



## NOTICE OF JOB OPENING

<b>COMPANY NAME</b>	LAZER BROADCASTING	<b>OPENING DATE:</b>	12/28/2022
<b>OFFICE ADDRESS</b>	200 S A Street, Suite 400	<b>CITY</b>	Oxnard, CA
<b>JOB TITLE</b>	Digital-Social Media Production Assistant		
<b>SALARY</b>	To be discussed		
<b>JOB LOCATION</b>	200 S. A Street, Suite 400, Oxnard, CA 93030	<b>CLOSING DATE</b>	1/10/2023
EQUAL EMPLOYMENT OPPORTUNITY			
<b>JOB DESCRIPTION</b>			
<p><b>BASIC SKILLS AND QUALIFICATIONS:</b></p> <p>Lazer Broadcasting Corporation is looking for a creative and problem-solving Digital-Social Media Production Assistant to join our Team.</p> <p>Responsibilities included but not limited to the following:</p> <ul style="list-style-type: none"> <li>Assist in creating and publishing original Digital and Social Media content in various formats for all LBC social platforms</li> <li>Assist in creating concepts and designs for new digital projects as well as coordinating and scheduling posts on all social media platforms</li> <li>Create strategic social branding campaigns for LBC programming, sales and promotional initiatives</li> <li>Stay up to date with changes for all social platforms to guarantee the workflow, documentation, and design standards are met</li> <li>Assist in creating and analyzing metric reports on campaign progress and completion for internal and external purposes</li> <li>Engage with social media audience by responding to comments and questions (FB, IG, TikTok, YouTube, etc.)</li> <li>Assist in Live Social Media coverage at activation and station events</li> <li>Work with developers, designers, and strategists to ensure that the product is consistent with the client's vision</li> </ul>			
<b>MINIMUM QUALIFICATIONS</b>			
<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>◦ Experience on digital graphic design and as a Social Media Assistant or similar role</li> <li>◦ Have knowledge and understanding of the current social media platforms (FB, IG, TikTok, YouTube, etc.)</li> <li>◦ Bilingual with excellent writing skills in Spanish and English</li> <li>◦ Knowledge of Latino and Latin American Culture, and understanding of online communities and the impact of social media</li> <li>◦ Excellent interpersonal skills and ability to work in a fast-paced environment</li> </ul> <p>Have the ability to work independently on projects as well as with a team</p>			
<b>HOW TO APPLY</b>			
<b>WEBSITE</b>	<a href="https://radiolazer.com">https://radiolazer.com</a>		
<b>EMAIL</b>	<a href="mailto:ebello@lazermedia.com">ebello@lazermedia.com</a>		
<b>IN PERSON</b>	200 S A Street, Suite 400, Oxnard, CA 93030		
<b>PHONE</b>	805-240-2070		

LIST OF RECRUITMENT SOURCES USED TO FILL EACH VACANCY

Job Title for Vacancy: Digital-Social Media Production Assist.

Name of Source: Craigslist.com

Total No. of Applicants Generated by Source by Race, Gender & National Origin: \_\_\_\_\_

___ White, Not of Hispanic Origin	___ Male	___ Female
___ Black, Not of Hispanic Origin	___ Male	___ Female
<u>2</u> Hispanic	<u>1</u> Male	<u>1</u> Female
___ Asian or Pacific Islander	___ Male	___ Female
___ American Indian or Alaskan Native	___ Male	___ Female

Name of Source: Indeed

Total No. of Applicants Generated by Source by Race, Gender & National Origin: \_\_\_\_\_

<u>1</u> White, Not of Hispanic Origin	<u>1</u> Male	___ Female
___ Black, Not of Hispanic Origin	___ Male	___ Female
___ Hispanic	___ Male	___ Female
___ Asian or Pacific Islander	___ Male	___ Female
___ American Indian or Alaskan Native	___ Male	___ Female

*Place in station's local public file annually on the anniversary date of the renewal filing due date. Post on station's website, if applicable.*

LIST OF RECRUITMENT SOURCES USED TO FILL EACH VACANCY

Job Title for Vacancy: Social Media Protection Assistant

Name of Source: Industry Referral

Total No. of Applicants Generated by Source by Race, Gender & National Origin: \_\_\_\_\_

