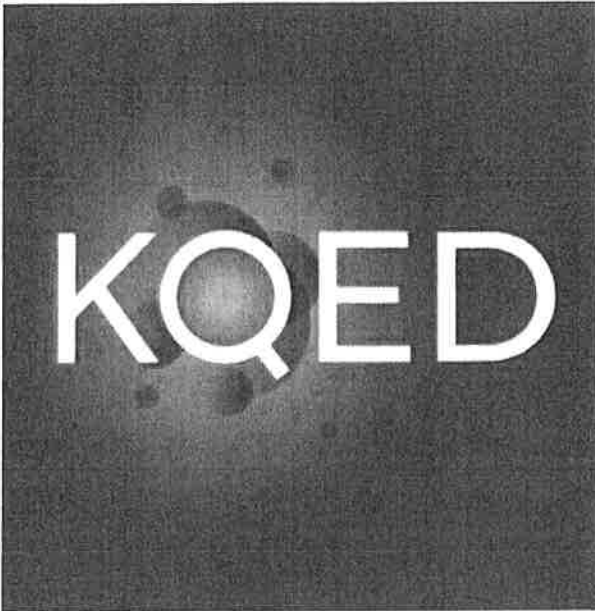
ID: 384

Last updated: 9/11/15 2:37 PM

CL SF bay area > san francisco > jobs > tv/film/video/radio

reply below Posted: [seconds ago](#)

## Digital Web Producer, Science (potrero hill)



compensation: **Competitive**

non-profit organization



### Position Summary:

The Digital Web Producer, Science produces, edits and shoots high-quality video segments for the KQED Science web video series Deep Look for distribution on the web and social media. This producer position place an emphasis on editing tasks and participates in all aspects of video production - from initial concept, research and writing, field production to obtaining third party materials, rights clearance, editing, sound design and media management. In addition to producing segments, this position serves as the primary offline editor for other producers segments. The Digital Web Producer, Science may be involved in developing, collaborating upon and pitching new science properties for KQED Science.

This position must have excellent producing, editing, A/V media production, cinematography, and writing skills. The ideal candidate is an experienced producer with a background in the coverage of science, video workflow and online production. Proven collaboration skills are essential in regards to working with KQED science team members, across KQED departments and with community partners.

This is a full-time limited term position.

### Essential Functions:

- Develops story ideas and treatments.
- Scouts locations and pre-interviews subjects.
- Performs off-line editing, sounds design, packaging, transcoding, and media management.
- Writes scripts.
- Produces in the field as well as on site.
- Shoots UHD/HD video, records audio, for Deep Look video productions as needed.
- Lights subjects, locations, and objects as needed.
- Obtains additional visuals and footage as needed.
- Secures rights clearances.
- Produces web story pages and all assets for Web publication.
- Promotes stories by posting on social media and strategizing with KQED Science social media team to build audience for content.
- Secures releases, information for show cue sheets and updates for show binders.
- Prepares segment thumbnail images, animated .gifs and any other related assets. Meets segment deliverables within budget and deadlines.
- Improves and documents media workflows pertinent to video production.
- Work with animators, illustrators and composers on additional media elements as needed.
- Provide editorial input on web video series. Initiates and maintains connections in the Science community and relationships with collaborators across KQED departments.
- Helps liaison with other public media science properties to foster partnership and collaboration opportunities.
- Performs other web duties as assigned.

### Knowledge/Experience Required:

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- Minimum of three years experience as Producer or Field Producer in media, preferably public media or through other informal science institutions.
- Experience in producing science & environment related programs preferred.
- Ability to work collaboratively and cooperatively with the KQED Science and Environment team.
- Experience in producing high-quality video segments in quick turnaround situation.
- Extensive experience in field shooting, preferably with small-format equipment.



- Excellent communications skills a must.
- Familiarity with science and environment community in the Bay Area.
- Ability to represent KQED to the science and environment community, other institutions, and the general public.
- Proven ability as a producer-editor to research topics for story development, write / co-write short format science scripts with factual integrity that move, surprise, dazzle, engage.
- Proven ability to edit, with limited supervision, both long and short format documentary style segments in Adobe Creative Suite.
- Experience trouble shooting edit issues, transcoding media, performing minor color correcting, and media archiving.
- Demonstrated ability to set up, light, record audio and shoot video for short and long format documentary style segments.
- Experience with a wide range of cameras, lenses and related equipment with an emphasis on macro photography.
- Experience with social media and web distribution.
- Knowledge of basic journalistic editorial principles, ethics and standards.
- A passion for and demonstrable experience covering the sciences -- particularly in the Bay Area.
- Demonstrable collaboration skills and experience cultivating sources and partnerships.

**Knowledge/Experience Desired:**

- A compelling visual style and personal voice.
- Expertise as a still photographer.
- Experience with social media.
- Experienced with web publishing procedures and CMS systems or blogging software (WordPress preferred).

**Credentials/Education Required:**

- B.A./B.S. degree in applicable field (documentary filmmaking, science communication, media production) required.
- 3-5 years of experience producing video for online or other media outlets required.

To apply for the position, please visit: <http://ww2.kqed.org/about/jobs/>

- Principals only. Recruiters, please don't contact this job poster.
- do NOT contact us with unsolicited services or offers
- OK to highlight this job opening for persons with disabilities

No contact info?

if the poster didn't include a phone number, email, or other contact info, craigslist can notify them via email.



## Requisition: Director, Facilities Services

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

|   |   |
|---|---|
| Opened Date: 4/9/15   | Reason for Opening: <b>Resignation</b>        |
| Job Code: 376   | Replacement for: <b>Michael Welch</b>         |
| Title: <b>Director, Facilities Services</b>                             | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>                                   | Pay range:                                    |
| EEO job category: <b>(1.2) First/Mid Level Officials &amp; Managers</b> | Filled date: 7/24/15                          |
| Status: <b>Filled</b>   | Filled By:                                    |
| # of openings: 1  | Start Date:                                   |
| Budget Status:  |   |

### Approvals:

Requisition Approvers: [1] Cabanatuan, Adrienne

Offer Approvers: [1] Cabanatuan, Adrienne

### Active Hire Controls:

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

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Summary:**

If you are looking for a rewarding career where you can make a difference, KQED is the place for you. We are looking for energetic, passionate and career-minded people to join our team and help grow our business.

Administers and directs the Engineering and Building Maintenance programs within the scope of the NABET contract. Also coordinates construction and renovation programs while working under the direction of KQED's Executive Director, Facilities and CTO.

Incumbent is guided by thorough knowledge of engineering and construction principles, practices and procedures, applicable laws and government regulations, principles of management and supervision and procedures and policies of departments and facility.

**Responsibilities:**

- . Plans, organizes, and controls functions and activities of all support services under the scope of the contract.
- . Reviews and evaluates existing programs, services, policies and procedures.
- . Develops, recommends to Executive Director, Facilities and implements or guides implementation of new and/or modified programs, services, policies and/or procedures.
- . Meets Executive Director, production, administrative, and supervisory staff, as well as community groups, agencies, contractors, architects, and engineers to plan, organize, coordinate, and/or communicate programs, services, policies and/or procedures.
- . Monitors flow and quality of work to assure timely completion of workload and adherence to facility's standards and regulations.
- . Insures adequate inventories of supplies and approved requisitions for equipment, supplies, etc., as authorized.
- . Prepares and manages departmental budgets, including utilities energy savings program.
- . Prepares and maintains a variety of departmental records and reports.
- . Manages and insures compliance with all applicable city, state, and federal rules and regulations including CAL-OSHA, Bay Area AQMD, etc.
- . Performs a variety of supervisory functions.
- . Assigns work to staff.
- . Monitors work performance and prepares and/or reviews performance evaluations for assigned personnel.
- . Approves vacation and holidays.
- . Orients new employees and provides on-the-job training to assigned personnel.
- . Resolve complaints and disciplines employees, as required.
- . Interviews applicants and recommends qualified individuals for hire.
- . Informs employees of salient features of facility's personnel and employee relations programs and answers questions regarding it or refers them to appropriate sources for additional information.
- . Plans, coordinates, and monitors construction and development of physical facilities.
- . Reviews, evaluates, and recommends approval of plans for construction.

- Advises on structural changes and additions and/or modifications to buildings.
- Interviews independent contractors to receive and analyze bids, including blueprint analysis of proposed changes.
- Submits bids and recommendations to administration for consideration.
- Serves as liaison with contractors, architects, engineers, and material and equipment suppliers.
- Negotiates with outside vendors for preferred agreements.
- Responsible for grounds care.
- Responsible for in-house fire response team.
- Performs other services and duties, as delegated, and serves on a variety of facility committees as required by administration.

### **Qualifications**

- Bachelor's degree in engineering (or related fields) preferred.
- 5 years responsibility at a director level in areas of engineering, maintenance, and construction in an enterprise institution. Experience in a Media organization is a plus.
- Excellent budgeting, accounting systems and departmental procedure development.
- Should have proficiency in Microsoft Excel, Word, and Outlook.
- Ability to meet deadlines and make sound decisions, sometimes under stress.
- Work whatever hours are necessary to maintain facility in a safe manner including nights and weekends.
- Ability to read, comprehend, and transmit complicated detailed instructions orally and in writing.
- Able to operate departmental equipment.

### **Tracking:**

Added to system: 4/9/15 3:15 PM

ID: 376

Last updated: 7/24/15 4:04 PM



Invoice 2609868653

LinkedIn Corporation  
2029 Stierlin Ct, Mountain View, CA 94043 USA  
Federal Tax ID: 47-0912023

**Billed To:** Diana Liang

**Date:** 4/10/2015

**Invoice Total:** US\$0.00

| Item | Description   | Quantity | Rate            | Price           |
|------|---|----------|-----------------|-----------------|
| 1    | 30-day Job Posting (Credit) <ul style="list-style-type: none"> <li>• Director, Facilities Services</li> <li>• KQED, Inc - San Francisco Bay Area</li> <li>• Expires May 10, 2015</li> </ul> | 1        | 1 Job<br>Credit | 1 Job<br>Credit |
| 2    | Profile Matches <ul style="list-style-type: none"> <li>• For Director, Facilities Services</li> <li>• 24 profile matches + 5 free InMails</li> </ul>  |          |                 | US\$0.00        |

**Total Purchases:** US\$0.00

**Invoice Total:** US\$0.00

**Payment:** US\$0.00

**Balance:** US\$0.00

## Requisition: Education Program Assistant

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

|   |   |
|---|---|
| Opened Date: <b>8/10/15</b>                                 | Reason for Opening: <b>New Position</b>       |
| Job Code: <b>394</b>  | Replacement for:                              |
| Title: <b>Education Program Assistant</b>                   | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>                       | Pay range:                                    |
| EEO job category: <b>(5) Administrative Support Workers</b> | Filled date: <b>9/28/15</b>                   |
| Status: <b>Resumes being reviewed by HR</b>                 | Filled By: <b>Jessica Tarlton</b>             |
| # of openings: <b>1</b>                                     | Start Date: <b>10/5/15</b>                    |
| Budget Status:  |   |

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

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

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Summary:**

KQED Education enhances learning experiences through media including video, interactives, self-paced modules, and youth media making. We strive to use our media expertise to inspire and engage learners through the innovative application of media-based technologies and instructional strategies.

The Program Assistant serves as the administrative hub of the KQED Education department, providing both general and directed support to the staff and management. The KQED Education Program Assistant is responsible for managing the office needs and support services. This position is responsible for coordinating the KQED Education internship training program. The assistant provides staff with information and supplies, directs employees through various administrative processes, maintains databases, coordinates office events and the annual staff retreat, and completes special projects as necessary, such as creating documents and presentation materials. The position requires a self-directed, proactive individual, capable of efficient multi-tasking and thoughtful oversight with little supervision.

**Essential Functions:**

1. Coordinates, organizes, updates and utilizes department information systems and data sites; trains staff in utilizing these and other digital tools for sharing documents and procedures.
2. Schedules social media posts. Collects and tracks performance metrics; prepares Key Performance Indicators reports to share with Education and Development departments.
3. Ingests digital content into the PBS Learning Media library. Coordinates PBS Learning Media mailing list and pulls reports as necessary.
4. Coordinates contract process and purchase requests for Education department. Routes contract and tracks progress through HR, Finance, Legal and Education management for appropriate signatures. Mails contracts to vendors for signature, and when returned, routes to Legal for execution.
5. Coordinates onsite meetings and events. Oversees visitor access, catering, building services requests, room reservations, special orders and other event planning and logistics, as needed. This may also include setting up the Digital Television demonstration room (i.e. ensuring that the TV and computer are ready, preparing table, food and beverages, clean-up etc). Data input of interactions for events including: invitations, mailings, tracking attendance, premiums sent etc.
6. Handles registration, confirmation, facilities, collateral, refreshments and follow-up procedures for offsite Education workshops and events. This includes booth registration, contracts, staffing, supply orders, printing and shipping of materials for conferences and workshops.
7. Provides support to Executive Director of Education, scheduling meetings, arranging travel, performing research, attending meetings, and other tasks as needed. Assists Program Manager with operations functions of KQED Education.
8. Assists Communications and Engagement Manager in producing quarterly President's Report, collecting information from various stakeholders in the Department.
9. Schedules bi-annual orientation and training sessions for Education internship program (e.g. workshops, coordination of IT setups for interns, and other training, etc.). Works with KQED Human Resources on logistics of recruitment and hiring of interns.
10. Serves as liaison between Education and other departments. Answers departmental calls and e-mails, directing communications to the appropriate individual or KQED department.
11. Coordinates KQED Education supplies and equipment storage (e.g. check in/out equipment, battery charging/distribution, and equipment tracking system).
12. Attends internal KQED meetings as needed to represent the Education department, and conveys relevant information to Education managers and producers.
13. Acts as primary liaison with Facilities and Technology, managing requests for maintenance and equipment for department staff. Responsible for ordering supplies and maintaining department common areas in good order.
14. Other support duties as assigned, including orientation of new Education employees, processing design requests, maintaining departmental subscriptions, and other needs.

**Knowledge/Experience Required:**

1. 1-2 years office administration experience.
2. Self-directed, proactive individual with a passion for learning.
3. Excellent organizational, attention-to-detail, and time management skills.
4. Good writing skills.
5. Must be proficient in current versions of Windows, Word, Excel and Power Point.  
Experience with Google Docs and other digital tools is required. Experience with Survey Monkey, Wordpress publishing and social media scheduling highly preferred.
6. Familiarity with standard office procedures, information management, digital files, and office equipment.
7. Excellent interpersonal and communications skills.
8. Demonstrated ability to work under pressure and meet deadlines.
9. Demonstrated ability to multi-task while maintaining accuracy and composure.
10. Ability to work in a very busy workplace environment.
11. Ability to be diplomatic and professional.
12. Ability to gather and coordinate information with various departments, divisions and the public.

**Knowledge/Experience Desired:**

1. Executive Support
2. Software Troubleshooting
3. Google Docs
4. Event Coordination

**Tracking:**

Added to system: 8/10/15 1:45 PM

ID: 394

Last updated: 10/2/15 4:08 PM

CL SF bay area &gt; san francisco &gt; admin/office &gt; manage posting

Change To: ▾

**This posting has expired from craigslist. [?]**

Reposting your ad will make a duplicate of it and you will need to pay again.

Are you sure you want to repost this ad?

CL

reply below Posted: 2 months ago

## Education Program Assistant (potrero hill)

compensation: **Competitive**employment type: **full-time**

non-profit organization

# KQED



### Position Summary:

KQED Education enhances learning experiences through media including video, interactives, self-paced modules, and youth media making. We strive to use our media expertise to inspire and engage learners through the innovative application of media-based technologies and instructional strategies. The Program Assistant serves as the administrative hub of the KQED Education department, providing both general and directed support to the staff and management. The KQED Education Program Assistant is responsible for managing the office needs and support services. This position is responsible for coordinating the KQED Education internship training program. The assistant provides staff with information and supplies, directs employees through various administrative processes, maintains databases, coordinates office events and the annual staff retreat, and completes special projects as necessary, such as creating documents and presentation materials. The position requires a self-directed, proactive individual, capable of efficient multi-tasking and thoughtful oversight with little supervision.

### Essential Functions:

1. Coordinates, organizes, updates and utilizes department information systems and data sites; trains staff in utilizing these and other digital tools for sharing documents and procedures.
2. Schedules social media posts. Collects and tracks performance metrics; prepares Key Performance Indicators reports to share with Education and Development departments.
3. Ingests digital content into the PBS Learning Media library. Coordinates PBS Learning Media mailing list and pulls reports as necessary.
4. Coordinates contract process and purchase requests for Education department. Routes contract and tracks progress through HR, Finance, Legal and Education management for appropriate signatures. Mails contracts to vendors for signature, and when returned, routes to Legal for execution.
5. Coordinates onsite meetings and events. Oversees visitor access, catering, building services requests, room reservations, special orders and other event planning and logistics, as needed. This may also include setting up the Digital Television demonstration room (i.e. ensuring that the TV and computer are ready, preparing table, food and beverages, clean-up etc). Data input of interactions for events including: invitations, mailings, tracking attendance, premiums sent etc.
6. Handles registration, confirmation, facilities, collateral, refreshments and follow-up procedures for offsite Education workshops and events. This includes booth registration, contracts, staffing, supply orders, printing and shipping of materials for conferences and workshops.
7. Provides support to Executive Director of Education; scheduling meetings, arranging travel, performing research, attending meetings, and other tasks



as needed, Assists Program Manager with operations functions of KQED Education.

