



March 24, 2017

Lewis Pulley
Assistant Chief, Policy Division
Media Bureau
Federal Communications Commission
445 12th Street, SW
Washington, DC 20554

RE: Station WTPT-FM, Forest City, NC (Facility No. 4677)

Audit Letter

Dear Mr. Pulley:

Entercom Greenville, LLC (“Entercom” or “Licensee”), licensee of Station **WTPT-FM** (“WTPT”) hereby submits the information and materials concerning Station’s EEO program requested by the Federal Communications Commission (“Commission”) the letters dated February 8, 2017 from the Media Bureau to WTPT (“EEO Audit Letters”).

Entercom provides information as requested in the EEO Audit Letter for its Station Employment Unit (“Employment Unit” or “Entercom Greenville”) that in addition to WTPT-FM includes:

WFBC-FM, Greenville, SC
WSPA-FM, Spartanburg, SC
WYRD-AM, Greenville, SC
WROQ-FM, Anderson, SC
WYRD-FM, Simpsonville, SC
WORD (AM), Greenville, NC

In compiling the requested information and materials, the Licensee relied upon an examination of its files and records and due inquiry of current employees who are knowledgeable of employment related issues at the Employment Unit.

The responses below refer to question numbers as they are set out in the EEO Audit Letter.

Question 3: Audit Data Requested

Entercom Communications Corp | Human Resources Department
1100 Olive Way, Suite #1650
Seattle, WA 98101
Telephone: 206.920.1471

Question 3(a):

The Employment Unit's 2013 (8/1/14 – 7/31/15) and 2014 (8/1/15 – 7/31/16) EEO public file reports, described in Section 73.2080(c)(6), are attached at Exhibit A.

The Employment Unit's most recent EEO public file report is linked to each station's website pursuant to Section 73.208(c)(6). The stations' websites are as follows:

WFBC-FM: www.b937.com/
WSPA-FM: www.magic989online.com
WORD-AM: www.espnupstate.com/
WYRD-AM: www.espnupstate.com/
WROQ-FM: www.classicrock1011.com/
WTPT-FM: www.933theplanetocks.com/
WYRD-FM: www.word1063.com/

The date of each full-time hire is listed on the Employment Unit's EEO public file reports, pursuant to Section 73.2080(c)(5)(vi).

Question 3(b):

It is the Employment Unit's policy to send out a notice to its list of recruitment sources each time a new vacancy is created. With this notice, the Employment Unit also attaches all other current job vacancies. Pursuant to Section 73.2080(c)(5)(iii), dated copies of all advertisements, bulletins, letters, faxes, e-mails or other communications announcing the vacancies are included at Exhibit B.

The Employment Unit's EEO Officer personally contacted all recruitment sources. When speaking with each organization, the EEO Officer described the Employment Unit and asked for permission to send future notifications of job vacancies. The EEO Officer also established a contact individual at each organization.

No organizations contacted the Employment Unit directly to request job openings, pursuant to Section 73.2080 (c)(1)(ii).

Question 3(c):

The total number of interviewees for each vacancy and the referral source for each interviewee for all full-time Unit vacancies filled during the period covered by the above noted EEO public files and in accordance with Section 73.2080(c)(5)(v) are included in the Employment Unit's 2013 (8/1/14 – 7/31/15) and 2014 (8/1/15 – 7/31/16) EEO public file reports attached at Exhibit A.

Question 3(d):

The number of initiatives performed by the Employment Unit during the two-year period exceeds the requirement pursuant to Sections 73.2080(c)(2) and (e)(3).

Documentation demonstrating performance of the completed initiatives pursuant to Section 73.2080(c)(2) including specified Unit personnel involved in the recruitment initiatives is included at Exhibit C.

The Employment Unit has 51 full-time employees. The population of the market in which the Employment Unit operates less than 250,000.