<input type="checkbox"/> White, Not of Hispanic Origin	<input type="checkbox"/> Male	<input type="checkbox"/> Female
<input type="checkbox"/> Black, Not of Hispanic Origin	<input type="checkbox"/> Male	<input type="checkbox"/> Female
<input checked="" type="checkbox"/> Hispanic	<input type="checkbox"/> Male	<input checked="" type="checkbox"/> Female
<input type="checkbox"/> Asian or Pacific Islander	<input type="checkbox"/> Male	<input type="checkbox"/> Female
<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Male	<input type="checkbox"/> Female

Name of Source: \_\_\_\_\_

Total No. of Applicants Generated by Source by Race, Gender & National Origin: \_\_\_\_\_

<input type="checkbox"/> White, Not of Hispanic Origin	<input type="checkbox"/> Male	<input type="checkbox"/> Female
<input type="checkbox"/> Black, Not of Hispanic Origin	<input type="checkbox"/> Male	<input type="checkbox"/> Female
<input type="checkbox"/> Hispanic	<input type="checkbox"/> Male	<input type="checkbox"/> Female
<input type="checkbox"/> Asian or Pacific Islander	<input type="checkbox"/> Male	<input type="checkbox"/> Female
<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Male	<input type="checkbox"/> Female

***Place in station's local public file annually on the anniversary date of the renewal filing due date. Post on station's website, if applicable.***

\* Was Not Able to locate the copy of the Ad - must have been misfiled. This is the Receipt from Indeed for the Ad  
Digital-Social Media

Showing 1 results for 2022, indeed

Select All for Indeed (1 Transactions)

DATE SORTED DESCENDING

DESCRIPTION

AMOUNT

Dec 27

INDEED (203)564-2400 CT

### Transaction Details

2X Points

\$370.00

Will appear on your Dec 27, 2022 statement as INDEED (203)564-2400

Print

CT

Card: XXXXXXXXXXXX - 34003

Tags

Add Tags

Don't recognize this charge?

Dispute This Charge

Upload Receipt

TRANSACTION NOTES	
←	→

Cancel

Save Notes

### Merchant Details

INDEED

177 BROAD ST

FL 6TH

STAMFORD

CT

06901-2064

(800) 475-4361

Visit Business

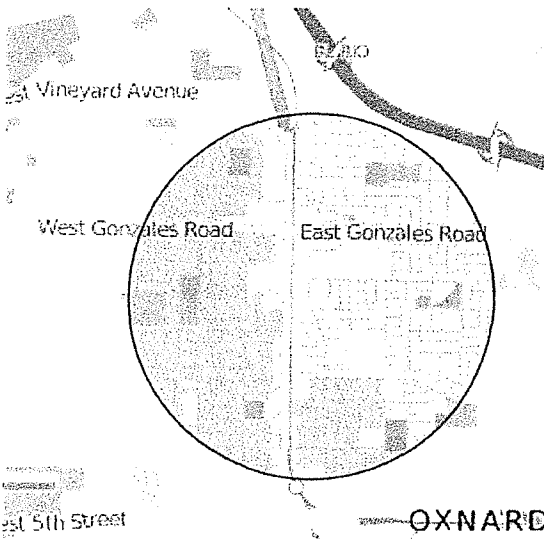
CL ventura > jobs > marketing/advertising/pr

favorite hide flag

share  
Posted about a minute ago on: 2022-12-28 16:04

Contact Information:

### Digital-Social Media Production Assistant (Oxnard)



compensation: DOE

employment type: full-time

Lazer Broadcasting Corporation (LBC) is looking for a creative and problem-solving Digital Social Media Production Assistant to join our team.

As a Digital Social Media Production Assistant, you will be responsible for implementing our Social Media strategy to increase our social presence and improve our sales efforts.

#### JOB RESPONSIBILITIES

- Assist in creating and publishing original social media content in various formats for all LBC social platforms
- Assist in coordinating and scheduling posts on all social media platforms
- Create strategic social branding campaigns for LBC programming, sales and promotional initiatives
- Stay up-to-date with changes for all social platforms
- Assist in creating and analyzing metric reports on campaign progress and completion for internal and external purposes
- Engage with social media audience by responding to comments and questions on all social media platforms
- Assist in Live Social Media coverage at activations and station events

QR Code Link to This Post



#### MINIMUM QUALIFICATIONS

- Experience as a Social Media Assistant or similar role
- Have knowledge and understanding of the current social media platforms (FB, IG, TikTok, YouTube, etc) including understanding the audience for each platform
- Bilingual with excellent writing skills in Spanish and English
- Knowledge of Latino and Latin American culture
- Understanding of online communities and the impact of social media

12/28/22, 4:05 PM

Social Media Assistant - marketing / advertising / pr - public...