8. Assists Communications and Engagement Manager in producing quarterly President's Report, collecting information from various stakeholders in the Department.
9. Schedules bi-annual orientation and training sessions for Education internship program (e.g. workshops, coordination of IT setups for interns, and other training, etc.). Works with KQED Human Resources on logistics of recruitment and hiring of interns.
10. Serves as liaison between Education and other departments. Answers departmental calls and e-mails, directing communications to the appropriate individual or KQED department.
11. Coordinates KQED Education supplies and equipment storage (e.g. check in/out equipment, battery charging/distribution, and equipment tracking system).
12. Attends internal KQED meetings as needed to represent the Education department, and conveys relevant information to Education managers and producers.
13. Acts as primary liaison with Facilities and Technology, managing requests for maintenance and equipment for department staff. Responsible for ordering supplies and maintaining department common areas in good order.
14. Other support duties as assigned, including orientation of new Education employees, processing design requests, maintaining departmental subscriptions, and other needs.

**Knowledge/Experience Required:**

1. 1-2 years office administration experience.
2. Self-directed, proactive individual with a passion for learning.
3. Excellent organizational, attention-to-detail, and time management skills.
4. Good writing skills.
5. Must be proficient in current versions of Windows, Word, Excel and Power Point. Experience with Google Docs and other digital tools is required. Experience with Survey Monkey, Wordpress publishing and social media scheduling highly preferred.
6. Familiarity with standard office procedures, information management, digital files, and office equipment.
7. Excellent interpersonal and communications skills.
8. Demonstrated ability to work under pressure and meet deadlines.
9. Demonstrated ability to multi-task while maintaining accuracy and composure.
10. Ability to work in a very busy workplace environment.
11. Ability to be diplomatic and professional.
12. Ability to gather and coordinate information with various departments, divisions and the public.

**Knowledge/Experience Desired:**

1. Executive Support
2. Software Troubleshooting
3. Google Docs
4. Event Coordination

To apply for this position, please visit: <http://ww2.kqed.org/about/jobs/>

- Principals only. Recruiters, please don't contact this job poster.
- do NOT contact us with unsolicited services or offers
- OK to highlight this job opening for persons with disabilities

No contact info?

if the poster didn't include a phone number, email, or other contact info, craigslist can notify them via email.

## Requisition: IT Services and Tech Support

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

|  |   |
|--|---|
| Opened Date: <b>10/23/15</b>               | Reason for Opening:                           |
| Job Code: <b>424</b>                       | Replacement for:                              |
| Title: <b>IT Services and Tech Support</b> | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>      | Pay range:                                    |
| EEO job category: <b>(3) Technicians</b>   | Filled date: <b>12/7/15</b>                   |
| Status: <b>Final Offer Extended</b>        | Filled By: <b>Alexander Alduncin</b>          |
| # of openings: <b>1</b>                    | Start Date: <b>1/4/16</b>                     |
| Budget Status:                             |   |

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

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

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Summary:**  
 The IT Service & Support Tech is a service role responsible for technical support operations in the IT Services department, providing end-user, mobile, software & remote support for KQED staff, as well as deploying and maintaining the fleet of laptops, workstations & mobile devices. The position also administers Help Desk ticket tracking software, and works with IT Systems and Network engineers to manage the technology needs of temporary and part-time support staff assigned to projects.

**Essential Functions:**

- 1) Deploys & supports KQED end-user technology, including workstations & laptops (HP, Dell, Apple), phones (Polycom VOIP), imaging (FOG cloning), network resources, and core business software applications (MS Office, Adobe).

- 2) Performs basic network, domain, security, spam (Mimecast), email (MS Exchange) & backup administration.
- 3) Supports and manages technology resources & end-users at remote KQED locations, including connectivity, security, remote access and system hardware issues.
- 4) Supports and manages company mobile devices, including Android and iOS phones and tablets to ensure proper configuration & data synchronization.
- 5) Administers and supports ticketing, tracking and inventory tools, including Solarwinds Web Help Desk and Express Metrix. Analyzes trends in support activity and makes recommendations to improve services.
- 6) Updates IT FAQs and trains KQED staff on info.kqed.org intranet and any future collaborative or informative staff resources.
- 7) Maintains software and hardware inventory and works with support vendors to ensure regular maintenance.
- 8) Assists staff with technology & AV support for meetings and conference rooms.
- 9) Assists HR with technology orientations during employee onboarding and offboarding.

**Knowledge/Experience Required:**

- Bachelor of Science Degree in Computer Science or equivalent work experience
- Proven expertise in Windows & OS X operating systems & administration
- Proven expertise with MS Active Directory domains
- Proven expertise in MS Exchange 2007
- Excellent working knowledge of Microsoft Office applications
- Excellent working knowledge of shared resource (laptop and mobile device) management
- Working knowledge of Windows Server environments
- Working knowledge of Help Desk systems (Solarwinds, Remedy, Footprints, Servicenow, etc.)
- Basic knowledge of database concepts and architecture
- Basic networking and intermediate technology troubleshooting skills
- Detail-oriented, thorough & organized
- Very strong technical aptitude to learn technology quickly and apply learned principles to other situations
- Strong written and verbal communication skills and solid analytical skills
- Ability to interact within groups and capable of leading group activities
- Service oriented and motivated to provide exceptional customer service
- Willing to be on-call and work nights and/or weekends as needed

**Knowledge/Experience Desired:**

- Microsoft MCP (or greater) certification
- Experience with Adobe software applications
- Experience with VOIP system administration
- Experience performing single user and group training
- Experience with UNIX network administration
- Experience with Google Apps administration (GAPS, GADS)
- Working knowledge of Cisco and/or Brocade switches and routers

**Tracking:**

Added to system: 10/23/15 3:23 PM

ID: 424

Last updated: 12/11/15 1:38 PM

( page: 1 2 3 postings 1 - 50 of 109 total )

| status  | manage  | posting title  | area and category            | posted date         | exp.                | id         |
|---------|---|--|------------------------------|---------------------|---------------------|------------|
| Active  | <a href="#">delete</a> <a href="#">repost</a><br><a href="#">edit</a> | <a href="#">IT Service &amp; Support Tech</a>                | sfo technical support        | 2015-10-23<br>15:14 | 30 days<br>from now | 5282249882 |
| Active  | <a href="#">delete</a> <a href="#">repost</a><br><a href="#">edit</a> | <a href="#">Desginer</a>                                     | sfo art/media/design         | 2015-10-21<br>11:43 | 28 days<br>from now | 5278718715 |
| Active  | <a href="#">delete</a> <a href="#">repost</a><br><a href="#">edit</a> | <a href="#">IT Service &amp; Support Tech</a>                | sfo technical support        | 2015-10-08<br>09:56 | 15 days<br>from now | 5258296221 |
| Active  | <a href="#">delete</a> <a href="#">repost</a><br><a href="#">edit</a> | <a href="#">Web Developer</a>                                | sfo web/html/info design     | 2015-10-05<br>12:18 | 12 days<br>from now | 5253725479 |
| Active  | <a href="#">delete</a> <a href="#">repost</a><br><a href="#">edit</a> | <a href="#">Technical Project Manager</a>                    | sfo business/mgmt            | 2015-10-05<br>12:10 | 12 days<br>from now | 5253710252 |
| Active  | <a href="#">delete</a> <a href="#">repost</a><br><a href="#">edit</a> | <a href="#">Utility Maintenance Technician<br/>(On-Call)</a> | sfo general labor            | 2015-10-05<br>12:06 | 12 days<br>from now | 5253702541 |
| Active  | <a href="#">delete</a> <a href="#">repost</a><br><a href="#">edit</a> | <a href="#">TV Engineer</a>                                  | sfo tv/film/video/radio      | 2015-09-25<br>10:09 | 2 days from<br>now  | 5238544328 |
| Expired | <a href="#">repost</a>  | IT Service & Support Tech                                    | sfo technical support        | 2015-09-17<br>14:15 | n/a                 | 5226653095 |
| Expired | <a href="#">repost</a>  | Web Operations Systems<br>Administrator                      | sfo systems/networking       | 2015-09-09<br>11:38 | n/a                 | 5213843565 |
| Expired | <a href="#">repost</a>  | IT Service & Support Tech                                    | sfo technical support        | 2015-09-02<br>10:02 | n/a                 | 5202809133 |
| Expired | <a href="#">repost</a>  | Utility Maintenance Technician                               | sfo general labor            | 2015-08-26<br>14:36 | n/a                 | 5192141157 |
| Expired | <a href="#">repost</a>  | Utility Maintenance Technician<br>(On-Call)                  | sfo general labor            | 2015-08-26<br>14:32 | n/a                 | 5192134277 |
| Expired | <a href="#">repost</a>  | Director, External Affairs - KQED San<br>Jose                | sfo marketing/advertising/pr | 2015-08-19<br>11:29 | n/a                 | 5180600621 |
| Expired | <a href="#">repost</a>  | Technical Project Manager                                    | sfo business/mgmt            | 2015-08-14<br>14:42 | n/a                 | 5172982125 |
| Expired | <a href="#">repost</a>  | Web Developer  | sfo web/html/info design     | 2015-08-14<br>14:31 | n/a                 | 5172964610 |
| Expired | <a href="#">repost</a>  | Education Program Assistant                                  | sfo admin/office             | 2015-08-10<br>13:54 | n/a                 | 5166226497 |
| Expired | <a href="#">repost</a>  | Information Designer, Science                                | sfo web/html/info design     | 2015-08-06<br>09:52 | n/a                 | 5159541693 |
| Expired | <a href="#">repost</a>  | Front-End Engineer   | sfo web/html/info design     | 2015-08-06<br>09:51 | n/a                 | 5159539830 |
| Expired | <a href="#">repost</a>  | Executive Director, Marketing and<br>Communications          | sfo marketing/advertising/pr | 2015-07-31<br>11:25 | n/a                 | 5150137882 |
| Expired | <a href="#">repost</a>  | Project Manager, Foundation and<br>Government Support        | sfo nonprofit                | 2015-07-31<br>09:38 | n/a                 | 5149930986 |
| Expired | <a href="#">repost</a>  | Front-End Engineer   | sfo web/html/info design     | 2015-07-28<br>10:16 | n/a                 | 5145006368 |
| Expired | <a href="#">repost</a>  | Information Designer, Science                                | sfo web/html/info design     | 2015-07-28<br>10:15 | n/a                 | 5145003190 |
| Expired | <a href="#">repost</a>  | Social Media and Content<br>Distribution Specialist, Arts    | sfo marketing/advertising/pr | 2015-07-24<br>12:01 | n/a                 | 5138832003 |
| Expired | <a href="#">repost</a>  | Product Manager  | sfo software/qa/dba/etc      | 2015-07-16<br>14:10 | n/a                 | 5126398519 |

## Requisition: TV Engineer (4 openings)

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

|  |   |
|--|---|
| Opened Date: <b>9/24/15</b>                | Reason for Opening: <b>Resignation</b>  |
| Job Code: <b>412</b>                       | Replacement for:  |
| Title: <b>TV Engineer (4 openings)</b>     | Employment duration: <b>Full time Regular</b>                                 |
| Location: <b>KQED - San Francisco</b>      | Pay range:  |
| EEO job category: <b>(6) Craft Workers</b> | Filled date: <b>10/16/15</b>  |
| Status: <b>Final Offer Extended</b>        | Filled By: <b>Charles North, Robert Neff, James McKee, and Stephen Thomas</b> |
| # of openings: <b>4</b>                    | Start Date:   |
| Budget Status:                             |   |

### Approvals:

|  |  |
|--|--|
| Requisition Approvers: <b>[1]</b> Cabanatuan, Adrienne | Offer Approvers: <b>[1]</b> Cabanatuan, Adrienne |
| <b>[2]</b> Liang, Diana                                |  |

### Active Hire Controls:

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

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: Unioned-NABET

#### Position Summary:

The ideal candidate will have a broad base of technical skills and experience. This position requires a hands-on engineer with a customer service focus and a willingness to work as part of a high level and professional team.

**Primary Responsibilities:**

- Operation of studio lights, audio, robotic cameras and manual cameras
- Operation of 6 channel Television Master Control system
- Perform system level troubleshooting of technical facilities, including, but not limited to: control rooms, studio equipment, audio equipment and edit bays
- Perform preventative maintenance on an assortment of studio and control room equipment and edit bays
- Repair equipment as needed or assigned
- Handle and maintain requests throughout shift

**Requirements and Qualifications:**

- Five plus years of experience in professional live and recorded broadcast operations
- Knowledge in all areas of TV Engineering including, but not limited to: video editing, audio recording, studio and field lighting, robotic camera operation, field camera and audio operation, master control operation and any other television related equipment as assigned.
- Proficient with broadcast production systems and software
- Experience editing in Avid and Adobe Premiere environments
- Ability and willingness to learn new production technologies
- Must be able to work independently, yet have strong collaboration skills and meet deadlines
- Must be able to coordinate and collaborate with production, traffic, engineering and management staff
- Must be able to prioritize and be a pro-active thinker
- Must be fluent in written and spoken English
- Successful candidate will be required to join the NABET Local 51 Union if not already a member
- Must be able and willing to work different schedules and be flexible with schedule changes

**Tracking:**

Added to system: 9/24/15 4:38 PM

ID: 412

Last updated: 11/17/15 10:01 AM

CL SF bay area > san francisco > jobs > tv/film/video/radio

reply below Posted: 2015-09-25 10:09am

## TV Engineer (potrero hill)

compensation: **Competitive**

employment type: **full-time**

non-profit organization



### Position Summary:

The ideal candidate will have a broad base of technical skills and experience. This position requires a hands-on engineer with a customer service focus and a willingness to work as part of a high level and professional team.

### Primary Responsibilities:

- Operation of studio lights, audio, robotic cameras and manual cameras
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- Proficient with broadcast production systems and software
- Experience editing in Avid and Adobe Premiere environments
- Ability and willingness to learn new production technologies
- Must be able to work independently, yet have strong collaboration skills and meet deadlines
- Must be able to coordinate and collaborate with production, traffic, engineering and management staff
- Must be able to prioritize and be a pro-active thinker
- Must be fluent in written and spoken English

- Successful candidate will be required to join the NABET Local 51 Union if not already a member
- Must be able and willing to work different schedules and be flexible with schedule changes

To apply for this position, please visit: <http://ww2.kqed.org/about/jobs/>

- Principals only. Recruiters, please don't contact this job poster.
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No contact info?

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## Requisition: Social Media and Content Distribution Specialist, Arts

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

|  |   |
|--|---|
| Opened Date: <b>7/24/15</b>  | Reason for Opening: <b>New Position</b>       |
| Job Code: <b>391</b>   | Replacement for:                              |
| Title: <b>Social Media and Content Distribution Specialist, Arts</b> | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>                                | Pay range:                                    |
| EEO job category: <b>(2) Professionals</b>                           | Filled date:                                  |
| Status: <b>Open</b>  | Filled By:                                    |
| # of openings: <b>1</b>  | Start Date:                                   |
| Budget Status:   |   |

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

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

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Summary:**

A key member of KQED's Arts unit, the Social Media Specialist develops, implements strategies for audience growth and community engagement through social media, content distribution partnerships and collaboration with other media organizations, mobile, contests, surveys, third-party relationships and online events. The Social Media Specialist identifies, tests, deploys, iterates and shares best practices for social media across multiple platforms and accounts. This position engages diverse organizations and arts tastemakers to share and distribute KQED Arts content, coordinates social media activities and efforts with producers, reporters

and other content creators in the KQED Arts unit to help them develop authentic and authoritative voices online. This position also identifies, baselines, tracks and reports out on key performance indicators for all KQED arts audiences, especially social media that support and inform KQED's strategic plan.

#### **Essential Functions:**

The Social Media Specialist is accountable for contributing to KQED's strategic marketing goals and for active collaboration with various departments within KQED. To that end, the Social Media Specialist:

- Develops and implements KQED Arts digital marketing programs with a primary focus on social media, mobile, contests, giveaways, surveys, widgets and other online applications. Supervises the delivery of marketing campaigns across social media, mobile and other emerging channels. Provides direction for improving KQED Arts' social media, online marketing and monetization strategies.
- In consultation with Manager, Communications and Engagement, Arts, develops and implements a YouTube (and other video platforms) content marketing and distribution strategy.
- Implements content distribution plan, engaging arts and other like-minded organizations
- Steers and makes recommendations regarding current and ongoing social media and content distribution programs for current and future KQED Arts properties and media platforms.
- Develops and maintains relationships with current and potential distributors of KQED Arts content
- Develops social media acquisition campaigns for audience cultivation directed at new and existing markets and audience segments (e.g. millennials and educators) per KQED's strategic marketing plan.
- Works with Marketing, Communications, Membership, Events, Underwriting, Interactive, Research, Content and other KQED teams to ensure that Arts content is a key touch point throughout organization. From a marketing and communications perspective, plans, manages and maintains existing and new social media profiles on relevant platforms such as Facebook, Twitter, Google+, Tumblr, Pinterest, Instagram, Reddit, YouTube, etc. for KQED Arts.
- Works closely with KQED Arts editorial leadership and communications staff to ensure succinct branding and communications strategies are implemented, and with consumer research team members to identify performance measures across all social media and content distribution channels. Implements user-testing techniques and metrics to improve response rates and increase audience engagement. Evaluates and reports on monthly project accomplishments.
- Works closely with Marketing and Digital Fundraising to analyze KQED Arts electronic communications strategies and platforms to ensure the highest potential level of marketing, fundraising and membership cultivation.
- Ensures the continuing success and growth of KQED Arts' audience and fan base.
- Seeks out and maintains new networks, consortiums, partnerships, affiliations, venues and recognition opportunities for KQED Arts online.
- In a social media capacity, acts as liaison to third-party vendors and partners, including local and national NPR and PBS organizations, as well as KQED Arts's 18 community partners and related individuals / entities.