Question 3(e): Discrimination Complaints

In the course of preparing this audit response, the Licensee relied upon an examination of its files and records and due inquiry of current employees who are knowledgeable of current employment related issues at the Employment Unit. As used in this audit response, the phrase "to Licensee's knowledge" means to the Licensee's actual knowledge without further investigation other than described in this Exhibit.

Based upon and subject to the qualifications in this Exhibit, to the Licensee's knowledge, relating to the license term, only one pending or resolved complaints alleging unlawful discrimination in the employment practices of the employment unit have been filed before any federal, state or local governmental body:

FORMER RECEPTIONIST FILED A COMPLAINT BEFORE THE EEOC (CHARGE NO. 436 2010 00864) ASSERTING THAT HER AGE AND DISABILITY WERE MOTIVATING FACTORS IN HER DISCHARGE. ON FEBRUARY 17, 2012, THE EEOC CLOSED ITS FILE, FINDING THAT IT WAS UNABLE TO CONCLUDE THAT A VIOLATION OF THE IDENTIFIED STATUTES OCCURRED. AFTER RECEIVING HER NOTICE OF RIGHT TO SUE FROM THE EEOC, THE FORMER EMPLOYEE FILED LITIGATION IN THE UNITED STATES DISTRICT COURT FOR SOUTH CAROLINA. THE PARTIES ULTIMATELY SETTLED THE MATTER IN NOVEMBER 2012.

Question 3(f): General EEO Program Requirements

The management of the Employment Unit actively works to ensure effective implementation and enforcement of its equal opportunity and nondiscrimination practices and policy. The responsibilities of each level of management of the Employment Unit pursuant to Section 73.2080(b) are detailed at the Employment Unit's Equal Opportunity Program, attached at Exhibit D.

Pursuant to Section 73.2080(b), the Employment Unit uses a variety of methods to inform both current employees and job applicants of its EEO policies. Employees are notified of all job vacancies and are encouraged to refer candidates. The Employment Unit informs applicants of the EEO policy immediately by including a description of its nondiscrimination policy on the cover of each application for employment. Finally, all of the Employment Unit's printed advertisements and on-air announcements regarding job vacancies state that it is an Equal Opportunity Employer. The EEO policy is also posted in the lobby and lunchroom of the Employment Unit for all applicants and employees to read. See Exhibit E.

Questions 3(g): Employment Unit Self-Assessment

The Employment Unit conducts evaluations of its EEO recruitment program, pursuant to Section 73.2080(c)(3), to ensure its outreach efforts are reaching all segments of the communities served by the Employment Unit. The Employment Unit conducts these evaluations annually at the time its EEO Public File Report is placed in the public file. The Vice President of Human Resources supervises this analysis, which includes a review of recruitment data and the recruitment source list to assess the effectiveness of the Employment Unit's recruitment sources. The Employment Unit also participates in an annual Entercom conference call during which methods to encourage referrals from recruitment sources are discussed.

If this assessment indicates that modifications would be necessary to ensure broad outreach, the Employment Unit will add new recruitment sources and delete ineffective recruitment sources. The Employment Unit will also increase its efforts to advise community organizations involved in assisting job applicants of its job vacancies and EEO policy and the Commission's outreach requirements.

Questions 3(h): Employment Unit Self-Assessment

In addition to regularly assessing its outreach efforts, the Employment Unit also annually analyzes the effectiveness of its EEO practices and policies to ensure that they do not have a discriminatory effect, pursuant to Section 73.20.80(c)(4). Entercom Corporate reviews, examines and monitors employee compensation and employment practices. Through this examination, the salaries of all the Entercom employees are compared to determine whether all employees were treated equally. If any salaries appear to be unusually high or low, an investigation will be initiated to determine the cause.