- Excellent interpersonal skills and the ability to work in a fast-paced environment
- Have the ability to work independently on projects as well as with a team

We are an Equal Opportunity Employer

Please email your resume and cover letter as a Word attachment and indicate the position and location on the subject line.



1-800-333-3333  
www.lazermedia.com

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## Careers



*Do you have the drive?*

*Do you work well in a team environment?*

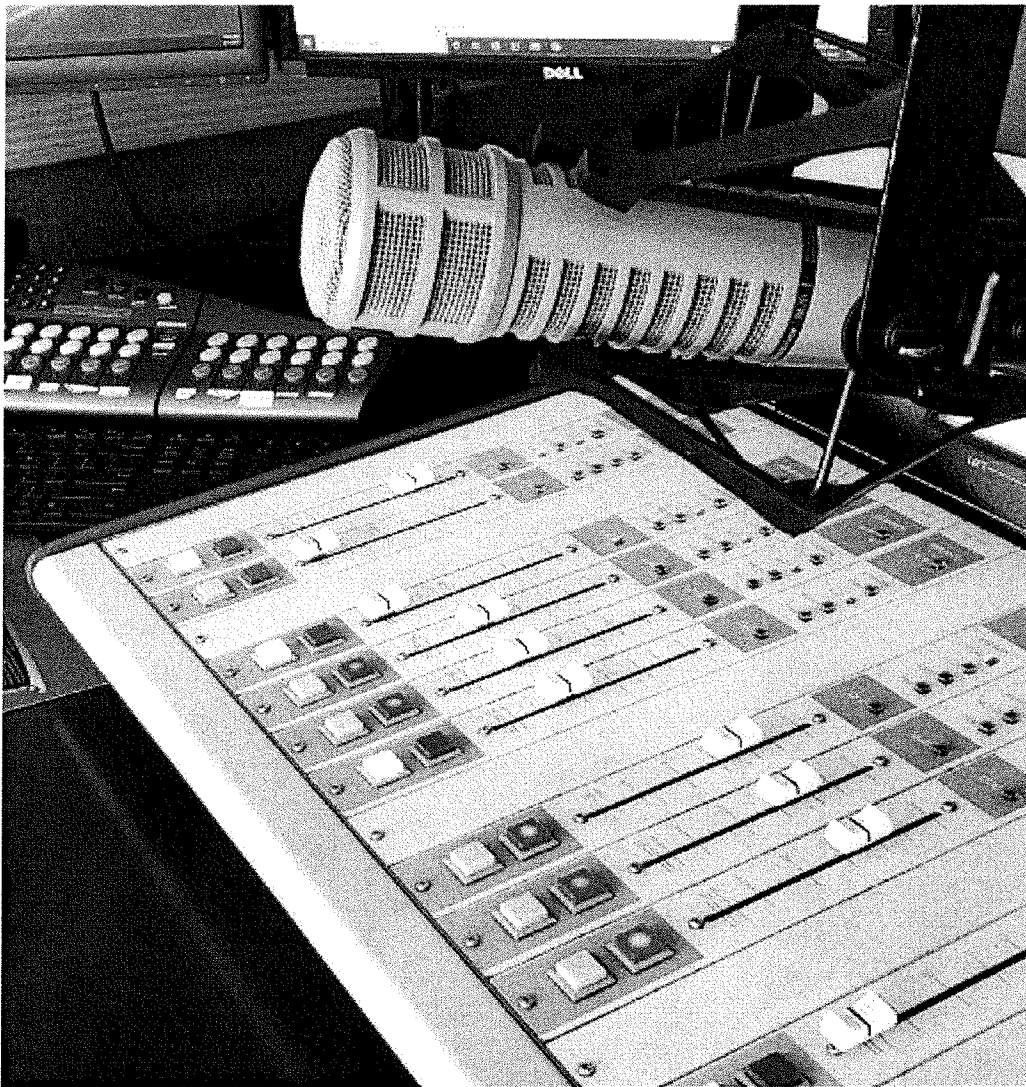
*If you excel faster than the competition and can survive today's Up's and Down's.....*