#### **Other Job Functions:**

Other essential duties as needed and related to Arts outreach and communications, such as live events and partner meetings.

#### **Knowledge/Experience Required:**

- Strong knowledge of current and developing marketing communications strategies across social media, mobile and developing technologies, with a focus on YouTube and Facebook.
- Must understand best practices across multiple social media platforms and the knowledge base to develop best practices for emerging media types.
- Strong communication skills, both written and in person, and the ability to interact professionally with a diverse group of stakeholders across the KQED organization.
- Strong business development instincts and comfort identifying and building partnerships with people and organizations of strategic value to KQED Arts
- Image editing and publishing skills (Photoshop/Premier) required. Visual communications skills such as photography and multimedia a plus.
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- Knowledge of internet applications and content publishing tools (e.g. WordPress) and familiarity with various resources to keep up-to-date on latest news in digital marketing, communications, sales and design.
- Independent thinker who works well in a team environment.
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- Ability to meet deadlines and goals while working under pressure.
- Project management experience in digital and social media.

**Credentials/Education:**

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**Tracking:**

Added to system: 7/24/15 11:56 AM

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Ad Placed By: [Chapana Ramos](#)

Email: [cramos@kqed.org](mailto:cramos@kqed.org)

### JOB INFORMATION

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Questions?

Read Our FAQ (<http://mediabistro.zendesk.com/>)

**Job Title** Social Media and Content Distribution Specialist,

**Job Duration** Full Time

**Company or Publication Name** KQED

**About Your Company** KQED is for everyone who wants to be more. Our television, radio, digital media and educational services change lives for the better and help individuals and communities achieve their full potential.

KQED serves the people of Northern California with a community-supported alternative to commercial media. We provide citizens with the knowledge they need to make informed decisions; convene community dialogue; bring the arts to everyone; and engage audiences to share their stories. We help students and teachers thrive in 21st century classrooms, and take people of all ages on journeys of exploration—exposing them to new people, places and ideas.

We celebrate diversity, embrace innovation, value lifelong learning and partner with those who share our passion for public service.

### Job Requirements or Qualifications

Position Summary:

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- Familiarity with Google Adwords and YouTube advertising
- Interest in and passion about arts, music, literature, and/or performance

**Salary**

Competitive

**Benefits**

**Job Category**

Marketing, Social Media

**Job Location**

San Francisco, CA 94110 USA

**EMPLOYER CONTACT INFORMATION**

**Contact Name** Ms. Christiana Ramos

**Job Application Link** <http://ww2.kqed.org/about/jobs/> (<http://ww2.kqed.org/about/jobs/>) (**IMPORTANT:** Click here to validate link (<http://ww2.kqed.org/about/jobs/>))

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**Person receiving bill** Joanne Carder

**Organization** KQED

**Title of person receiving bill**

**Department**

**Email Address** [cramos@kqed.org](mailto:cramos@kqed.org)

**Billing Address** 2601 Mariposa St  
San Francisco, CA 94110 USA

**Phone Number** 4155532210

**Fax Number**

**Billing Option** Credit card

**Name on Card** Joanne Carder

**Card** \*\*\*\*\*083

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# KQED

## REQUISITION FOLDER WORKSHEET

Job Title: Social Media & Content Distribution Specialist, Arts

Hiring Manager Name/Phone Number: \_\_\_\_\_

### Advertising Sources:

Ad Placed Media Bistro 7/28/15 Copy Attached  
Publication/Website - Date

Ad Placed LinkedIn 7/27/15 Copy Attached  
Publication/Website - Date

Ad Placed Idealist 7/27/15 Copy Attached  
Publication/Website - Date

Ad Placed Craigslist 7/24/15 Copy Attached  
Publication/Website - Date

Ad Placed \_\_\_\_\_ Copy Attached  
Publication/Website - Date

### Interviewees by Source

| Source          | #Interviewees |
|-----------------|---------------|
| <u>internal</u> | <u>2</u>      |
| <u>website</u>  | <u>1</u>      |
|                 |               |
|                 |               |

Name of Candidate Selected: Vamedra Fleischman

Source for Successful Candidate: internal

Salary Offer: \$63,000

Start Date: 4/9/15

Position Cancelled Reason: \_\_\_\_\_

Additional Notes:

# Social Media and Content Distribution Specialist, Arts

Job posted by: KQED, Inc.

Posted on: July 27, 2015

Status: Active: You have 60 days left before this listing expires.

Posting Status: **PAID**

## Job description

### Position Summary:

A key member of KQED's Arts unit, the Social Media Specialist develops, implements strategies for audience growth and community engagement through social media, content distribution partnerships and collaboration with other media organizations, mobile, contests, surveys, third-party relationships and online events. The Social Media Specialist identifies, tests, deploys, iterates and shares best practices for social media across multiple platforms and accounts. This position engages diverse organizations and arts tastemakers to share and distribute KQED Arts content, coordinates social media activities and efforts with producers, reporters and other content creators in the KQED Arts unit to help them develop authentic and authoritative voices online. This position also identifies, baselines, tracks and reports out on key performance indicators for all KQED arts audiences, especially social media that support and inform KQED's strategic plan.

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- Develops social media acquisition campaigns for audience cultivation directed at new and existing markets and audience segments (e.g. millennials and educators) per KQED's strategic marketing plan.
- Works with Marketing, Communications, Membership, Events,

## Location

2601 Mariposa Street, San Francisco, CA, 94110, US

## Details

### Education requirements

No requirement , Bachelor's degree , Marketing , Communications , Media Studies

### Employment type

Full time

### Professional level

Professional

### Job function

Marketing , Social Media

### Owner's areas of focus

Community development , Education , Network of nonprofits , Media





Underwriting, Interactive, Research, Content and other KQED teams to ensure that Arts content is a key touch point throughout organization. From a marketing and communications perspective, plans, manages and maintains existing and new social media profiles on relevant platforms such as Facebook, Twitter, Google+, Tumblr, Pinterest, Instagram, Reddit, YouTube, etc. for KQED Arts.

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- A true team player who understands how to work productively in a fast-paced, geeky team environment.
- Comprehensive knowledge of major social media management

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- platforms (e.g. HootSuite, Tweetdeck), social media reporting tools, dashboards, analytics for Google and its products (e.g. YouTube, Google+,) as well as for Twitter, Facebook, Tumblr, Pinterest, Instagram and other social platforms. Proficiency with Microsoft Office suite of applications including Word, Excel and PowerPoint.
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**How to apply**

---

**To apply for this position, please visit:**

**<http://ww2.kqed.org/about/jobs/>**

Job Search

Art San Francisco, CA



## Social Media and Content Distribution Specialist, Arts

KQED - San Francisco Bay Area

Posted 16 hours ago

[Apply on company website](#)

Other Details

About this job

Job description

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- Project management experience in digital and social media.

**Credentials/Education:**

- Bachelor's Degree preferred or comparable experience in related marketing and communications / media studies field required.

**Knowledge/Experience Desired:**

- Experience within public media is not required, but useful.
- Familiarity with Google Adwords and YouTube advertising
- Interest in and passion about arts, music, literature, and/or performance

To apply for this position, please visit: <http://www2.kqed.org/about/jobs/>

**About this company**

Your Northern California NPR and PBS stations, offering a community-supported, non-profit alternative to commercial media.

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Through Public Television, Public Radio, Interactive, and Education, KQED provides citizens with the knowledge they need to make informed decisions; convene community dialogue; bring the arts to everyone; and engage audiences to share their stories.

KQED helps students and teachers thrive in 21st century classrooms, and takes people of all ages on journeys of exploration—exposing them to new people, places and ideas.

KQED celebrates diversity, embraces innovation, values lifelong learning and partners with those who share our passion for public service.

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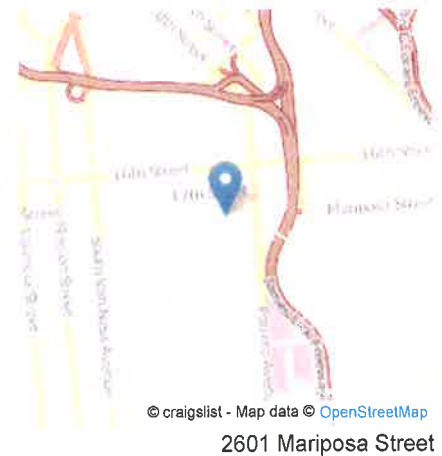
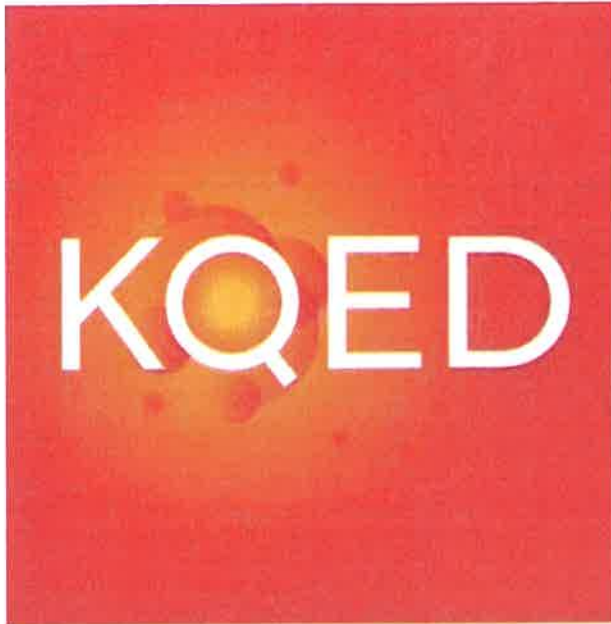
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## Social Media and Content Distribution Specialist, Arts (portola district)



compensation: **Competitive**



### Position Summary:

A key member of KQED's Arts unit, the Social Media Specialist develops, implements strategies for audience growth and community engagement through social media, content distribution partnerships and collaboration with other media organizations, mobile, contests, surveys, third-party relationships and online events. The Social Media Specialist identifies, tests, deploys, iterates and shares best practices for social media across multiple platforms and accounts. This position engages diverse organizations and arts tastemakers to share and distribute KQED Arts content, coordinates social media activities and efforts with producers, reporters and other content creators in the KQED Arts unit to help them develop authentic and authoritative voices online. This position also identifies, baselines, tracks and reports out on key performance indicators for all KQED arts audiences, especially social media that support and inform KQED's strategic plan.

### Essential Functions:

The Social Media Specialist is accountable for contributing to KQED's strategic marketing goals and for active collaboration with various departments within KQED. To that end, the Social Media Specialist:

- Develops and implements KQED Arts digital marketing programs with a primary focus on social media, mobile, contests, giveaways, surveys, widgets and other online applications. Supervises the delivery of marketing campaigns across social media, mobile and other emerging channels. Provides direction for improving KQED Arts' social media, online marketing and monetization strategies.
- In consultation with Manager, Communications and Engagement, Arts, develops and implements a Your Tube (and other video platforms) content marketing and distribution strategy.
- Implements content distribution plan, engaging arts and other like-minded organizations
- Steers and makes recommendations regarding current and ongoing social media and content distribution programs for current and future KQED Arts properties and media platforms.
- Develops and maintains relationships with current and potential distributors of KQED Arts content
- Develops social media acquisition campaigns for audience cultivation directed at new and existing markets and audience segments (e.g. millennials and educators) per KQED's strategic marketing plan.
- Works with Marketing, Communications, Membership, Events, Underwriting, Interactive, Research, Content and other KQED teams to ensure that Arts content is a key touch point throughout organization. From a marketing and communications perspective, plans, manages and maintains existing and new social media profiles on relevant platforms such as Facebook, Twitter, Google+, Tumblr, Pinterest, Instagram, Reddit, YouTube, etc. for KQED Arts.
- Works closely with KQED Arts editorial leadership and communications staff to ensure succinct branding and communications strategies are implemented, and with consumer research team members to identify performance measures across all social media and content distribution channels.
- Implements user-testing techniques and metrics to improve response rates and increase audience engagement. Evaluates and reports on monthly project accomplishments.
- Works closely with Marketing and Digital Fundraising to analyze KQED Arts electronic communications strategies and platforms to ensure the highest potential level of marketing, fundraising and membership cultivation

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Seeks out and maintains new networks, consortiums, partnerships, affiliations, venues and recognition opportunities for KQED Arts online. In a social media capacity, acts as liaison to third-party vendors and partners, including local and national NPR and PBS organizations, as well as KQED Arts's 18 community partners and related individuals / entities.

Other Job Functions:

Other essential duties as needed and related to Arts outreach and communications, such as live events and partner meetings.

Knowledge/Experience Required:

Strong knowledge of current and developing marketing communications strategies across social media, mobile and developing technologies, with a focus on YouTube and Facebook. Must understand best practices across multiple social media platforms and the knowledge base to develop best practices for emerging media types. Strong communication skills, both written and in person, and the ability to interact professionally with a diverse group of stakeholders across the KQED organization. Strong business development instincts and comfort identifying and building partnerships with people and organizations of strategic value to KQED Arts. Image editing and publishing skills (Photoshop/Premier) required. Visual communications skills such as photography and multimedia a plus. A true team player who understands how to work productively in a fast-paced, geeky team environment. Comprehensive knowledge of major social media management platforms (e.g. HootSuite, Tweetdeck), social media reporting tools, dashboards, analytics for Google and its products (e.g. YouTube, Google+,) as well as for Twitter, Facebook, Tumblr, Pinterest, Instagram and other social platforms. Proficiency with Microsoft Office suite of applications including Word, Excel and PowerPoint. Working knowledge and strong interest in public media, social and digital media, marketing and design. Knowledge of internet applications and content publishing tools (e.g. WordPress) and familiarity with various resources to keep up-to-date on latest news in digital marketing, communications, sales and design. Independent thinker who works well in a team environment. Excellent organizational skills and strong attention to detail. Ability to meet deadlines and goals while working under pressure. Project management experience in digital and social media.

Credentials/Education:

Bachelor's Degree preferred or comparable experience in related marketing and communications / media studies field required.

Knowledge/Experience Desired:

Experience within public media is not required, but useful. Familiarity with Google Adwords and YouTube advertising. Interest in and passion about arts, music, literature, and/or performance.

Please apply online at: <http://ww2.kqed.org/about/jobs/>

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- do NOT contact us with unsolicited services or offers

No contact info?  
 if the poster didn't include a phone number, email, or other contact info, craigslist can notify them via email. [Send Note!](#)

## Requisition: Director, Foundation Relations and Government Support

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

|   |   |
|---|---|
| Opened Date: <b>8/19/15</b>   | Reason for Opening: <b>Resignation</b>        |
| Job Code: <b>399</b>  | Replacement for: <b>Brynn Myers</b>           |
| Title: <b>Director, Foundation Relations and Government Support</b>     | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>                                   | Pay range:                                    |
| EEO job category: <b>(1.2) First/Mid Level Officials &amp; Managers</b> | Filled date:                                  |
| Status: <b>Final Offer Extended</b>                                     | Filled By: <b>Christopher Perrius</b>         |
| # of openings: <b>1</b>   | Start Date:                                   |
| Budget Status:  |   |

### Approvals:

|  |  |
|--|--|
| Requisition Approvers: <b>[1]</b> Liang, Diana | Offer Approvers: <b>[1]</b> Cabanatuan, Adrienne |
| <b>[2]</b> Cabanatuan, Adrienne                |  |

### Active Hire Controls:

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

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Summary:**

The Director, Foundation Relations and Government Support is responsible for securing funding from private and corporate foundations and government agencies in support of



KQED operating expenses and projects under the supervision of the Chief Development Officer. A specific portfolio of up to 100 foundations will be the direct responsibility of the Director as well as leading and supervising a team of 4 Foundation staff. Additional high-level responsibilities will also include close work with the Chief Development Officer and CEO on planning, cultivating and soliciting multi-million dollar grants for a capital campaign, and significant engagement with internal new project development and on-going project management.

**Essential Functions:**

1. Oversees the identification, cultivation and solicitation of all grants from local and national, private and corporate foundations and government agencies. Focuses personal efforts on solicitations of gifts of \$50,000 or more, with primary responsibility for all foundation grants for selected local and national projects based on a personal portfolio of up to 100 foundations. Has direct personal responsibility for the institutional funders for KQED Arts. Conducts approximately 8-10 (in-depth phone calls and meetings) visits per month with CEO, Chief Development Officer, other KQED Foundations staff, and/or KQED program staff. Develops written cultivation and solicitation strategies in conjunction with the Chief Development Officer. Will be very engaged in planning and implementation of foundation/government solicitations for campaign currently in quiet phase. (30% of time).
2. Works closely with President and CEO, KQED Senior Management, and program staff to develop and assess potential new projects and initiatives suitable for foundation support - manages foundation ascertainment of funding potential for new projects for the Development Division. Once a project is approved for fundraising, works with editorial/program staff on the creation of project descriptions and components and oversees development of written materials and proposals for use by Development Division. Supervises foundation prospect research and provides written summaries of funding potential, prospects, and timelines to the Chief Development Officer for new and ongoing projects. Project and grant management will include overseeing: reporting to donors; cultivation and stewardship strategies (including leading evolving plans to utilize social media in our communications with foundations); prospect research; and responses to donor requests. Maintains a list of approved priority projects that are in active fundraising and ensures that the Foundation department has identified prospects for each project. Organizes regular briefing sessions for other Development managers and ensures funding progress is tracked. Ensures reporting and crediting requirements are met for all secured grants and funded projects. (28% of time)
3. Supervises the: Three Project Managers, Foundation Development and one Development Associate. Lead, motivate, mentor and supervise the Foundations Department team including ensuring all personnel/human resources requirements (such as annual performance reviews) are completed on time. (20% of time)
4. Develops annual business plan for Foundation and Government Support department including plans for specific foundations in own portfolio. This will be in conjunction with KQED's fiscal year budget process and will include projecting revenue and expense for the coming year. Oversees monthly financial forecasts and tracking expenses and revenue for the department in SAP. (15% of time)
5. Represents KQED Foundation Development interests at the national level (with PBS, NPR, CPB, and other organizations). This may include attending national conferences and participating in local partnership efforts with other organizations and entities. (7% of time)
6. Performs other essential duties as required.