Entercom Corporate has also established procedures regarding the payment of benefits and the awarding of promotions to ensure that all employees are treated equally. With the exception of the Vice President/General Manager all of the Employment Unit's full-time employees are offered identical benefits, and the Employment Unit makes all selection and promotion decisions based solely on the skills, ability and experience of the applicant – seniority, race, color, religion, gender, national origin, age, disability, sexual orientation or gender identification, covered-veteran status, marital status, genetic information, or any other classification protected under federal, state or local law are not considered.

The Employment Unit has not entered into an agreement with a union, and therefore the requirement to periodically review cooperation with the union is not applicable.

Question 3(h): Religious Broadcaster

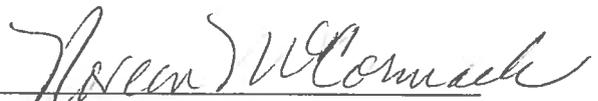
Licensee is not a religious broadcaster.

Question 4: Time Brokerages

Licensee is not a party to time brokerage arrangement for the provisions of all programming on the station.

Should any questions arise regarding this information, please contact Noreen McCormack, Vice President/Human Resources, at (206) 920-1471.

Respectfully submitted,


Noreen McCormack
Noreen McCormack
Vice President/Human Resources
Entercom Communications Corp.

I declare under penalty of perjury that the foregoing is true and correct. Executed on March 24, 2017.


Noreen McCormack
Noreen McCormack

Enclosures



Federal Communications Commission
Washington, D.C. 20554

4677 WTPT-FM FOREST CITY, NC
ENTERCOM LICENSE, LLC
401 E. CITY AVENUE
SUITE 809
BALA CYNWYD, PA 19004

February 8, 2017

Dear Licensee:

1. In accordance with 47 C.F.R. § 73.2080(f)(4) of the Commission's rules, the station employment unit (the "Unit") that includes your above-referenced station (the "Station") has been randomly selected for an audit of its Equal Employment Opportunity ("EEO") program. A copy of Section 73.2080 of the Commission's rules is enclosed for your reference.
2. If the Unit is not required under our rules to have an EEO recruitment program due to the nature of its full-time workforce (having fewer than five full-time employees, defined as employees regularly assigned to work 30 hours a week or more), you must still respond to this audit letter. However, in your response, you are required to provide only a list of the Unit's full-time employees, identified only by job title (no names should be provided), the number of hours each is regularly assigned to work per week, and a response to Question 3(e) below. Also, in formulating your response, please see Questions 4(a)-(d) below regarding brokers and brokered stations for instructions for situations in which the applicable employment unit has fewer than five full-time employees.
3. **Audit Data Requested.** If the Unit employs five or more full-time employees (and all units, for Question 3(e)), provide the following information, including an explanation regarding any requested information that you are unable to provide:
 - (a) Copies of the Unit's two most recent EEO public file reports, described in Section 73.2080(c)(6). For any stations in the Unit that have websites, provide each web address. If the Unit's most recent EEO public file report is not included on or linked to on each of these websites, indicate each station involved and provide an explanation of why the report is not so posted or linked, as required by Section 73.2080(c)(6). In accordance with Section 73.2080(c)(5)(vi), provide the date of each full-time hire listed in each report provided. If the unit does not have its own website, but its corporate site contains a link to a site pertaining to the unit, then the unit's most recent EEO public file report must be linked to either the unit's site or the general corporate site, pursuant to 47 C.F.R. § 2080(c)(6).
 - (b) For each Unit full-time position filled during the period covered by the above EEO public file reports, or since your acquisition of the Station, if after that period, dated copies of all advertisements, bulletins, letters, faxes, e-mails, or other communications announcing the position, as described in Section 73.2080(c)(5)(iii). However, to reduce your burden of responding to this audit, if you have sent a job notice to multiple sources, you may send us only one copy of each such notice, along with a list of the sources to which you have sent the notice. In addition, indicate in your response whether you retain copies of all notices sent to all sources used, as required by Section 73.2080(c)(5)(iii). For on-air ads that aired multiple times, you may send us one log sheet indicating when the ad aired and tell us the other times it aired instead of