*Then We Want YOU!*

*For over 30 years Lazer Media has been a career based leader in Spanish Radio and we're looking for those individuals who know the difference between a Job and a Career.*

*Lazer Media is looking for your Bilingual Spanish/English Speaking talent to fill various positions from Entry level to Executive level in various cities throughout California and in Reno, Nevada.*

**YOUR FUTURE STARTS NOW!**



Account Executive in California & Reno Nevada

Front Office Receptionist -Oxnard, CA

Social Media Assistant - Oxnard, CA

Accounts payable Clerk - Oxnard, Ca

Traffic Coordinator -Oxnard, CA



APPLICANT RECORD SHEET

Complete this worksheet for every applicant for every vacancy.

Name of Applicant: Private

Job Title of Vacancy: Digital-Social Media Production Assistant

Recruitment Source: Craigslist.Com

Name of Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Notes (date(s) of contact): Prospect was scheduled for an interview on January 10, 2023

Hired? YES  NO

If YES, Date of Hire: \_\_\_\_\_

Race, Gender & National Origin Information:

Male  Female

White, Not of Hispanic Origin

Black, Not of Hispanic Origin

Hispanic

Asian or Pacific Islander

American Indian or Alaskan Native

Form Prepared By: H.R. Date: 1/16/23

## EEO REPORT FORM

Dear Applicant:

We sincerely appreciate your interest in employment with our company. Your application is being considered.

The Federal Communications Commission requires broadcast licensees to keep records and file reports regarding employment applications and inquiries and resumes received.

To assist us in fulfilling that requirement, would you please take a moment to fill out the brief questionnaire below and return it to us. This information is voluntary and is strictly for our required reporting purposes. It has no bearing whatsoever on your qualifications for employment and will not result in any adverse personnel action against you. THIS INFORMATION WILL NOT BE ATTACHED TO YOUR APPLICATION FOR EMPLOYMENT OR RESUME AND WILL NOT BE AVAILABLE TO THOSE EMPLOYEES WHO WILL BE CONSIDERING YOU FOR EMPLOYMENT.

We would appreciate your assistance. If this form has been mailed to you, a self-addressed return envelope is enclosed for your convenience.

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Please fill out this portion and return it to us. Thank you.

Please print or type.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Ornard CA 93030

Check one:



Male



Female

Please indicate the group to which you belong:



White, not of Hispanic origin



Asian or Pacific Islander



Black, not Hispanic



American Indian,  
Alaskan native



Hispanic

Position sought: Open

Referred by: Reviewed website

This information is for required Federal Communications Commission reporting purposes only and has no bearing on your qualifications for employment.

(FORM C)

**NOTICE:** I understand that nothing contained in this application, or in the granting of an interview, creates an offer of employment. I understand that as an applicant, I will be asked to submit to and must pass, a pre-employment drug test; and that if I am offered employment, I may be subject to a drug test during that employment. I understand if I am offered employment, my employment may be subject to a job-related medical screening examination.

If I am granted employment, I agree to conform to the rules and regulations of the Company, and my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either the Company or me. I understand no supervisor or representative of the Company, other than the President of the Company, has the authority to make any representation for employment for any specified period of time, or to make any representations contrary to the foregoing. The policies, procedures and statements contained on this application do not imply, create or constitute an employment contract.

I also acknowledge and agree that no individual or collective term(s) or provision(s) contained in any personnel policy or manual, which the Company may now or in the future have, shall be considered to create a contract of any kind or nature between me and the Company.

I hereby state the information on this and all other employment forms is true to the best of my knowledge and belief. I understand any misstatement of facts will subject me to non-hire and to termination of employment.

It is the policy of the Company to hire only those who are authorized to work in the United States. Any offer of employment, if made, will be conditional upon the immediate production of documentation to prove employment eligibility status under the IMMIGRATION REFORM AND CONTROL ACT OF 1986.

**NOTE:** Unless renewed, all applications become inactive in 90 days.

Date: 1-18-23

Signature