**Education:** Bachelor's degree preferred

**Knowledge/Experience Required:**

1. 7 or more years of development/fundraising experience required.
2. Experience with cultivating and soliciting foundation and government support for unrestricted as well as project and/or capital campaign required. Experience with planning for, soliciting, and stewarding multi- million dollar grants.
3. Demonstrated ability to plan and execute foundation activities to meet annual revenue goals.
4. Experience supervising a team and coordinating staff efforts to achieve revenue goals on time and within expense budget.
5. Excellent verbal and written communication skills and ability to articulate the case and mission of the institution to potential donors.
6. Knowledgeable of various computer word processing, database and spreadsheet functions.
7. Flexibility in working hours.
8. Ability to interact well with people at all levels, especially upper level volunteers and administrators; and to work well in a "team" environment.
9. Ability to work well on multiple, simultaneous projects and deadlines.
10. Knowledge and experience in special event planning and donor events.
11. Ability to travel within assigned geographical regions and to attend national conferences.

**Special Requirements:** Car needed at times**Tracking:**

Added to system: 8/19/15 2:58 PM

ID: 399

Last updated: 10/9/15 12:31 PM

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## Job Details

### Director, Foundation Relations and Government Support

**KQED**

**Posted:** August 19, 2015

**Location:** California

**Position:** Fundraising, Program

**Field:** Other fields, Public broadcasting

**Salary:** Competitive

**Website:** <http://www.kqed.org>

**Application Deadline:** Not Provided

**Category:** Community outreach, Corporate and foundation relations, Government relations and advocacy

**Employment Level:** Full-time

**APPLY NOW**

**SAVE JOB**

#### Position Summary:

The Director, Foundation Relations and Government Support is responsible for securing funding from private and corporate foundations and government agencies in support of KQED operating expenses and projects under the supervision of the Chief Development Officer. A specific portfolio of up to 100 foundations will be the direct responsibility of the Director as well as leading and supervising a team of 4 Foundation staff. Additional high-level responsibilities will also include close work with the Chief Development Officer and CEO on planning, cultivating and

soliciting multi-million dollar grants for a capital campaign, and significant engagement with internal new project development and on-going project management.

**Essential Functions:**

1. Oversees the identification, cultivation and solicitation of all grants from local and national, private and corporate foundations and government agencies. Focuses personal efforts on solicitations of gifts of \$50,000 or more, with primary responsibility for all foundation grants for selected local and national projects based on a personal portfolio of up to 100 foundations. Has direct personal responsibility for the institutional funders for KQED Arts. Conducts approximately 8-10 (in-depth phone calls and meetings) visits per month with CEO, Chief Development Officer, other KQED Foundations staff, and/or KQED program staff. Develops written cultivation and solicitation strategies in conjunction with the Chief Development Officer. Will be very engaged in planning and implementation of foundation/government solicitations for campaign currently in quiet phase. (30% of time).
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3. Supervises the: Three Project Managers, Foundation Development and one Development Associate. Lead, motivate, mentor and supervise the Foundations Department team including ensuring all personnel/human resources requirements (such as annual performance reviews) are completed on time. (20% of time)
4. Develops annual business plan for Foundation and Government Support department including plans for specific foundations in own portfolio. This will be in conjunction with KQEDs fiscal year budget process and will include

projecting revenue and expense for the coming year. Oversees monthly financial forecasts and tracking expenses and revenue for the department in SAP. (15% of time)

5. Represents KQED Foundation Development interests at the national level (with PBS, NPR, CPB, and other organizations). This may include attending national conferences and participating in local partnership efforts with other organizations and entities. (7% of time)
6. Performs other essential duties as required.

**Education:** Bachelors degree preferred

**Knowledge/Experience Required:**

1. 7 or more years of development/fundraising experience required.
2. Experience with cultivating and soliciting foundation and government support for unrestricted as well as project and/or capital campaign required. Experience with planning for, soliciting, and stewarding multi- million dollar grants.
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8. Ability to interact well with people at all levels, especially upper level volunteers and administrators; and to work well in a "team" environment.
9. Ability to work well on multiple, simultaneous projects and deadlines.
10. Knowledge and experience in special event planning and donor events.
11. Ability to travel within assigned geographical regions and to attend national conferences.

**Special Requirements:** Car needed at times

To apply for this position, please visit: <http://ww2.kqed.org/about/jobs/>

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## Requisition: Director, Development Operations

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

|   |   |
|---|---|
| Opened Date: <b>8/4/15</b>  | Reason for Opening: <b>Resignation</b>        |
| Job Code: <b>393</b>  | Replacement for: <b>Ellen Barkenbush</b>      |
| Title: <b>Director, Development Operations</b>                          | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>                                   | Pay range:                                    |
| EEO job category: <b>(1.2) First/Mid Level Officials &amp; Managers</b> | Filled date:                                  |
| Status: <b>Final Offer Extended</b>                                     | Filled By:                                    |
| # of openings: <b>1</b>   | Start Date:                                   |
| Budget Status:  |   |

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

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

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Summary :**

The Director, Development Operations oversees the operational, administration, and business management aspects of the Development Division including: serves as the Division expert on the Salesforce based CRM "NGO Connect" and oversees gift entry, many types of and levels of gift reporting, digital tracking of activities with donors and

prospects and the implementation of new elements into the CRM over time; annual fiscal year budgeting and periodic forecasting during the fiscal year for all Development departments (major gifts, planned giving, foundations, and campaign); ensures events are designed, planned for and implemented to maximize impact with donors and prospects while minimizing expenses; and supervise 18 month project to identify new high-level donor prospects from existing membership base. This position supervises a team of four to ensure all systems and processes are in place for gift processing and acknowledgements, budgeting and forecasting, internal and external reporting, maintaining and updating the database and physical donor records, and that donor/prospect events and meetings are planned and completed in a timely and high-quality manner. Reports to the Chief Development Officer.

#### **Position Accountabilities :**

1. Become the Development Division expert on Salesforce CRM "NGO Connect" including: help standardize varied and complicated data entry across Development departments, developing and sharing business rules around data entry; develop reports to meet varied and different needs of each department and that can then be run by department staff; provide training to new Development staff; work across KQED departments outside of Development to remain informed about organizational updates and changes of NGO Connect and to share Development's needs with Salesforce Administrator and others outside of Development. (30%)
2. Responsible for the day-to-day operations of the Development Division Operations team. Including (through supervising the people directly responsible for these tasks): timely gift processing, creation of funding commitments, and acknowledgement generation (acknowledgment letters to go out within 48 hours of gift receipt); 20 to 30 donor and prospect events per year for all Development departments; monthly revenue and expenses tracked, reconciled, adjusted and reported on as necessary for each Development Department; utilize software and other resources to identify and prioritize prospects for major and planned gifts from existing KQED members. (30%)
3. This position will oversee the annual creation and six times a year forecast adjustments of budgets for each of the Development Division departments. Work closely with the designated person in each department to ensure data is gathered and available within budget timelines -- serve as the one Division liaison for FSG manager. Analyze trends and produce reports about the expense and revenue budgets for all Development departments including major donors, foundations, planned giving, and campaign. This may include entering data into the SAP system (SAP is a software program based on Excel). (25%)
4. Special projects -- the first will be to supervise an 18 month process to identify and prioritize existing KQED members as prospects for higher level major and planned gifts. This work will be based on a wealth screening of 250,000 KQED member records that will occur by September 2015. Additional relevant projects will be identified over time as time allows. (10%)
5. Performs other essential duties as required -- specifically serving as the back-up for all duties supervised especially gift processing, reporting, and database management. Perform gift processing in addition to Development Associate during periods of high levels of gifts. (5%)

#### **Position Qualifications:**

1. Bachelor's Degree preferred or equivalent experience.
2. Minimum of five year's experience in an fundraising operations management role in a non-profit or university setting- working successfully through complex communication channels.
3. Experience and skill at meeting multiple deadlines by prioritization of work, motivating teams of staff, and working collaboratively across departments.
4. High level of demonstrated skill and experience with word-processing, fundraising database and spreadsheet software required. Salesforce CRM experience highly desired.
5. Strong writing skills; ability to compose, edit and proof correspondence and reports required.
6. Ability to interact well with people at all levels and to work well in a team environment.



- 7. Ability to occasionally travel to arranged meetings outside of KQED.
- 8. Ability to constantly sit for six to eight hours; ability to occasionally walk and stand up to three hours; and ability to occasionally lift and carry 10 lbs.

**Tracking:**

Added to system: **8/4/15 3:44 PM**

ID: **393**

Last updated: **9/21/15 11:21 AM**



**Invoice**  
2986002353

LinkedIn Corporation  
2029 Stierlin Ct, Mountain View, CA 94043 USA  
Federal Tax ID: 47-0912023

**Billed To:** Diana Liang

**Date:** 8/4/2015

**Invoice Total:** \$0.00

| Item | Description  | Quantity | Rate         | Price        |
|------|--|----------|--------------|--------------|
| 1    | 30-day Job Posting (Credit) <ul style="list-style-type: none"> <li>• Director, Development Operations</li> <li>• KQED - San Francisco Bay Area</li> <li>• Expires September 3, 2015</li> </ul> | 1        | 1 Job Credit | 1 Job Credit |
| 2    | Profile Matches <ul style="list-style-type: none"> <li>• For Director, Development Operations</li> <li>• 24 profile matches + 5 free InMails</li> </ul>  | -        |              | \$0.00       |

**Total Purchases:** \$0.00  
**Invoice Total:** \$0.00  
**Payment:** \$0.00  
**Balance:** \$0.00



## Christiana Ramos

---

**From:** AFP Silicon Valley Chapter <info@afpsv.org>  
**Sent:** Thursday, August 06, 2015 9:50 AM  
**To:** Christiana Ramos  
**Subject:** 2015 Job Postings - AFP Silicon Valley Chapter : Orders & Payments

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

---

## Ramos, Christiana - Orders & Payments

### 2015 Job Postings - AFP Silicon Valley Chapter

#### Order Details

**Order Number: G2NLWHWN7C6 (Submitted on 8/5/2015)**

| Item        | Registrant        | Fee     | Qty | Amount Ordered (USD) | Amount Paid (USD) | Amount Due (USD) |
|-------------|-------------------|---------|-----|----------------------|-------------------|------------------|
| Job Posting | Ramos, Christiana | \$75.00 | 1   | \$75.00              | \$75.00           | \$0.00           |

#### Total

Amount Ordered (USD): \$75.00

Amount Paid (USD): \$75.00

Amount Due (USD): \$0.00

#### Payments & Refunds

| Type           | Method           | Date     | Ref #  | Amount (USD) |
|----------------|------------------|----------|--------|--------------|
| Online Payment | American Express | 8/5/2015 | 1083   | \$125.00     |
| Online Refund  | American Express | 8/6/2015 | P-1083 | (\$50.00)    |

#### Total

Amount (USD): \$75.00

---

## Christiana Ramos

---

**From:** Traci Eckels  
**Sent:** Thursday, August 06, 2015 4:57 PM  
**To:** Diana Liang; Christiana Ramos  
**Subject:** FW: Order Confirmation

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

FYI – thank you!

---

**From:** [admin@afpgoldengate.org](mailto:admin@afpgoldengate.org) [<mailto:admin@afpgoldengate.org>]  
**Sent:** Thursday, August 06, 2015 4:46 PM  
**To:** Traci Eckels  
**Cc:** [esejamin@afpgoldengate.org](mailto:esejamin@afpgoldengate.org)  
**Subject:** Order Confirmation

### AFP Golden Gate

**Order Number** 987  
**Order Date** 8/6/2015  
**Bill To** Traci Eckels  
**Order Total** 100.00

#### Purchase Order

**Payment Method** American Express \*\*\*\*\*1083

**Name on Card** Joanne Carder

**Ship To** Traci Eckels  
2601 Mariposa Street  
San Francisco, CA 94110

**Shipping Method** Usually delivered within seven business days or less

| Qty | Item                   | Price  | Total  |
|-----|------------------------|--------|--------|
| 1   | Purchase Your Job Post | 100.00 | 100.00 |

**Item Total** 100.00

**Tax**

**Item Grand Total**

**Invoice Total**

**Applied Credit**

**Transaction Grand Total** 100.00

| <b>Qty</b> | <b>Item</b> | <b>Price</b> | <b>Total</b> |
|------------|-------------|--------------|--------------|
|------------|-------------|--------------|--------------|

|  |                 |  |  |
|--|-----------------|--|--|
|  | AFP Golden Gate |  |  |
|--|-----------------|--|--|

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If you are using currency other than \$USD, you can click [here](#) to check up to date currency conversion rates.

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|--|----------|---------------------------------|---------------------------------|
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| Single 30-Day Job Posting  | 30 days  | \$270.00<br><a href="#">Buy</a> | \$320.00<br><a href="#">Buy</a> |

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| Product  | Members                         | Nonmembers                      |
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[Buy](#)

[Buy](#)

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| Product   | Duration | Credits    | Members                           | Nonmembers                        |
|---|----------|------------|-----------------------------------|-----------------------------------|
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| 12 Pack of 30-Day Job Postings<br>20% discount! | 365 days | 12 credits | \$2,755.00<br><a href="#">Buy</a> | \$3,265.00<br><a href="#">Buy</a> |

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| Product   | Members                        | Nonmembers                     |
|---|--------------------------------|--------------------------------|
| Resume Purchase<br><br>View complete resumes for free. If you find any candidates you are interested in, submit your interest to them. If they are interested in your opportunity, we connect you for just \$35 for Members or \$50 for Non-Members. If the candidate is not interested, you pay nothing! | \$35.00<br><a href="#">Buy</a> | \$50.00<br><a href="#">Buy</a> |

**Banner Ads**

| Product  | Members                           | Nonmembers                        |
|--|-----------------------------------|-----------------------------------|
| 30 Day Inner Banner Advertising<br><br>Build your employer brand. Display and rotate your banner ad for 30 days on the 10 most popular pages visited by job seekers inside the Job board   | \$595.00<br><a href="#">Buy</a>   | \$700.00<br><a href="#">Buy</a>   |
| 90 Day Inner Banner Advertising<br><br>Build your employer brand. Display and rotate your banner ad for 90 days on the 10 most popular pages visited by job seekers inside the Job board   | \$1,400.00<br><a href="#">Buy</a> | \$1,650.00<br><a href="#">Buy</a> |
| 6 Month Inner Banner Advertising<br><br>Build your employer brand. Display and rotate your banner ad for 6 months on the 10 most popular pages visited by job seekers inside the Job board | \$2,500.00<br><a href="#">Buy</a> | \$3,000.00<br><a href="#">Buy</a> |



CASE Career Central site map



## Requisition: Project Manager, Foundation and Government Support

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

|  |   |
|--|---|
| Opened Date: <b>7/30/15</b>                                      | Reason for Opening: <b>Resignation</b>        |
| Job Code: <b>392</b>   | Replacement for: <b>Akemi Johnson</b>         |
| Title: <b>Project Manager, Foundation and Government Support</b> | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>                            | Pay range:                                    |
| EEO job category: <b>(2) Professionals</b>                       | Filled date:                                  |
| Status: <b>Final Offer Extended</b>                              | Filled By:                                    |
| # of openings: <b>1</b>  | Start Date:                                   |
| Budget Status:   |   |

### Approvals:

|  |  |
|--|--|
| Requisition Approvers: <b>[1]</b> Liang, Diana | Offer Approvers: <b>[1]</b> Cabanatuan, Adrienne |
| <b>[2]</b> Cabanatuan, Adrienne                |  |

### Active Hire Controls:

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

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Summary:**

The Project Manager, Foundation and Government Support identifies, cultivates, solicits and stewards grants from foundations and government sources in support of **KQED News** ( <http://www.kqed.org/news/> ). This position serves as a key Development staff liaison with KQED News and also manages **high-value general operating support** grants while developing new fundraising strategies around **niche areas**, including Silicon Valley and

*Forum*. The Project Manager also serves as the **Salesforce/roundCause** team leader and point person for **crediting** in the department, working with the Director and team members to develop efficient workflows around acknowledgment of foundation and government donors across platforms, products and publications.

1. Identifies, develops relationships with and solicits local, regional and national foundations and government agency sources for support of KQED News, general operations (high-value grants) and niche areas to include Silicon Valley and *Forum*. Maintains and increases levels of support from current donors while bringing new funders into the fold to support isolated projects and/or ongoing work. Executes this work through coordinated research and strategy development, telephone calls, letters of inquiry, grant proposals and related correspondence, plus meetings with donors. Works in close collaboration with Chief Development Officer and Director, Foundation and Government Support to collectively determine relationship management and communication strategies with highest level donors. Complies with and meets deadlines for reporting requirements concerning the progress and outcomes of funded projects and activities — both internally (coordinating with KQED News, Finance, Legal and other departments) and externally (to funders). (75%)
2. Departmental management responsibilities include: crediting workflows and systems (10%), roundCause leadership (5%), supervision of thank you letters (4.5%), supervision of the Cultural Data Project (.5%)
3. Other departmental responsibilities include: helping to plan, execute and staff events; attending meetings; representing KQED at conferences. (5%)

#### **Credentials/Education Required:**

1. Bachelor's degree required.
2. 3-5 years grantwriting and/or equivalent experience required.

#### **Knowledge/Experience Required:**

1. Strong project management experience, including an ability to independently lead collaborative efforts that require the support and contributions of diverse staff with varying responsibilities.
2. Ability to persuasively communicate with and diplomatically respond to current and potential funders, staff, community contacts, etc.
3. Strong writing skills. Ability to compose, edit and proof proposals, reports, related communications, etc.
4. Work well independently and as part of a team, fostering a spirit of trust and collaboration.
5. Ability to manage multiple, simultaneous projects and deadlines.
6. Strong research skills and ability to access information about new funders, foundations, etc.