(i) If your entity is a religious broadcaster and any of its full-time employees are subject to a religious qualification as described in Section 73.2080(a) of the rules, so indicate in your response to this letter and provide data as applicable to the Unit's EEO program. For example, for full-time hires subject to a religious qualification, only a record of the hire listed by job title and date filled, the recruitment sources used for the opening, and the source of the hiree must be provided. No other records are required for those hires. If five or more full-time positions are not subject to a religious qualification, the licensee must maintain and provide all records for such hires and complete the initiatives required under Section 73.2080(c)(2). Otherwise, a religious broadcaster is not required to perform these initiatives.

(j) Among items we do not need in your response to this letter are copies of applicants' resumes, your company training manuals, posters, employee handbooks, or corporate guidebooks. If you believe any of the information in various corporate manuals or posters are relevant to any part of this audit letter, you may summarize what is in them. If you believe this letter requires you to provide an unusually burdensome volume of documentation, you may contact us prior to the response deadline to discuss possible ways of condensing your response.

4. Time Brokerage.

(a) **Licensee of brokered station(s).** If the Unit employs fewer than five full-time employees and any station included in it is subject to a time brokerage agreement, in addition to responding to this letter and providing us a list of the Unit's full-time employees listed by job title (and the number of hours each employee is assigned to work) and a response to Question 3(e) above, you must immediately forward a copy of this letter to the broker under each such agreement, which must respond to Question 4(b) below. If the Unit employs five or more full-time employees, the licensee must respond fully to paragraph 3 above, and also forward the letter to the broker so the broker may respond to Question 4(b) below.

(b) **Broker receiving audit letter from brokered station licensee.** If you are the broker of a station, and the station you are brokering receives an audit letter, the licensee of the brokered station must forward the audit letter to you. You should respond to the audit letter concerning EEO information relating only to your own full-time employees at the brokered station. See Section 73.2080(f)(3).

(c) **Broker receiving audit letter directly from Commission.** If you are a broker, but the target station in this audit letter is a station licensed to you, you must submit information requested herein for the EEO program at your station (or employment unit). If you maintain EEO data for a station you are brokering with that for your own station that is the target of this audit letter, and lack the ability to separate the information, you must include in your response the information requested herein pertaining to your full-time employees at the station(s) you broker. See Section 73.2080(f)(3).

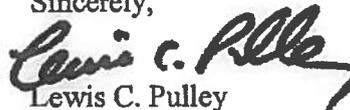
(d) **Broker described under 4(b) or 4(c) above.** If your full-time employees at the station you are brokering, combined with your full-time employees at your owned station(s), total fewer than five, however, you need only respond to this letter by the deadline described below by submitting a list of your Unit's full-time employees (listed by job title and number of hours regularly assigned to work per week) and the same type of list for the full-time employees you employ at the brokered station(s), and a response to Question 3(e) above.

5. **Procedures.** Direct your response to EEO Staff, Policy Division, Media Bureau, Federal Communications Commission, 445 12th Street, S.W., Washington, DC 20554. The response must be received by the Commission by March 28, 2017. You need only submit your original response; no copies are needed. You should direct your response to the above address, *not* the office of the FCC Secretary. The Secretary does not process responses to EEO audit letters. If you file your response in person and wish to have the filing date-stamped, personnel at the security desk in the 12th Street lobby of the FCC headquarters building can date-stamp the filing. The accuracy and completeness of the response must be certified by an officer, partner or other principal of the Station licensee or broker (as appropriate) or, in the case of a noncommercial educational station, by an officer, member or other principal of the licensee. (See Section 1.16.) The response may be in the form of a CD or other electronic medium, such as an e-mail to lewis.pulley@fcc.gov, as long as the certification provided refers to the material submitted and is on paper with an original signature. To knowingly and willfully make any false statement or conceal any material fact in response to this audit is punishable by fine or imprisonment (see 18 U.S.C. § 1001; see also 47 C.F.R. § 1.17), revocation of any station license or construction permit (47 U.S.C. § 312(a)(1)), and/or forfeiture (47 U.S.C. § 503). Extensions of time must be requested in writing (or sent by e-mail to lewis.pulley@fcc.gov) and will be granted only upon a showing of extraordinary circumstances. Unless and until the EEO Staff grants such a request the original deadline remains in effect. Failure to respond to this audit letter by the deadline is punishable by sanctions in accordance with Section 73.2080(g).