#### **Knowledge/Experience Desired:**

1. Familiarity with local, regional and/or national foundation community; knowledge of news and general operating funders; prior experience with a range of grant levels preferred.
2. An understanding of public media — its infrastructure, history and current challenges/opportunities — is ideal.

**Tracking:**

Added to system: 7/30/15 4:57 PM

ID: 392

Last updated: 9/15/15 9:25 AM

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# Project Manager, Foundation and Government Support

Job posted by: KQED, Inc.

Posted on: July 31, 2015

Status: Active: You have 60 days left before this listing expires.

Posting Status: UNPAID (Pay now)

## Job description

### Position Summary:

The Project Manager, Foundation and Government Support identifies, cultivates, solicits and stewards grants from foundations and government sources in support of **KQED News** (<http://www.kqed.org/news/>). This position serves as a key Development staff liaison with KQED News and also manages **high-value general operating support** grants while developing new fundraising strategies around **niche areas**, including Silicon Valley and *Forum*. The Project Manager also serves as the **Salesforce/roundCause** team leader and point person for **crediting** in the department, working with the Director and team members to develop efficient workflows around acknowledgment of foundation and government donors across platforms, products and publications.

### Position Accountabilities:

1. Identifies, develops relationships with and solicits local, regional and national foundations and government agency sources for support of KQED News, general operations (high-value grants) and niche areas to include Silicon Valley and *Forum*. Maintains and increases levels of support from current donors while bringing new funders into the fold to support isolated projects and/or ongoing work. Executes this work through coordinated research and strategy development, telephone calls, letters of inquiry, grant proposals and related correspondence, plus meetings with donors. Complies with and meets deadlines for reporting requirements concerning the progress and outcomes of funded projects and activities – both internally (coordinating with KQED News, Finance, Legal and other departments) and externally (to funders). (65%)
2. Departmental management responsibilities include: crediting workflows and systems (10%), roundCause leadership (5%), supervision of thank you letters (4.5%), supervision of the Cultural Data Project (.5%)
3. Other departmental responsibilities include: helping to plan, execute and staff events; attending meetings; representing KQED at conferences (5%)

**Education:** Bachelor's Degree required

**Years of Experience:** 3-5 years

### Position Qualifications:

1. Bachelor's degree required.
2. 3-5 years grantwriting and/or equivalent experience required.

## Location

2601 Mariposa Street, San Francisco, CA, 94110, US

## Details

### Education requirements

4-year degree

### Employment type

Full time

### Professional level

Professional

### Job function

Development , Fundraising , Project management , Foundation and Government

### Owner's areas of focus

Community development , Education , Network of nonprofits , Media



Get career tips from our experts

3. Familiarity with local, regional and/or national foundation community; knowledge of news and general operating funders; prior experience with a range of grant levels preferred.
4. An understanding of public media – its infrastructure, history and current challenges/opportunities – is ideal.
5. Strong project management experience, including an ability to independently lead collaborative efforts that require the support and contributions of diverse staff with varying responsibilities.
6. Ability to persuasively communicate with and diplomatically respond to current and potential funders, staff, community contacts, etc.
7. Strong writing skills; ability to compose, edit and proof proposals, reports, related communications, etc.
8. Work well independently and as part of a team, fostering a spirit of trust and collaboration.
9. Ability to manage multiple, simultaneous projects and deadlines.
10. Strong research skills and ability to access information about new funders, foundations, etc.

#### How to apply

To apply for this position, please visit: <http://ww2.kqed.org/about/jobs/>



#### Take The Quiz: Are You Ready For Your Job Interview?

posted 4 days ago



#### Should You Resend Your Application If You Notice A Mistake?

posted 8 days ago



#### What's The Best Way To Break Into The Nonprofit Sector?

posted 11 days ago



#### Reboot Your Resume: The Idealist Careers Online Course

posted 29 days ago



#### How Do I Craft A Resume Without Revealing My Age?

posted about a month ago

## Requisition: Data Analytics Manager

### Requisition Owner(s):

Requisition Owners: Liang, Diana  
Cabanatuan, Adrienne

### Requisition Information:

|  |   |
|--|---|
| Opened Date: <b>1/12/16</b>                | Reason for Opening: <b>New Position</b>       |
| Job Code: <b>446</b>                       | Replacement for:                              |
| Title: <b>Data Analytics Manager</b>       | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>      | Pay range:                                    |
| EEO job category: <b>(2) Professionals</b> | Filled date:                                  |
| Status: <b>Open</b>                        | Filled By:                                    |
| # of openings: <b>1</b>                    | Start Date:                                   |
| Budget Status:                             |   |

### Approvals:

Requisition Approvers: **[1]** Liang, Diana

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

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

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Summary:**

The Data Analytics Manager, Audience Insights and Ingenuity, is an integral member of the team responsible for developing a comprehensive, 360-degree view of KQED's

audience and donor base. Passionate about data analysis, data integrity and its application to a wider engagement and conversion strategy, the Data Analytics Manager defines needs and develops studies and analyses which increase KQED's knowledge of our audience and their behaviors. The role works closely with team members in audience insights and ingenuity to develop and launch innovative tactics to deepen audience engagement, frequency, donor conversion, and retention. The Data Analytics Manager is specifically tasked with driving recommendations for the build out and launch of an all-inclusive KQED predictive modeling strategy.

1. Work closely with Senior Manager, Audience Insights and Ingenuity and department leads to define needs and craft solutions to provide audience insights, analytics and reporting.
2. Use web analytics tools such as Google Analytics combined with Salesforce-based CRM to gather and report on data needed to develop a 360 degree view of KQED's audience, leads, and donor base, while developing strategies to enhance the depth and understanding of data existing in KQED's current CRM. Goal is to deeply understand the behaviors of KQED's audience across all levels of engagement.
3. Work closely with CRM Manager, Research Manager, Product Manager and third parties to identify areas of current knowledge and data that exist independently within and outside the organization and work to integrate these into a fully rounded predictive modeling and identity management system.
4. Collaborate with staff members across KQED marketing, membership, product and development to implement initiatives and programs designed to increase revenue, drive donor acquisition and improve retention. Focus on new initiatives across digital, email, social media and mobile, while building upon KQED's long proven success on-air and via direct mail.
5. Provide direction for deepening analytical strategies across KQED including the identification of partners to improve analytical capabilities or initiatives such as the ingestion of third party data to deepen behavioral, demographic, and psychographic insights.
6. Provide criteria and parameters to the team to develop and maintain reports including, but not limited to, fundraising and other revenue sources, campaign performance, constituent behaviors and activities.
7. Provide insight into engagement tactics and flows that are and are not meeting goals and feed back to audience ingenuity team for lead generation, segmentation, and building effective customer journeys and profiles.
8. Work with department leads to identify report requirements and ensure proper testing of data to ensure accuracy prior to execution or implementation.
9. Manage the relationship with other departments, both administrative and content, that are also working on developing aspects of audience insights in order to create efficiencies and eliminate duplicate effort in research for the organization as a whole.
10. Assist in KQED presentations/productions to increase dissemination of best practices, new insights and effective analytics internally and across the system to increase profile of KQED's work in the audience insights and ingenuity field.

Other essential duties as needed and required.

**Credentials/Education Required:**

Bachelor's Degree or equivalent work experience in data analytics, research, fundraising, and/or marketing

**Knowledge/Experience Required:**

1. Five to seven years of data analytics experience and a background demonstrating familiarity with predictive modeling in a digital media or successful non-profit environment.
2. Comprehensive experience providing analytics and direction for large customer service programs within a digital, broadcast or cable media environment.
3. Hands on knowledge of Google Analytics or other data analytics tools such as Omniture.
4. Salesforce-based CRM and/or marketing automation applications such as Eloqua or Exact Target.
5. Experience within a major market or national consumer environment.
6. Ability to translate analysis results into actionable items and make tactical recommendations accordingly. In other words, be both analyst and strategist.
7. Knowledge and experience using Microsoft Office with advanced skills in Excel, specifically in how they relate to data reporting, data imports and exports.
8. Team player with excellent collaboration and interpersonal skills.
9. Self-motivated, self-starter with an unflappable attitude.

**Knowledge/Experience Desired:**

Experience within public media is not required.

**Tracking:**

Added to system: 1/12/16 2:43 PM

ID: 446

Last updated: 5/13/16 4:25 PM



# Invoice #2385944 - Paid

Action Without Borders  
 302 Fifth Avenue, 11th Floor  
 New York, NY 10001

To: KQED, Inc.

Created by: Diana Liang  
 Name: Joanne Carder  
 Title: VP HR  
 Phone: 415-553-2307  
 Address: 2601 Mariposa Street, San Francisco, CA, 94110, US

Posted: January 20, 2016  
 Due: Upon receipt

Applied Payments: Payment (Credit card ending in "1083") for \$80.00

## Invoice #2385944

| Type | Description   | Price             | Paid           |
|------|---|-------------------|----------------|
| Job  | Data Analytics Manager  |                   |                |
|      | Posted "Data Analytics Manager" (in San Francisco) on idealist.org for up to 60 days. | \$80.00           |                |
|      | <b>Total</b>  | <b>\$80.00</b>    | <b>\$80.00</b> |
|      |   | <b>Amount Due</b> | <b>\$0.00</b>  |

## Requisition: Project Supervisor, Video Production and Distribution

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

|   |   |
|---|---|
| Opened Date: <b>3/30/15</b>   | Reason for Opening:                           |
| Job Code: <b>375</b>  | Replacement for:                              |
| Title: <b>Project Supervisor, Video<br/>Production and Distribution</b> | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>                                   | Pay range:                                    |
| EEO job category: <b>(2) Professionals</b>                              | Filled date: <b>6/1/15</b>                    |
| Status: <b>Filled</b>   | Filled By: <b>Julia Shackelford</b>           |
| # of openings: <b>1</b>   | Start Date:                                   |
| Budget Status:  |   |

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

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

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description:

### Position Summary:

The Project Supervisor for KQED Presents is responsible for packaging public television programs for distribution via PTV networks -- for example, PBS, APT, NETA, etc. The Project Supervisor also provides production assistance for the KQED local production Truly CA, and the KQED national series Film School Shorts.

Key responsibilities include management of production relationships; multi-platform project delivery; compliance with distributor and FCC regulations; distribution strategy and planning; and promotion of programs through online marketing, written materials and phone calls to PTV stations to establish program carriage.

### **Essential Functions:**

- Serve as the Associate Producer on Film School Shorts.
- Manage overall production relationships. This starts with effectively communicating to independent producers the procedures, rules and regulations of public media distribution. Responsibilities also include creating and maintaining clear plans and delivery schedules for producers, as well as functioning as an intermediary between producers and PTV distributors.
- Review initial proposals and completed programs to determine whether KQED should pursue a presentation relationship with the producer. Provide feedback on rough cuts and/or fine cuts throughout the production process.
- Maintain submissions database, review films for consideration, track deliverables, book edits, receive and review media, and maintain records on this KQED production.
- Identify and craft solutions to technical problems that arise during production, post production and distribution.
- Work with KQED's legal team to ensure compliance with underwriting, obscenity, and other legal and technical requirements of the FCC and public television distributors.
- Conceptualize and create promotional materials to support programs through a station relations campaign.

### **Other Job Functions:**

- Manage financial tracking, billings, and invoice payments for the department.
- Assist KQED Presents Manager with administrative and other duties as required, including day-to-day correspondence, problem solving, archiving and DVD/tape dubbing.
- Provide advice and support on social media campaigns.
- Regularly evaluate and suggest ways to improve shared department templates, databases and other department systems in order to improve the overall service of KQED Presents.

### **Knowledge/Experience Required:**

- A solid understanding of film and digital media production, with an emphasis on post production and ability to learn new software and web tools.
- Exceptional critical thinking skills and ability to communicate and respond to staff and business associates diplomatically, effectively and professionally.
- A self-starter. Good organization skills and follow-through when handling multiple projects with shifting priorities. Ability to take initiative, work under pressure, meet deadlines, and switch activities as needed.
- Knowledge of bookkeeping and clerical procedures, as well as strong writing and copyediting skills for creating external-facing marketing materials and internal reports.
- Experience in MS Word and Excel, FileMaker Pro and Vimeo.

**Knowledge/Experience Desired:**

- Television production experience and familiarity with the independent producer community.
- Proven record in conceptualizing and implementing innovative marketing and digital media distribution strategies.
- Working knowledge of public television program distribution and delivery via PBS and other networks.
- Experience with WordPress, HTML/CSS and Premiere.
- Experience with business development.

**Tracking:**

Added to system: 3/30/15 2:23 PM

ID: 375

Last updated: 9/11/15 2:29 PM

[CL SF bay area >](#)

[san francisco >](#)

[jobs >](#)

[tv/film/video/radio](#)

reply below

Posted: 27 minutes ago

## **Project Supervisor, Video Production and Distribution (potrero hill)**



### **Position Summary:**

The Project Supervisor for KQED Presents is responsible for the broadcast and online distribution of KQED's national productions such as Film School Shorts and independently produced programming that is distributed under the KQED brand. The Project Supervisor also provides production assistance on the KQED local production Truly CA.

Key responsibilities include devising and implementing broadcast and online distribution strategies for KQED productions and presentations; pitching content to Programmers at top-market public television stations and online partners through written materials and phone calls; serving as the

Associate Producer of Truly CA. [help](#) [safety](#) [privacy](#) [feedback](#) [cl jobs](#) [terms](#) [about](#) [mobile](#)

**Other Job Functions:**

- Manage financial tracking, billings, and invoice payments for the department.
- Assist KQED Presents Director with administrative and other duties as required, including day-to-day correspondence, problem solving, archiving and DVD/tape dubbing.
- Provide advice and support on social media campaigns.
- Regularly evaluate and suggest ways to improve shared department templates, databases and other department systems in order to improve the overall service of KQED Presents.

**Knowledge/Experience Required:**

- Strong communication skills, both written and in person, and the ability to interact diplomatically, effectively and professionally with a diverse group of stakeholders.
- Strong business development instincts and comfort identifying and building partnerships with people and organizations of strategic value to KQED.
- An understanding of film and digital media production, with an emphasis on post production and ability to learn new software and web tools.
- A self-starter. Good organization skills and follow-through when handling multiple projects with shifting priorities. Ability to take initiative, work under pressure, meet deadlines, and switch activities as needed.
- Knowledge of bookkeeping and clerical procedures, as well as strong writing and copyediting skills for creating external-facing marketing materials and internal reports.
- A genuine interest in independent film, public media and our local filmmaking community.

**Knowledge/Experience Desired:**

- Proven record in conceptualizing and implementing innovative marketing and digital media distribution strategies.
- Production experience and familiarity with the independent producer community.
- Working knowledge of public television program distribution and delivery via PBS and other networks.
- Experience with WordPress, HTML/CSS and Premiere.
- Experience with business development.

**To apply for this position, please visit:** <http://ww2.kqed.org/about/jobs/>

compensation: **Competitive**

employment type: **full-time**

non-profit organization



- Principals only. Recruiters, please don't contact this job poster.
- do NOT contact us with unsolicited services or offers
- OK to highlight this job opening for persons with disabilities

No contact info?

if the poster didn't include a phone number, email, or other contact info, craigslist can notify them via email.

[Send Note!](#)

## Requisition: Senior Editor, Silicon Valley News Desk

### Requisition Owner(s):

Requisition Owners: Liang, Diana  
Cabanatuan, Adrienne

### Requisition Information:

|   |   |
|---|---|
| Opened Date: 1/4/16                                   | Reason for Opening: <b>Internal Transfer</b>  |
| Job Code: 439   | Replacement for: <b>Beth Willon</b>           |
| Title: <b>Senior Editor, Silicon Valley News Desk</b> | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Jose</b>                      | Pay range:                                    |
| EEO job category: <b>(2) Professionals</b>            | Filled date:                                  |
| Status: <b>Open</b>                                   | Filled By:                                    |
| # of openings: 1                                      | Start Date:                                   |
| Budget Status:  |   |

### Approvals:

|  |  |
|--|--|
| Requisition Approvers: <b>[1]</b> Liang, Diana | Offer Approvers: <b>[1]</b> Cabanatuan, Adrienne |
| <b>[2]</b> Cabanatuan, Adrienne                |  |

### Active Hire Controls:

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

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Summary:**

The Senior Editor of the KQED Silicon Valley News Desk leads and supervises a reporting team responsible for covering the South Bay region for radio, television, web, mobile and social media. This Senior Editor also



reports on Silicon Valley technology and culture. The SV News Desk is based in San Jose.

The editorial mission of KQED Silicon Valley News Desk coverage is twofold:

The SV News Desk covers relevant daily news that affects residents of Santa Clara County and the larger South Bay region. This reporting includes major developments and trends in the region's local governments, economies, work force, major institutions; and its diverse immigrant communities, cultures and people.