6. In accordance with Sections 73.3526(e)(10) (for commercial stations) and 73.3527(e)(11) (for noncommercial educational stations), copies of which are enclosed, you must place a copy of this letter and your response in the public inspection file of each affected station. Consequently, your response should not include personal information about individuals, such as social security numbers, home addresses, or other personally identifiable information. We do not require that employment units retain such information in their records, or that such information be provided in response to this letter.

7. If our EEO random audits sent any time in 2015 or 2016 included the Station, or if the Station's most recent license renewal application was granted, by final order, after June 1, 2015, you may not have to respond to this letter. If the Station falls within one of these categories, before responding, please tell us the dates of public file reports included in the Station's recent audit response or the date of the Station's renewal grant, in an e-mail sent to lewis.pulley@fcc.gov. We will then advise you if a response is necessary. Should you have any questions, please contact the EEO Staff at (202) 418-1450. Thank you for your cooperation.

Sincerely,



Lewis C. Pulley
Assistant Chief, Policy Division
Media Bureau

Enclosures

47 C.F.R. § 73.2080

**CODE OF FEDERAL REGULATIONS
TITLE 47—TELECOMMUNICATION
CHAPTER I—FEDERAL
COMMUNICATIONS COMMISSION
SUBCHAPTER C—BROADCAST RADIO
SERVICES
PART 73—RADIO BROADCAST SERVICES
SUBPART H—RULES APPLICABLE TO ALL
BROADCAST STATIONS**

§ 73.2080 Equal employment opportunities (EEO).

(a) General EEO policy. Equal opportunity in employment shall be afforded by all licensees or permittees of commercially or noncommercially operated AM, FM, TV, Class A TV or international broadcast stations (as defined in this part) to all qualified persons, and no person shall be discriminated against in employment by such stations because of race, color, religion, national origin, or sex. Religious radio broadcasters may establish religious belief or affiliation as a job qualification for all station employees. However, they cannot discriminate on the basis of race, color, national origin or gender from among those who share their religious affiliation or belief. For purposes of this rule, a religious broadcaster is a licensee which is, or is closely affiliated with, a church, synagogue, or other religious entity, including a subsidiary of such an entity.

(b) General EEO program requirements. Each broadcast station shall establish, maintain, and carry out a positive continuing program of specific practices designed to ensure equal opportunity and nondiscrimination in every aspect of station employment policy and practice. Under the terms of its program, a station shall:

(1) Define the responsibility of each level of management to ensure vigorous enforcement of its policy of equal opportunity, and establish a procedure to review and control managerial and

supervisory performance;

(2) Inform its employees and recognized employee organizations of the equal employment opportunity policy and program and enlist their cooperation;

(3) Communicate its equal employment opportunity policy and program and its employment needs to sources of qualified applicants without regard to race, color, religion, national origin, or sex, and solicit their recruitment assistance on a continuing basis;

(4) Conduct a continuing program to exclude all unlawful forms of prejudice or discrimination based upon race, color, religion, national origin, or sex from its personnel policies and practices and working conditions; and

(5) Conduct a continuing review of job structure and employment practices and adopt positive recruitment, job design, and other measures needed to ensure genuine equality of opportunity to participate fully in all organizational units, occupations, and levels of responsibility.

(c) Specific EEO program requirements. Under the terms of its program, a station employment unit must:

(1) Recruit for every full-time job vacancy in its operation. A job filled by an internal promotion is not considered a vacancy for which recruitment is necessary. Religious radio broadcasters who establish religious affiliation as a qualification for a job position are not required to comply with these recruitment requirements with respect to that job position or positions, but will be expected to make reasonable, good faith efforts to recruit applicants who are qualified based on their religious affiliation. Nothing in this section shall be interpreted to require a broadcaster to grant preferential treatment to any individual or group based on race, color, national origin, religion, or gender.

(i) A station employment unit shall use recruitment sources for each vacancy sufficient in its

47 C.F.R. § 73.2080.

reasonable, good faith judgment to widely disseminate information concerning the vacancy.

(ii) In addition to such recruitment sources, a station employment unit shall provide notification of each full-time vacancy to any organization that distributes information about employment opportunities to job seekers or refers job seekers to employers, upon request by such organization. To be entitled to notice of vacancies, the requesting organization must provide the station employment unit with its name, mailing address, e-mail address (if applicable), telephone number, and contact person, and identify the category or categories of vacancies of which it requests notice. (An organization may request notice of all vacancies).

(2) Engage in at least four (if the station employment unit has more than ten full-time employees and is not located in a smaller market) or two (if it has five to ten full-time employees and/or is located entirely in a smaller market) of the following initiatives during each two-year period beginning with the date stations in the station employment unit are required to file renewal applications, or the second, fourth or sixth anniversaries of that date.

(i) Participation in at least four job fairs by station personnel who have substantial responsibility in the making of hiring decisions;

(ii) Hosting of at least one job fair;

(iii) Co-sponsoring at least one job fair with organizations in the business and professional community whose membership includes substantial participation of women and minorities;

(iv) Participation in at least four events sponsored by organizations representing groups present in the community interested in broadcast employment issues, including conventions, career days, workshops, and similar activities;

(v) Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment;

(vi) Participation in job banks, Internet programs, and other programs designed to promote outreach generally (i.e., that are not primarily directed to providing notification of specific job vacancies);

(vii) Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting;

(viii) Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions;

(ix) Establishment of a mentoring program for station personnel;

(x) Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting;

(xi) Sponsorship of at least two events in the community designed to inform and educate members of the public as to employment opportunities in broadcasting;

(xii) Listing of each upper-level category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation of women and minorities;

(xiii) Provision of assistance to unaffiliated non-profit entities in the maintenance of web sites that provide counseling on the process of searching for broadcast employment and/or other career development assistance pertinent to broadcasting;

(xiv) Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination;

(xv) Provision of training to personnel of unaffiliated non-profit organizations interested in broadcast employment opportunities that would enable them to better refer job candidates for broadcast positions;

(xvi) Participation in other activities designed by the station employment unit reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities.

(3) Analyze its recruitment program on an ongoing basis to ensure that it is effective in achieving broad outreach to potential applicants, and address any problems found as a result of its analysis.

47 C.F.R. § 73.2080

(4) Periodically analyze measures taken to:

(i) Disseminate the station's equal employment opportunity program to job applicants and employees;

(ii) Review seniority practices to ensure that such practices are nondiscriminatory;

(iii) Examine rates of pay and fringe benefits for employees having the same duties; and eliminate any inequities based upon race, national origin, color, religion, or sex discrimination;

(iv) Utilize media for recruitment purposes in a manner that will contain no indication, either explicit or implicit, of a preference for one race, national origin, color, religion or sex over another;

(v) Ensure that promotions to positions of greater responsibility are made in a nondiscriminatory manner;

(vi) Where union agreements exist, cooperate with the union or unions in the development of programs to ensure all persons of equal opportunity for employment, irrespective of race, national origin, color, religion, or sex, and include an effective nondiscrimination clause in new or renegotiated union agreements; and

(vii) Avoid the use of selection techniques or tests that have the effect of discriminating against any person based on race, national origin, color, religion, or sex.