The SV News Desk reports on Silicon Valley's technology developments as it impacts the society, culture, economies and infrastructures of the Bay Area, California, the U.S. and the world.

**Essential Functions:**

1. Assists the Director, News Operations, in setting goals and direction for the SV News Desk team and implements editorial plans.
2. Supervises a regional news reporter and coordinates with the SV arts reporter.
3. Reports on technology across content platforms.
4. Edits feature reporting for radio and/or digital content. Reviews news scripts, edited audio and video news content, blog posts, photographs, videos and databases.
5. Assists in managing the Desk's enterprise and feature lists, which includes collaboration with other KQED news teams that take on South Bay-based and/or technology stories.
6. Develops reporting partnerships with other news organizations that share KQED's editorial mission.

**Non-Essential Functions:**

1. On occasion, fills in for other editors.
2. Develop intern program for the SV News Desk.
3. Represents KQED at events.
4. Coordinate office logistics with the San Jose office's administrative team.
5. Other duties, as assigned.

**Credentials/Education Required:**

Ten years of experience in news reporting and editing required. Minimum of six years of editorial desk leadership experience preferred. Radio and online production experiences preferred. B.A. degree in journalism, broadcast, mass communications or comparable media curriculum a plus.

**Knowledge/Experience Required:**

1. Experienced newsroom leader.
2. Managed news desk or news operation that involved assignment of stories to reporters and editing of final product.
3. Reporting on technology and culture.
4. Excellent news judgment.
5. Excellent organizational skills to manage briskly paced, multi-platform news operation.
6. Excellent news writer and editor.
7. Familiarity with audio production and experience with editing audio features.
8. Familiarity with web and social media publishing.
9. Thorough knowledge of journalistic principles, ethics and standards.
10. Excellent communications skills.
11. Demonstrated ability to work well with both veteran and new reporters, editors and producers.
12. Ability to work under deadline pressures.

**Knowledge/Experience Desired:**

1. Working knowledge of the Santa Clara County/Silicon Valley region.
2. Ability to edit multimedia content.
3. Familiarity with video content.
4. Familiarity with a range of significant regional and state-wide public affairs issues and subjects such as government and politics, the economy, education, health, immigration, legal affairs and the environment.
5. Experience working in a demographically diverse news environment.
6. Language skills are a plus.

**Tracking:**Added to system: **1/4/16 3:01 PM**ID: **439**Last updated: **6/6/16 9:29 AM**



**Your job has been posted. It will appear online within the next hour.  
Thank you for posting at Online News Association Career Center**

The charge on your American Express statement will appear as "Boxwood Technology, Inc."

Please print this confirmation page for your records using the print button above.

A copy of this receipt/confirmation has been sent to **cramos@kqed.org**.

|                            |                           |
|----------------------------|---------------------------|
| <b>Invoice #:</b>          | 2591145                   |
| <b>Date Posted:</b>        | Tuesday, January 05, 2016 |
| <b>Job Package Used:</b>   | Single 30-Day Job Posting |
| <b>Job ID:</b>             | 7809386                   |
| <b>Postings Remaining:</b> | 0 of 1                    |
| <b>Credit Card:</b>        | *****1083                 |
| <b>Charge:</b>             | \$300.00 USD              |
| <b>Appears As:</b>         | Boxwood Technology, Inc.  |

#### Spread the Word

#### Share Your Job



#### Short URL

<http://joburl.ws/7809386>

#### Permalink

<http://careers.journalists.org/jobs/7809386/senior-editor-silicon-valley-news-desk>

#### Invoice Detail (2591145)

KQED  
Christiana Ramos  
2601 Mariposa Street  
San Francisco, CA 94110 USA

Tuesday, January 5, 2016  
**Invoice #:** 2591145  
**Aged:** PAID  
**Total:** \$300.00 USD

415-553-2210  
cramos@kqed.org

**Balance:** \$0.00 USD  
**PO Number:** -

| Type    | Date        | Amount     | Description                                  |
|---------|-------------|------------|--|
| Invoice | Jan 5, 2016 | \$300.00   | Single 30-Day Job Posting                    |
| Payment | Jan 5, 2016 | \$(300.00) | Paid by American Express card ending in 1083 |

Any credit card charges appear on your statement as "Boxwood Technology, Inc."

- [Back to Account Overview](#)
- [Post Another Job](#)
- [View Posting](#)

Customer Service: 1-888-491-8833 Ext. 2416 (Extension Required)

## Christiana Ramos

---

**From:** Asian American Journalists Association <messages@app.production.membersuite.com>  
**Sent:** Monday, January 04, 2016 4:42 PM  
**To:** Christiana Ramos  
**Subject:** Order #19121 was processed successfully.

**Thank you for your order, Christiana Ramos!**

**Want to view manage your order online?**

If you need to check the status of your order, please visit our home page and login to your account:

<https://customer9867c50f.portal.production.membersuite.com>

---

### Billing Information

**Email Address:** [cramos@kqed.org](mailto:cramos@kqed.org)

**Billing Address:**  
2601 Mariposa St  
San Francisco, CA 94110-1426 US

**Shipping Address:**  
2601 Mariposa St  
San Francisco, CA 94110-1426 US

---

### Order Summary

**Order #:** 19121  
**Shipping Method:**  
**Grand Total:** \$150.00  
**Amount Paid:** \$150.00      Payment: Credit Card  
**Balance Due:** \$0.00

---

| Qty  | Product            | Unit Price          | Total           |
|------|--------------------|---------------------|-----------------|
| 1.00 | Single Job Posting | \$150.00            | \$150.00        |
|      |                    | <b>Subtotal:</b>    | \$150.00        |
|      |                    | <b>Shipping:</b>    | \$0.00          |
|      |                    | <b>Taxes:</b>       | \$0.00          |
|      |                    | <b>Discounts:</b>   | \$0.00          |
|      |                    | <b>Grand Total:</b> | <b>\$150.00</b> |



- **Hello, Joanne Carder**
- [> Your Account](#)
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**Your ad is now live on JournalismJobs.com.**

**Your credit card transaction was successful.**

**Please print this page as your payment receipt.**

**Amount Charged:** \$100.00

**Job:** KQED seeks a Senior Editor, Silicon Valley News Desk

**Authorization Code:** 249846

**Date:** January 04, 2016

[Click here](#) to go to your **Employer Folder** account.

In your folder, you can view a copy of the ad you just posted or search our general resume database. If you have any questions, please call 510-508-7386 or e-mail [contact@journalismjobs.com](mailto:contact@journalismjobs.com).

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## Christiana Ramos

---

**From:** Auto-Receipt <noreply@mail.authorize.net>  
**Sent:** Monday, January 04, 2016 4:57 PM  
**To:** Christiana Ramos  
**Subject:** Transaction Receipt from NABJ Career Center for 150.00 (USD)

### Order Information

Description: Payment for job posting(s): Senior Editor, Silicon Valley News Desk  
Invoice Number: 2633

### Billing Information

KQED  
2601 Mariposa Street  
San Francisco, California  
United States  
[eramos@kqed.org](mailto:eramos@kqed.org)

### Shipping Information

**Total: 150.00 (USD)**

### Payment Information

Date/Time: 4-Jan-2016 17:56:44 MST  
Transaction ID: 7858906233  
Payment Method: American Express xxxx1083  
Transaction Type: Purchase  
Auth Code: 280651

### Merchant Contact Information

NABJ Career Center  
Windsor, CA 95492  
US  
[eric@JOURNALISMNEXT.COM](mailto:eric@JOURNALISMNEXT.COM)



YourMembership.com, Inc  
 541 Eastern Point Road  
 Suite 3  
 Groton, CT 06340  
 Tel. 727-497-6565

## RECEIPT

**PURCHASER INFO**  
 KQED  
 2601 Mariposa Street  
 San Francisco, California 94110  
 Attn: Christiana Ramos

|   |            |
|---|------------|
| <b>ORDER #</b>  | R19960172  |
| <b>DATE</b>   | 01/05/16   |
| <b>IO / PO #</b>  | --         |
| <b>AMOUNT PAID</b>  | USD 299.00 |
| <b>PURCHASED BY</b>   |            |
| Adrienne Cabanatuan<br>415-553-2307<br>acabanatuan@kqed.org |            |

| PRODUCT   | DESCRIPTION  | AMOUNT     |
|---|--|------------|
| 30 Day Online Only Job Posting<br>Job Posting - Web | <b>Current.org</b><br>(paid - creditcard)<br>Job ID: 26451664<br>Job Name: Senior Editor, Silicon Valley News Desk<br>Job Title: Senior Editor, Silicon Valley News Desk | USD 299.00 |

|                   |            |
|-------------------|------------|
| <b>SUBTOTAL</b>   | USD 299.00 |
| <b>TAXES</b>      | USD 0.00   |
| <b>TOTAL PAID</b> | USD 299.00 |
| <b>AMOUNT DUE</b> | USD 0.00   |



(/)

You have successfully completed step 2 of 2. We have received your data.

We will post your job as soon as possible, usually within 24 hours.

Thank you for your support!



([http://www.rtdna.org/content/rtdnf\\_first\\_amendment\\_awards](http://www.rtdna.org/content/rtdnf_first_amendment_awards))



([http://www.rtdna.org/content/rtdna\\_code\\_of\\_ethics](http://www.rtdna.org/content/rtdna_code_of_ethics))

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**Christiana Ramos**

**From:** SPJ Job Bank <billing@boxwoodtech.com>  
**Sent:** Tuesday, January 05, 2016 12:05 PM  
**To:** Christiana Ramos  
**Subject:** Your receipt



**Your job has been posted. It will appear online within the next hour.  
Thank you for posting at SPJ Job Bank**

The charge on your American Express statement will appear as "Boxwood Technology, Inc."

**Invoice #:** 2591196  
**Date Posted:** Tuesday, January 05, 2016  
**Job Package Used:** Single 30-day Online Job Posting Package  
**Job ID:** 7809448  
**Postings Remaining:** 0 of 1  
**Credit Card:** \*\*\*\*\*1083  
**Charge:** \$350.00 USD  
**Appears As:** Boxwood Technology, Inc.

| Invoice Detail (2591196)   |             |   |  |
|--|-------------|---|--|
| KQED<br>Joanne Carder<br>2601 Mariposa Street<br>San Francisco, CA 94110 USA<br>4155532110<br><a href="mailto:cramos@kqed.org">cramos@kqed.org</a> |             | Tuesday, January 5, 2016<br><b>Invoice #:</b> 2591196<br><b>Aged:</b> PAID<br><b>Total:</b> \$350.00 USD<br><b>Balance:</b> \$0.00 USD<br><b>PO Number:</b> - |  |
| Type   | Date        | Amount  | Description                                  |
| Invoice  | Jan 5, 2016 | \$350.00  | Single 30-day Online Job Posting Package     |
| Payment  | Jan 5, 2016 | \$(350.00)  | Paid by American Express card ending in 1083 |
| Any credit card charges appear on your statement as "Boxwood Technology, Inc."   |             |   |  |

Customer Service: 1-888-491-8833 Ext. 1877 (Extension Required)

Note: This is a system-generated e-mail. Please do not respond.



**Professional Diversity Network**  
 801 W. Adams Street  
 Suite 600  
 Chicago, IL 60607  
 www.prodivnet.com  
 USA



Order: 568c4afce647fe6dae0002c0  
 Account: 562fa542aa3d1d4d79000073  
 Contract: 568c4b6c790f3e2e2d00063f  
 Date: 01-05-2016

Jessica Haggerty  
 2601 Mariposa Street  
 San Francisco, CA

**Order Summary**

Purchase Date: 01-05-2016

| Item         | Service/Product                | Charges  | Total           |
|--------------|--------------------------------|----------|-----------------|
| 1            | Single NAHJ 60 Day Job Posting | \$150.00 | \$150.00        |
| <b>Total</b> |                                |          | <b>\$150.00</b> |

Please Note: The Professional Diversity Network (PDN) powers the NAHJ Career Center website, which is the name that will appear on your credit card statement. If you have any questions concerning this transaction, please call (888) 975-1386.

We appreciate your business. Thank you!

The total amount has been charged to your credit card.

## 100-Word Blurb for job postings

KQED seeks creative and experienced journalist to head its Silicon Valley News Desk. This San Jose-based Senior Editor oversees coverage across content forms – radio, web, mobile, social media. This individual has both excellent editor skills to supervise a general assignment reporter and reporting experience to develop a technology and culture beat. This editor appreciates public media’s mission to provide audiences with relevant news and information on this important region and its many different communities. The ideal candidate is well organized, works confidently in a deadline-driven and team environment and is comfortable dealing with both radio and online news content.

## Christiana Ramos

---

**From:** Diana Liang  
**Sent:** Monday, January 04, 2016 4:28 PM  
**To:** Christiana Ramos  
**Subject:** FW: Approval for posting Senior Editor, SV opening

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Please post this position on the external job boards below, thanks!

---

**From:** Bruce Koon  
**Sent:** Monday, January 04, 2016 2:59 PM  
**To:** Holly Kernan  
**Cc:** Jessica Haggerty; Diana Liang; Bruce Koon  
**Subject:** Approval for posting Senior Editor, SV opening

Holly, Jessica,

Diana is posting the Senior Editor, Silicon Valley News Desk, position to KQED this afternoon. **For background only, what's the salary for this position?**

Also, here is the cost for outside job postings. **Does this come out of the 790-79001 budget?**

100-Word Blurb for job postings

KQED seeks creative and experienced journalist to head its Silicon Valley News Desk. This San Jose-based Senior Editor oversees coverage across content forms – radio, web, mobile, social media. This individual has both excellent editor skills to supervise a general assignment reporter and reporting experience to develop a technology and culture beat. This editor appreciates public media's mission to provide audiences with relevant news and information on this important region and its many different communities. The ideal candidate is well organized, works confidently in a deadline-driven and team environment and is comfortable dealing with both radio and online news content.

- Asian American Journalists Association- \$150 (30 day posting) – if there is member rate we are members. ✓
- CURRENT- \$ \$299 (30 day posting) ✓
- JournalismJobs.com- \$75 (30 day posting) ✓
- Society of Professional Journalists - \$350 (30 day posting) – if there is member rate we are. ✓
- National Association for Hispanic Journalist- \$150 (30 day posting)
- National Association for Black Journalist- \$150 (30 day posting) ✓
- Online News Association ??? ✓
- RTDNA - \$50 non member (we have membership) ✓

Bruce

**Bruce Koon**  
Director, News Operations  
KQED News  
Phone: (415) 553-2276  
Mobile: (415) 806-5607  
SiliconValley News Desk  
California Politics & Government Desk



PUBLIC TELEVISION  
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LinkedIn Corporation  
2029 Stierlin Ct, Mountain View, CA  
94043 USA

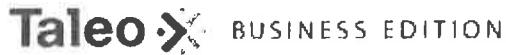
Federal Tax ID: 47-0912029

**Billed to:**  
Christiana Ramos

**Date:** 1/11/2016  
**Invoice #:** 2481363464

| Item | Description  | Rate | Quantity | Price         |
|------|--|------|----------|---------------|
| 1    | 30-day Job Posting (Credit)<br>Senior Editor, Silicon Valley News Desk<br>KQED - San Francisco Bay Area<br>Expires February 10, 2016 |      |          | 1 Job Credit  |
| 2    | InMail 5   |      |          | \$0.00        |
|      |  |      |          | \$0.00        |
|      |  |      |          | \$0.00        |
|      |  |      |          | \$0.00        |
|      |  |      |          | \$0.00        |
|      |  |      |          | <b>\$0.00</b> |

For the  
recruiting  
file



### Requisition: Human Resources Representative/Recruiter

#### Requisition Owner(s):

Requisition Owners: Cabanatuan, Adrienne

#### Requisition Information:

|  |   |
|--|---|
| Opened Date: <b>4/26/16</b>                            | Reason for Opening: <b>Resignation</b>        |
| Job Code: <b>485</b>                                   | Replacement for: <b>Diana Liang</b>           |
| Title: <b>Human Resources Representative/Recruiter</b> | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>                  | Pay range:                                    |
| EEO job category: <b>(2) Professionals</b>             | Filled date:                                  |
| Status: <b>Open</b>                                    | Filled By:                                    |
| # of openings: <b>1</b>                                | Start Date:                                   |
| Budget Status:   |   |

#### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne      Offer Approvers: **[1]** Cabanatuan, Adrienne

#### Active Hire Controls:

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

#### Requisition Posters:

Posted To: Not currently posted.

#### Agencies:

Agencies:

#### Description

Description: **Position Summary:**

The Human Resources Representative/Recruiter serves as an internal recruiter and resource for company managers to recruit for and fill openings as well as to coordinate the overall recruitment and coordination of the KQED Internship program. Additionally, this position will be participate in and contribute to critical HR projects as they occur.

**Essential Functions:**

1. Recruit for assigned staff positions at KQED ensuring a qualified and diverse candidate pool.
2. Ensure hiring manager and team preparedness for the interview process and that interviews are conducted efficiently and professionally.
3. Evaluate candidate's qualifications, including reference checks, salary recommendations, offer letter generation and offer acceptance/declines.
4. Compile and update reports for job openings, hires and post hire summaries.
5. Propose and implement ongoing improvements to KQED recruitment efforts.
6. Coordinate the KQED Internship program including developing relationships with colleges and other institutions in our market for the purposes of recruitment at job/intern fairs and career exploration panels.
7. Coordinate the quarterly new hire orientation program which includes participation from other divisions.
8. Works with Human Resources Team to review and maintain employee policy guide.
9. Create, edit and revise job descriptions as needed.
10. Complete mandatory employment reports as required (SAS, EEO 1, and FCC).
11. Collaborate with Human Resources staff to promote strong company culture and unified HR strategy.
12. Perform other human resources related projects as required.

**Knowledge/Experience Required:**

1. Minimum two years of experience in a recruitment role handling a variety of positions
2. Understanding of equal employment opportunity laws that relate to employment and hiring practices
3. Proven track record of working independently and/ or part of a small team.
4. Ability to prioritize multiple functions and tasks and manage work time efficiently.
5. Strong written and communication skills (including presentation skills).
6. Ability to interact effectively with all levels of employees and management.

**Knowledge/Experience Desired:**

1. PHR preferred
2. BA degree preferred

**Tracking:**

Added to system: 4/26/16 3:29 PM

ID: 485

Last updated: 6/30/16 1:33 PM

CL [SF bay area](#) >  
san francisco >  
[jobs](#) >  
[human resource](#)

reply below

Posted: 2016-04-26 3:39pm

## **Human Resources Representative/Recruiter (potrero hill)**



### **Position Summary:**

The Human Resources Representative/Recruiter serves as an internal recruiter and resource for company managers to recruit for and fill openings as well as to coordinate the overall recruitment and coordination of the KQED Internship program. Additionally, this position will be participate in and contribute to critical HR projects as they occur.

### **Essential Functions:**

1. Recruit for assigned staff positions at KQED ensuring a qualified and diverse candidate pool.
2. Ensure hiring manager and team preparedness for the interview process and that interviews are conducted efficiently and professionally.

- 5.Strong written and communication skills (including presentation skills).
- 6.Ability to interact effectively with all levels of employees and management.

**Knowledge/Experience Desired:**

- 1.PHR preferred
- 2.BA degree preferred

To apply for this position, please visit: <http://ww2.kqed.org/about/jobs/>

compensation: **Competitive**

employment type: **full-time**

non-profit organization







YourMembership.com, Inc  
541 Eastern Point Road  
Suite 3  
Groton, CT 06340  
Tel. 860-437-5700

**RECEIPT**

**PURCHASER INFO**  
KQED  
2601 Mariposa Street  
San Francisco, California 94110  
United States  
Attn: Christiana Ramos

|   |            |
|---|------------|
| <b>ORDER #</b>                                    | R21741048  |
| <b>DATE</b>                                       | 04/26/16   |
| <b>IO / PO #</b>                                  | --         |
| <b>AMOUNT PAID</b>                                | USD 440.00 |
| <b>PURCHASED BY</b>                               |            |
| Christiana Ramos<br>4155532210<br>cramos@kqed.org |            |

| PRODUCT                              | DESCRIPTION  | AMOUNT     |
|--------------------------------------|--|------------|
| Job Flash Email<br>Job Posting - Web | <b>Northern California Human Resources Association</b><br>(paid - creditcard)<br>Job ID: 28223851<br>Job Name: Human Resources Representative/Recruiter<br>Job Title: Human Resources Representative/Recruiter | USD 440.00 |

|                   |            |
|-------------------|------------|
| <b>SUBTOTAL</b>   | USD 440.00 |
| <b>TAXES</b>      | USD 0.00   |
| <b>TOTAL PAID</b> | USD 440.00 |
| <b>AMOUNT DUE</b> | USD 0.00   |

## Requisition: Managing Editor, News

### Requisition Owner(s):

Requisition Owners: Cabanatuan, Adrienne

### Requisition Information:

|  |   |
|--|---|
| Opened Date: 12/16/15                      | Reason for Opening: <b>New Position</b>       |
| Job Code: 434                              | Replacement for:                              |
| Title: <b>Managing Editor, News</b>        | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>      | Pay range:                                    |
| EEO job category: <b>(2) Professionals</b> | Filled date:                                  |
| Status: <b>Open</b>                        | Filled By:                                    |
| # of openings: 1                           | Start Date:                                   |
| Budget Status:                             |   |

### Approvals:

Requisition Approvers: [1] Cabanatuan, Adrienne

Offer Approvers: [1] Cabanatuan, Adrienne

### Active Hire Controls:

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

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Summary:**

The Managing Editor, News supervises KQED's news reporting and editing staff and oversees the daily newsgathering efforts to provide timely, high-quality news and feature coverage for TV and radio broadcast, web, video, mobile and public engagement platforms. The Managing Editor, News also coordinates coverage with KQED Forum and with KQED Science and KQED Arts.

This includes daily news and ongoing enterprise coverage. S/he works closely with the news management team to ensure effective communication and coordination among managers and front-line staff.



The Managing Editor, News will work with the Executive Editor and senior news managers on hiring, management and content decision-making to serve a diverse community effectively and accurately. The Managing Editor helps maintain KQED's high standards for journalistic quality and community service.

- Provide leadership and direction for reporters and editors carrying out KQED's coverage mission on TV, radio, web, mobile and social platforms, working toward a digital first strategy for News coverage
- On a daily basis, ensure news vision for innovation, diversity and community service that reflects KQED's communities and organizational mission
- Assign and direct daily coverage and enterprise, working with team of reporters and editors
- Communicate continuously, collaboratively and effectively with web/mobile and broadcast leadership to deliver coverage for shows, newscasts, digital and mobile services
- Manage daily and weekly news planning process through effective system of meetings, one-on-one communication and use of electronic/written communication systems
- Where necessary, edit copy and tape, audition actualities and other sound elements and provide final approval for broadcast as needed
- Work collaboratively to support program staff and newscasters. Participate in editorial projects and special programming
- Supervise newscast, education, enterprise and features unit staff
- Coordinate and lead coverage with Newsroom, The California Report, Desks, Digital, and video teams.
- Coordinate news coverage with Forum, Science and Arts teams.
- Provide clear guidance, feedback and supervision to assigned staff. This includes editorial aspects and performance assessment
- Foster a creative and productive work environment
- Other duties as assigned

**Credentials/Education Required:** BA/MA in Journalism Preferred

**Knowledge/Experience Required:**

- 5 years' experience leading and managing in a news environment
- 5 years' experience working covering news and using strong news judgment
- Proven track record editing stories and working with staff to grow and develop
- Must be able to work across a variety of content platforms for content creation and broadcast
- Excellent communication skills both across a newsroom and in a media organization overall
- Deep knowledge of changing media landscape
- Experience working with diverse communities and bringing to light those stories
- Excellent organization and follow through skills with the ability to manage multiple competing priorities

**Knowledge/Experience Desired:**

- Digital journalism experience
- Knowledge of video and audio production
- Fluency in Spanish or Mandarin

**Tracking:**

Added to system: 12/16/15 3:42 PM

ID: 434

Last updated: 5/19/16 5:11 PM



LinkedIn Corporation  
 2029 Stierlin Ct, Mountain View, CA  
 94043 USA

Federal Tax ID: 47-0912023

**Billed to:**  
 Christiana Ramos

**Date:** 1/6/2016  
**Invoice #:** 2467464224

| Item | Description   | Rate         | Quantity | Price        |
|------|---|--------------|----------|--------------|
| 1    | 30-day Job Posting (Credit)<br>Managing Editor, News<br>KQED - San Francisco Bay Area<br>Expires February 5, 2016 | 1 Job Credit | 1        | 1 Job Credit |
| 2    | InMail 5  | -            |          | \$0.00       |

**Subtotal:** \$0.00  
**Sales tax: 0.00%** \$0.00  
**Invoice:** \$0.00  
**Payment:** \$0.00  
**Balance:** **\$0.00**



### Requisition: Coordinator, Major Donor Communications

**Requisition Owner(s):**

Requisition Owners: Liang, Diana  
Cabanatuan, Adrienne

**Requisition Information:**

|   |   |
|---|---|
| Opened Date: <b>3/8/16</b>                                  | Reason for Opening: <b>Internal Transfer</b>  |
| Job Code: <b>466</b>  | Replacement for: <b>Christine Kelly</b>       |
| Title: <b>Coordinator, Major Donor Communications</b>       | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>                       | Pay range:                                    |
| EEO job category: <b>(5) Administrative Support Workers</b> | Filled date:                                  |
| Status: <b>Open</b>   | Filled By:                                    |
| # of openings: <b>1</b>                                     | Start Date:                                   |
| Budget Status:  |   |

**Approvals:**

|  |  |
|--|--|
| Requisition Approvers: <b>[1]</b> Liang, Diana | Offer Approvers: <b>[1]</b> Cabanatuan, Adrienne |
| <b>[2]</b> Cabanatuan, Adrienne                |  |

**Active Hire Controls:**

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

**Requisition Posters:**

Posted To: Not currently posted.

**Agencies:**

Agencies:

**Description**

Description: **Position Summary:**

The Coordinator, Major Donor Communications works under the supervision of the Senior Director, Leadership Gifts, in the planning and implementation of existing and new initiatives to increase the number of major donors and the giving levels of current major donors through written solicitation (based on strategic segmentation of donors and prospects – currently there are approximately 1,500 such donors). This position will assist in the planning and will be responsible for the implementation of other communication for cultivation and stewardship activities for major donors, along with all related support activities. The major donor mail program brings in \$1.5 million in unrestricted revenue a year.

#### **Essential Functions:**

1. Under the direction of the Senior Director, Leadership Gifts, the Coordinator, Major Donor Communication, participates in the development of an annual comprehensive solicitation plan (i.e. including identifying strategic segments of donors to receive letters at specific times during the year to ask donors to increase their giving) for major donor solicitation by mail. In compliance with the plan, the Coordinator drafts, edits, and produces all major donor mail solicitation letters including for strategic segments. This will include: gathering information from KQED content and other program staff to include in new solicitation letters, drafting new solicitation letters based on that information a number of times throughout the year, creating a calendar of the production schedule for monthly renewals mailing and special mailings; working with the Information Technology department programmers to schedule data pulls, and managing/manipulating the mailing lists each month to tailor the needs for each segment of monthly renewal mailings for Signal Society and Producers Circle donors; as well as adjusting and updating acknowledgement letters throughout the year to match the content of the solicitation letters. This position will work with the Development Associate Major Donors to produce, get signed and mail all solicitation letters on a monthly basis. Acknowledgement letters are produced by the Development Associate, Gift Processing. (40%)
2. Under the direction and supervision of the Senior Director, Leadership Gifts draft and edit stewardship and cultivation written communications for the Leadership Gifts team. This will include drafting "one touch" informational/cultivation communications (either physical letters or emails) on a semi-monthly basis to keep donors informed about the uses of their gifts; managing electronic communications through Eloqua email systems; working with staff in the Interactive Department to update and maintain major donor groups webpages; creating occasional proposals for donors who request more detailed information on a given topic; and managing the overall process including identifying the theme for each issue and recommending the topics and number of articles to be included and writing articles for the *Go Public* semi-annual donor newsletter. Other ad hoc writing assignments as needed. This position will also draft and develop written and electronic materials as needed/requested by the Chief Development Officer and Senior Director, Leadership Gifts as well as copy edit material for major gifts officers. (40%)
3. Assist with donor events, including (as needed) helping create invitation lists, taking RSVPs, fielding phone calls and emails leading up to events, generating name-tags and check-in lists, attending and providing necessary assistance on event day, and entering donor interactions in Salesforce CRM database following the event. (15%)
4. Other essential duties as required (5%)

#### **Other Job Functions:**

1. During times of heavy gift volume (e.g., end of tax year, end of fiscal year), may be called upon to assist with gift processing duties such as photocopying financial backup paperwork, data entry, and drafting acknowledgement letters.

**Knowledge/Experience Required:**

1. Minimum of two years experience in fundraising/development in the annual fund or major gift area.
2. Proficiency with MS Office and database management; experience with Eloqua or other email communication systems and DreamWeaver a plus.
3. Excellent writing and editing skills with excellent attention to detail, copy editing and experience writing in multiple "voices".
4. The individual should be energetic, self-directed and assertive, and also flexible, creative and understanding.
5. Communication and interpersonal skills must be at the highest possible level.
6. Bachelor's degree or equivalent educational training preferred.

**Tracking:**

Added to system: 3/8/16 9:22 AM

ID: 466

Last updated: 5/6/16 4:11 PM

## Invoice #2400435 - Paid

Action Without Borders  
 302 Fifth Avenue, 11th Floor  
 New York, NY 10001

To: KQED, Inc.

Created by: Diana Liang  
 Name: Joanne Carder  
 Title: VP HR  
 Phone: 415-553-2307  
 Address: 2601 Mariposa Street, San Francisco, CA, 94110, US

Posted: March 9, 2016  
 Due: Upon receipt

Applied Payments: Payment (Credit card ending in "1083") for \$90.00

### Invoice #2400435

| Type | Description  | Price             | Paid           |
|------|--|-------------------|----------------|
| Job  | Coordinator, Major Donor Communications  |                   |                |
|      | Posted "Coordinator, Major Donor Communications" (in San Francisco) on idealist.org for up to 60 days. | \$90.00           |                |
|      | <b>Total</b>   | <b>\$90.00</b>    | <b>\$90.00</b> |
|      |  | <b>Amount Due</b> | <b>\$0.00</b>  |



### Requisition: Revenue and Expense Associate

**Requisition Owner(s):**

Requisition Owners: Cabanatuan, Adrienne

**Requisition Information:**

|   |   |
|---|---|
| Opened Date: <b>5/12/16</b>                                 | Reason for Opening: <b>Resignation</b>        |
| Job Code: <b>491</b>  | Replacement for:                              |
| Title: <b>Revenue and Expense Associate</b>                 | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>                       | Pay range:                                    |
| EEO job category: <b>(5) Administrative Support Workers</b> | Filled date:                                  |
| Status: <b>Open</b>   | Filled By:                                    |
| # of openings: <b>1</b>                                     | Start Date:                                   |
| Budget Status: <b>Budgeted</b>                              |   |

**Approvals:**

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

**Active Hire Controls:**

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

**Requisition Posters:**

Posted To: Not currently posted.

**Agencies:**

Agencies:

**Description**

Description:

**Position Title:** Revenue & Expense Associate

**Reports To:** Revenue & Expense Manager

**Department:** Marketing and Brand

**Division:** Marketing and Brand

**Position Summary:**



In conjunction with the Revenue & Expense Manager, this role provides full service financial management support to all managers and staff of the major revenue generating departments at KQED as well as Marketing and Communications. The Revenue & Expense Associate is responsible for providing a variety of hands-on services that support the Revenue & Expense Manager in a timely and professional manner.

**Essential Functions:**

1. Support the procurement process by creating requisitions as needed, receiving goods and services within the accounting system and distributing Purchase Orders, including terms and conditions, to vendors for all assigned departments and projects. Ensure sales/use tax is properly stated on invoices; ensure invoices are mathematically correct and approved by the responsible managers; and ensure documentation for received good and services are forwarded to accounts payable for accrual in the accounting system (e.g., packing slip, bill of lading, receiving log)
2. Collect time sheets for all department personnel, secure supervisor review and approval; ensure all timesheets are accounted for and submitted to the Payroll Department in a timely manner
3. Collect and review employee expense reports and audit to ensure compliance with all policies; submit to Revenue & Expense Manager and other appropriate managers for approval
4. Assist Revenue & Expense Manager with key entering budget and forecast changes in SAP; ensure proper documentation within SAP for all material line items
5. Perform multi-department credit card reconciliations on a monthly basis, ensuring proper PO's are created, coding is correct, and required backup is included
6. Prepare billing requests for multiple departments, ensuring that Accounts Receivable has the necessary backup to process
7. Coordinate hotel and event registration payment for staff that cannot be completed by Company Travel Portal.
8. Provide Revenue & Expense Manager and other staff with research services as needed (e.g., payable status, SAP details)
9. Prepare correspondence as directed
10. Provide administrative support to Revenue & Expense Manager in whatever capacity necessary, including coordinating meetings
11. Maintain all records in a neat and easily accessible manner

**Other Job Functions:**

Other essential duties as needed and required.

**Knowledge/Experience Required:**

1. Three to four years of office administration experience, including 1-2 years of accounting experience with Accounts Payable and Accounts Receivable.

- 2. Must have excellent oral and written communication skills with a customer service orientation
- 3. Must have excellent skills in the Microsoft Office Suite including Excel and Word. Working knowledge of Salesforce CRM a big plus.
- 4. Excellent interpersonal skills with ability to work under pressure and meet deadlines
- 5. Ability to coordinate information with various departments and divisions.

**Tracking:**

Added to system: 5/12/16 10:56 AM

ID: 491

Last updated: 6/3/16 4:28 PM

CL SF bay area >  
san francisco >  
jobs >  
accounting/finance

reply below

Posted: 2016-05-19 4:01pm

## Revenue and Expense Associate (potrero hill)



### Position Summary:

In conjunction with the Revenue & Expense Manager, this role provides full service financial management support to all managers and staff of the major revenue generating departments at KQED as well as Marketing and Communications. The Revenue & Expense Associate is responsible for providing a variety of hands-on services that support the Revenue & Expense Manager in a timely and professional manner.

### Essential Functions:

1. Support the procurement process by creating requisitions as needed, receiving goods and services within the accounting system and distributing Purchase Orders, including terms and conditions, to vendors for all assigned departments and projects. Ensure sales/use tax is properly stated on invoices.

Other essential duties as needed and required.

**Credentials/Education Required:**

AA Degree in Finance/Accounting or related field preferred

**Knowledge/Experience Required:**

1. Three to four years of office administration experience, including 1-2 years of accounting experience with Accounts Payable and Accounts Receivable.
2. Must have excellent oral and written communication skills with a customer service orientation
3. Must have excellent skills in the Microsoft Office Suite including Excel and Word. Working knowledge of Salesforce CRM a big plus.
4. Excellent interpersonal skills with ability to work under pressure and meet deadlines
5. Ability to coordinate information with various departments and divisions.