(5) Retain records to document that it has satisfied the requirements of paragraphs (c)(1) and (2) of this section. Such records, which may be maintained in an electronic format, shall be retained until after grant of the renewal application for the term during which the vacancy was filled or the initiative occurred. Such records need not be submitted to the FCC unless specifically requested. The following records shall be maintained:

(i) Listings of all full-time job vacancies filled by the station employment unit, identified by job title;

(ii) For each such vacancy, the recruitment sources utilized to fill the vacancy (including, if applicable, organizations entitled to notification pursuant to paragraph (c)(1)(ii) of this section, which should be

separately identified), identified by name, address, contact person and telephone number;

(iii) Dated copies of all advertisements, bulletins, letters, faxes, e-mails, or other communications announcing vacancies;

(iv) Documentation necessary to demonstrate performance of the initiatives required by paragraph (c)(2) of this section, including sufficient information to fully disclose the nature of the initiative and the scope of the station's participation, including the station personnel involved;

(v) The total number of interviewees for each vacancy and the referral source for each interviewee; and

(vi) The date each vacancy was filled and the recruitment source that referred the hiree.

(6) Annually, on the anniversary of the date a station is due to file its renewal application, the station shall place in its public file, maintained pursuant to § 73.3526 or § 73.3527, and on its web site, if it has one, an EEO public file report containing the following information (although if any broadcast licensee acquires a station pursuant to FCC Form 314 or FCC Form 315 during the twelve months covered by the EEO public file report, its EEO public file report shall cover the period starting with the date it acquired the station):

(i) A list of all full-time vacancies filled by the station's employment unit during the preceding year, identified by job title;

(ii) For each such vacancy, the recruitment source(s) utilized to fill the vacancy (including, if applicable, organizations entitled to notification pursuant to paragraph (c)(1)(ii) of this section, which should be separately identified), identified by name, address, contact person and telephone number;

(iii) The recruitment source that referred the hiree for each full-time vacancy during the preceding year;

(iv) Data reflecting the total number of persons interviewed for full-time vacancies during the preceding year and the total number of interviewees referred by each recruitment source utilized in

47 C.F.R. § 73.2080

connection with such vacancies; and

(v) A list and brief description of initiatives undertaken pursuant to paragraph (c)(2) of this section during the preceding year.

(d) **Small Station Exemption.** The provisions of paragraphs (b) and (c) of this section shall not apply to station employment units that have fewer than five full-time employees.

(e) **Definitions.** For the purposes of this rule:

(1) A full-time employee is a permanent employee whose regular work schedule is 30 hours per week or more.

(2) A station employment unit is a station or a group of commonly owned stations in the same market that share at least one employee.

(3) A smaller market includes metropolitan areas as defined by the Office of Management and Budget with a population of fewer than 250,000 persons and areas outside of all metropolitan areas as defined by the Office of Management and Budget.

(f) **Enforcement.** The following provisions apply to employment activity concerning full-time positions at each broadcast station employment unit (defined in this part) employing five or more persons in full-time positions, except where noted.

(1) All broadcast stations, including those that are part of an employment unit with fewer than five full-time employees, shall file a Broadcast Equal Employment Opportunity Program Report (Form 396) with their renewal application. Form 396 is filed on the date the station is due to file its application for renewal of license. If a broadcast licensee acquires a station pursuant to FCC Form 314 or FCC Form 315 during the period that is to form the basis for the Form 396, information provided on its Form 396 should cover the licensee's EEO recruitment activity during the period starting with the date it acquired the station. Stations are required to maintain a copy of their Form 396 in the station's public file in accordance with the provisions of §§ 73.3526 and 73.3527.