To apply for this position, please visit: <http://ww2.kqed.org/about/jobs/>

compensation: **Competitive**

employment type: **full-time**

non-profit organization





### Requisition: Managing Director, Education

**Requisition Owner(s):**

Requisition Owners: Liang, Diana  
Cabanatuan, Adrienne

**Requisition Information:**

|  |   |
|--|---|
| Opened Date: <b>3/25/16</b>                | Reason for Opening: <b>New Position</b>       |
| Job Code: <b>473</b>                       | Replacement for:                              |
| Title: <b>Managing Director, Education</b> | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>      | Pay range:                                    |
| EEO job category: <b>(2) Professionals</b> | Filled date:                                  |
| Status: <b>Open</b>                        | Filled By:                                    |
| # of openings: <b>1</b>                    | Start Date:                                   |
| Budget Status:                             |   |

**Approvals:**

Requisition Approvers: **[1]** Cabanatuan, Adrienne      Offer Approvers: **[1]** Cabanatuan, Adrienne

**Active Hire Controls:**

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

**Requisition Posters:**

Posted To: Not currently posted.

**Agencies:**

Agencies:

**Description**

Description: **Position Summary:**

KQED Education enhances learning experiences through media including video, interactives, self-paced modules, and youth media making. We strive to use our media expertise to inspire and engage learners and support educators through the innovative application of media-based technologies and instructional strategies.

The Managing Director, Education oversees the growth of all educational products

The Managing Director, Education oversees the growth of all educational products and services for KQED. The position leads all product development and implementation for KQED Education across and within the content areas of Arts and Culture, News and Civics, and Science and Environment/STEM. The Managing Director is driven by and accountable to department-wide deliverables, metrics, and outcomes in the areas of reach, engagement and impact. This position supervises staff leads for educational media production, youth participation and educator professional learning, and shares in the supervision of our interactive product manager.

The Managing Director is responsible for developing products and services that:

- Feature a consistent voice and experience for our users across products and content areas,
- Strategically integrate content, youth participation and professional learning in all products and services to meet the department's reach, engagement and impact outcomes,
- Embrace KQED's commitment to equity and access and increasing opportunities for youth to author their own learning through media production and public sharing,
- Aid educators in effectively addressing content standards and the Common Core State Standards in their teaching and integrate a practice-based approach to professional learning to increase the adoption of our products.

A member of the KQED Education management team, this leadership position is responsible for the successful implementation of KQED Education's strategic goals and strategies, representing KQED Education internally and externally, building and strengthening partnerships.

#### **Essential Functions:**

1. Responsible for all KQED Education product development and implementation, including packages of integrated content within and across subject areas of Arts, News and Science.
2. Holds and implements the integrated vision for new and existing KQED Education products and services, combining engaging media production, youth participation and professional learning and instructional supports for educators.
3. Oversees effective and wide-scale product distribution on kqed.org and other online media outlets.
4. Utilizes analytics and evaluation data alike to drive outcomes.
5. Manages and stewards financial resources efficiently to meet or exceed desired outcomes.
6. Utilizes evaluation data and analytics to drive product development and decision-making.
7. Develops and sustains key relationships with KQED internal and external partners to advance the work of KQED Education, and KQED as a whole.
8. Other duties as assigned.

#### **Credentials/Education Required:**

- Media Production – required

- Journalism/Education – preferred

**Knowledge/Experience Required:**

1. Demonstrated success in inspiring a team in product development and implementation, including demonstrated experience leading in the following areas:
  1. User experience
  2. Content production and management
  3. Technical development/engineering
2. Minimum of five years' experience as producer, lead product manager in educational media or ed tech.
3. Minimum of five years' experience in project supervision, including staff supervision and budget development/management.
4. Demonstrated experience in leading with design thinking strategies and learning from data and evaluation results to inform decision-making.
5. Understands and can apply trends in curriculum and instruction as well as best practices for educational supplemental content production.
6. Demonstrated knowledge in media literacy.
7. Demonstrated experience with integrating technology into teaching of content.
8. Commitment to educational equity.
9. Clear and direct communicator.
10. Detail-oriented with strong organizational skills and follow-through capabilities.

**Knowledge/Experience Desired:**

- Knowledge of Bay Area/California education market, leaders, trends and challenges.
- Understanding of the challenges and opportunities in teacher professional learning.
- Leading in times of change.
- Sense of humor.

**Tracking:**

Added to system: 3/25/16 9:43 AM

ID: 473

Last updated: 5/19/16 11:25 AM



LinkedIn Corporation  
2029 Stierlin Ct, Mountain View, CA  
94043 USA

Federal Tax ID: 47-0912023

**Billed to:**  
Christiana Ramos

**Date:** 3/30/2016  
**Invoice #:** 2208260851

| Item | Description  | Rate         | Quantity | Price        |
|------|--|--------------|----------|--------------|
| 1    | 30-day Job Posting (Credit)<br>Managing Director, Education<br>KQED - San Francisco Bay Area<br>Expires April 29, 2016 | 1 Job Credit | 1        | 1 Job Credit |
| 2    | InMail 5   |              |          | \$0.00       |

**Subtotal:** \$0.00  
**Sales tax: 0.00%** \$0.00  
**Invoice:** \$0.00  
**Payment:** \$0.00  
**Balance:** **\$0.00**



**Christiana Ramos**

---

**From:** Diana Liang  
**Sent:** Wednesday, March 30, 2016 4:16 PM  
**To:** Christiana Ramos  
**Subject:** FW: Your Edsurge, Inc receipt [#1965-1942]

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

---

**From:** [receipts+Pe0Fe2DEtItjAFJNEATI@stripe.com](mailto:receipts+Pe0Fe2DEtItjAFJNEATI@stripe.com) [mailto:receipts+Pe0Fe2DEtItjAFJNEATI@stripe.com]  
**Sent:** Wednesday, March 30, 2016 3:46 PM  
**To:** Diana Liang  
**Subject:** Your Edsurge, Inc receipt [#1965-1942]



| Description  | Price           |
|--|-----------------|
| EdSurge charge for Find Jobs in Edtech, Education, Teaching posting. Advertising plan: Jobs Board Single Posting | \$100.00        |
| <b>Total</b>   | <b>\$100.00</b> |

*Managing Director, Edu*

Have a question or need help? [Send us an email](#) or [give us a call at \(650\) 485-3740.](#)

YourMembership.com, Inc  
 541 Eastern Point Road  
 Suite 3  
 Groton, CT 06340  
 Tel. 860-437-5700

**RECEIPT**

**PURCHASER INFO**

KQED  
 2601 Mariposa Street  
 San Francisco, California 94110  
 United States  
 Attn: Christiana Ramos

|                    |            |
|--------------------|------------|
| <b>ORDER #</b>     | R21185202  |
| <b>DATE</b>        | 03/30/16   |
| <b>IO / PO #</b>   | ---        |
| <b>AMOUNT PAID</b> | USD 375.00 |

**PURCHASED BY**

Christiana Ramos  
 4155532210  
 cramos@kqed.org

| <b>PRODUCT</b>                          | <b>DESCRIPTION</b>  | <b>AMOUNT</b> |
|---|---|---------------|
| 30 Day Job Posting<br>Job Posting - Web | <b>ISTE Job Board</b><br>(paid - creditcard)<br>Job ID: 27668224<br>Job Name: Managing Director, Education<br>Job Title: Managing Director, Education | USD 375.00    |

|                   |            |
|-------------------|------------|
| <b>SUBTOTAL</b>   | USD 375.00 |
| <b>TAXES</b>      | USD 0.00   |
| <b>TOTAL PAID</b> | USD 375.00 |
| <b>AMOUNT DUE</b> | USD 0.00   |



### Requisition: Software Engineer

**Requisition Owner(s):**

Requisition Owners: Liang, Diana

**Requisition Information:**

|  |   |
|--|---|
| Opened Date: <b>8/14/15</b>                | Reason for Opening:                           |
| Job Code: <b>395</b>                       | Replacement for:                              |
| Title: <b>Software Engineer</b>            | Employment duration: <b>Full time Regular</b> |
| Location: <b>KQED - San Francisco</b>      | Pay range:                                    |
| EEO job category: <b>(2) Professionals</b> | Filled date: <b>3/17/17</b>                   |
| Status: <b>Filled</b>                      | Filled By: <b>Noah Piper</b>                  |
| # of openings: <b>0</b>                    | Start Date: <b>4/4/16</b>                     |
| Budget Status:                             |   |

**Approvals:**

|  |  |
|--|--|
| Requisition Approvers: <b>[1] Liang, Diana</b> | Offer Approvers: <b>[1] Cabanatuan, Adrienne</b> |
| <b>[2] Cabanatuan, Adrienne</b>                |  |

**Active Hire Controls:**

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

**Requisition Posters:**

Posted To: Not currently posted.

**Agencies:**

Agencies:

**Description**

Description: **Position Summary:**

Building upon KQED's success in multimedia production, this engineer plays a vital role in the development and evolution of its next generation of web and mobile properties. Responsible for implementing clean, scalable back-end solutions that leverage well-maintained open-source software wherever possible, the Software Engineer also builds new software when optimal in support of the Media Technology team's overall technical roadmap. Setting the stage for performance enhancements and feature improvements, this teammate collaborates with systems engineers, technical project managers, internal clients, front-end developers and product innovators to co-create solutions for internal client requirements. Our ultimate users are public

media audiences, looking for best-in-class media-rich applications, compelling storytelling and responsive design.

**Essential Functions:**

- Develops, implements and troubleshoots web applications utilizing PHP and other related technologies.
- Proposes and implements solutions to address functional or performance gaps.
- Ensures optimal web systems configuration, identifies and removes deadweight.
- Integrates third-party plugins and data services APIs.
- Partners with operational and creative teams as well as enterprise or content-focused internal clients to assess present and future needs.
- Contributes to public open-source software, where practical.

**Other Job Functions:** During outages or issues the Software Engineer may be called upon to assist other team members with investigations, repairs or processes such as incident management. They may also be required to assist with special projects, researching or other duties as needed.

**Experience Required:**

- Three years of experience or demonstrated skill developing in PHP, modern HTML and at least one additional OOP: Python, Node.js, Java, Ruby.
- Bachelor's Degree highly preferred
- Familiarity with MySQL, Apache and Linux.
- Previous management of WordPress or CMS (preferably multi-user with wp-admin dashboard and filesystem layout familiarity).
- Excellent diagnostic, problem-solving, and optimization skills with a drive to solve interesting technological challenges.
- Contributions to assess technical feasibility of proposed solutions, estimates of effort, and deliver according to an efficient development life cycle.
- Open communicator focused on service, responsiveness and timely delivery.
- Agile or DevOps methodologies and software collaboration tools in a team setting: Git, Jira.

**Familiarity Desired:**

- Understanding of HTTP, AJAX, CSS, and DOM
- Client-side technologies such as Javascript, JQuery
- Payment tokenization or enterprise data integration
- Mobile technologies (responsive design or applications)
- Interest in public media or community-oriented services

**Tracking:**

Added to system: 8/14/15 2:26 PM

ID: 395

Last updated: 3/17/17 9:20 AM

MyDice (<https://employer.dice.com/daf/servlet/DAFctrl?op=1145>) Post Jobs & Find Candidates

[Logout \(https://employer.dice.com/daf/servlet/DAFctrl?op=1147\)](https://employer.dice.com/daf/servlet/DAFctrl?op=1147)

# Your Receipt [Print](#)

## Order Details

Order Placed: February 26, 2016

Job Title: Software Engineer

Share

\$395

[Edit \(https://employer.dice.com/jobman/servlet/JobmanServlet?op=2005&classicEdit=0&filename=890807bd07f58b43Fop%3D2008%26mode%3D1%26type%3D1\)](https://employer.dice.com/jobman/servlet/JobmanServlet?op=2005&classicEdit=0&filename=890807bd07f58b43Fop%3D2008%26mode%3D1%26type%3D1)

[Preview \(https://employer.dice.com/jobman/servlet/JobmanServlet?op=2002&filename=890807bd07f58b458a80bc5e5156is%20not%20set&JS\\_USER\\_ID=1735079\)](https://employer.dice.com/jobman/servlet/JobmanServlet?op=2002&filename=890807bd07f58b458a80bc5e5156is%20not%20set&JS_USER_ID=1735079)

[Contact Info](#)

Your job is active and will be searchable on the website in approximately 30 minutes. It will be valid for 30 days from today.

**Order Total: \$395**

## Payment Information

Payment Method: Credit card type & last 4 digits are AMEX/1083

Billing Address: Joanne Carder  
2601 Mariposa Street  
San Francisco, CA 94110

[Help \(http://help.dice.com\)](http://help.dice.com) | [Contact Us \(https://employer.dice.com/daf/contactDice.html\)](https://employer.dice.com/daf/contactDice.html) | [Privacy Statement](#)  
(<https://employer.dice.com/content/privacy/index.jsp>) | [Terms & Conditions](https://employer.dice.com/common/content/terms_and_conditions/index.jsp)  
([https://employer.dice.com/common/content/terms\\_and\\_conditions/index.jsp](https://employer.dice.com/common/content/terms_and_conditions/index.jsp)) | [Advertising](#)  
(<http://www.dice.com/common/seeker/docs/siteAdvertising.jsp>)

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([//privacy.truste.com/privacy-seal/Dice-Holdings-Inc/validation?rid=e8361470-d510-4755-9604-df13c25eee3d](https://privacy.truste.com/privacy-seal/Dice-Holdings-Inc/validation?rid=e8361470-d510-4755-9604-df13c25eee3d))

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Full Time / San Francisco, CA

## Software Engineer

Position Summary: Building upon KQED's success in multimedia production, this engineer plays a vital role in the development and evolution of its next generation of web and mobile properties. Responsible for implementing clean, scalable back-end solutions that leverage well-maintained open-source software wherever possible, the Software Engineer also builds new software when optimal in support of the Media Technology team's overall technical roadmap. Setting the stage for performance enhancements and feature improvements, this teammate collaborates with systems engineers, technical project managers, internal clients, front-end developers and product innovators to co-create solutions for internal client requirements. Our ultimate users are public media audiences, looking for best-in-class media-rich applications, compelling storytelling and responsive design.

### Essential Functions:

- Develops, implements and troubleshoots web applications utilizing PHP and other related technologies.
- Proposes and implements solutions to address functional or performance gaps.
- Ensures optimal web systems configuration, identifies and removes deadweight.
- Integrates third-party plugins and data services APIs.
- Partners with operational and creative teams as well as enterprise or content-focused internal clients to assess present and future needs.
- Contributes to public open-source software, where practical.

Other Job Functions: During outages or issues the Software Engineer may be called upon to assist other team members with investigations, repairs or processes such as incident management. They may also be required to assist with special projects, researching or other duties as needed.

Experience Required: •Three years of experience or demonstrated skill developing in PHP, modern HTML and at least one additional OOPL: Python, Node.js, Java, Ruby. •Bachelor's Degree highly preferred •Familiarity with MySQL, Apache and Linux. •Previous management of WordPress or CMS (preferably multi-user with wp-admin dashboard and filesystem layout familiarity). •Excellent diagnostic, problem-solving, and optimization skills with a drive to solve interesting technological challenges. •Contributions to assess technical feasibility of proposed solutions, estimates of effort, and deliver according to an efficient development life cycle. •Open communicator focused on service, responsiveness and timely delivery. •Agile or DevOps methodologies and software collaboration tools in a team setting: Git, Jira.

Familiarity Desired: •Understanding of HTTP, AJAX, CSS, and DOM •Client-side technologies such as Javascript, JQuery •Payment tokenization or enterprise data integration •Mobile technologies (responsive design or applications) •Interest in public media or community-oriented services

To apply for this position, please visit: <http://www2.kqed.org/about/jobs/>



### How to apply

To apply for this position, please visit: <http://www2.kqed.org/about/jobs/>



## *Position Description*

March 2016

A confidential media and education organization (the "Organization") has retained Major, Lindsey & Africa on an exclusive basis to conduct a search for a Labor Relations Specialist ("LRS") to be located in its Bay Area corporate headquarters. The Organization is an equal opportunity employer. Interested candidates, please respond to the MLA recruiter who contacted you about this search or directly to LRS@mlaglobal.com. Please do not contact the Organization directly; all resumes will be routed to MLA, which will create delays.

### **LABOR RELATIONS SPECIALIST**

**Organization:** Bay Area-based media and education organization.

**Position:** Labor Relations Specialist. This is a Manager/Director level role reporting to the Organization's Sr. Vice President & Chief Operating Officer. The LRS will be responsible for all collective bargaining agreement negotiations as well as analysis, advice and resolution of all day-to-day labor relations issues.

**Compensation:** Competitive and commensurate with experience

**Experience:** 8+ years of hands-on management side labor relations experience in a union environment. Strong working knowledge of labor law principles, with expertise in negotiating and administering CBAs, conducting grievance and disciplinary proceedings, and participating in arbitrations and NLRB proceedings. JD preferred.

**Relocation:** No

**Bar:** California

### **POSITION OVERVIEW**

The Labor Relations Specialist will report to the Organization's Sr. Vice President & Chief Operating Officer and will work with the Chief Operating Officer, General Counsel, Vice President of Human Resources, and other internal stakeholders to develop the Organization's business case for successor collective bargaining agreements (CBAs). The LRS will also collaborate with the COO, GC, HR VP, operating unit directors, relevant administrative departments, and outside counsel to develop bargaining strategy, establish proposals, and implement changes to CBA. This trusted advisor will develop strategy that advances Organization's objectives with respect to union contracts and