(2) The Commission will conduct a mid-term review of the employment practices of each broadcast television station and each radio station

that is part of an employment unit of more than ten full-time employees four years following the station's most recent license expiration date as specified in § 73.1020. Each such licensee is required to file with the Commission the Broadcast Mid-Term Report (FCC Form 397) four months prior to that date. If a broadcast licensee acquires a station pursuant to FCC Form 314 or FCC Form 315 during the period that is to form the basis for the Form 397, its Report should cover the licensee's EEO recruitment activity during the period starting with the date it acquired the station.

(3) If a station is subject to a time brokerage agreement, the licensee shall file Forms 396, Forms 397, and EEO public file reports concerning only its own recruitment activity. If a licensee is a broker of another station or stations, the licensee-broker shall include its recruitment activity for the brokered station(s) in determining the bases of Forms 396, Forms 397, and the EEO public file reports for its own station. If a licensee-broker owns more than one station, it shall include its recruitment activity for the brokered station in the Forms 396, Forms 397, and EEO public file reports filed for its own station that is most closely affiliated with, and in the same market as, the brokered station. If a licensee-broker does not own a station in the same market as the brokered station, then it shall include its recruitment activity for the brokered station in the Forms 396, Forms 397, and EEO public file reports filed for its own station that is geographically closest to the brokered station.

(4) Broadcast stations subject to this section shall maintain records of their recruitment activity necessary to demonstrate that they are in compliance with the EEO rule. Stations shall ensure that they maintain records sufficient to verify the accuracy of information provided in Forms 396, Forms 397, and EEO public file reports. To determine compliance with the EEO rule, the Commission may conduct inquiries of licensees at random or if it has evidence of a possible violation of the EEO rule. In addition, the Commission will conduct random audits. Specifically, each year approximately five percent of all licensees in the television and radio services will be randomly selected for audit, ensuring that, even though the number of radio licensees is significantly larger than television licensees, both services are represented in the audit process. Upon request, stations shall make records available to the Commission for its review.

47 C.F.R. § 73.2080

(5) The public may file complaints throughout the license term based on a station's Form 397 or the contents of a station's public file. Provisions concerning filing, withdrawing, or non-filing of informal objections or petitions to deny license renewal, assignment, or transfer applications are delineated in §§ 73.3584 and 73.3587-3589 of the Commission's rules.

(g) Sanctions and Remedies. The Commission may issue appropriate sanctions and remedies for any violation of this rule.

47 C.F.R. § 73.3526

**CODE OF FEDERAL REGULATIONS
TITLE 47--TELECOMMUNICATION
CHAPTER I--FEDERAL
COMMUNICATIONS COMMISSION
SUBCHAPTER C--BROADCAST RADIO
SERVICES
PART 73--RADIO BROADCAST
SERVICES
SUBPART H--RULES APPLICABLE TO
ALL BROADCAST STATIONS**

§ 73.3526 Local public inspection file of commercial stations.

(e)(10) Material relating to FCC investigation or complaint. Material having a substantial bearing on a matter which is the subject of an FCC investigation or complaint to the FCC of which the applicant, permittee, or licensee has been advised. This material shall be retained until the applicant, permittee, or licensee is notified in writing that the material may be discarded.

47 C.F.R. § 73.3527

**CODE OF FEDERAL REGULATIONS
TITLE 47--TELECOMMUNICATION
CHAPTER I--FEDERAL
COMMUNICATIONS COMMISSION
SUBCHAPTER C--BROADCAST RADIO
SERVICES
PART 73--RADIO BROADCAST
SERVICES
SUBPART H--RULES APPLICABLE TO
ALL BROADCAST STATIONS**

§ 73.3527 Local public inspection file on noncommercial educational stations

(e)(11) Material relating to FCC investigation or complaint. Material having a substantial bearing on a matter which is the subject of an FCC investigation or complaint to the FCC of which the applicant, permittee, or licensee has been advised. This material shall be retained until the applicant, permittee, or licensee is notified in writing that the material may be discarded.

EEO ANNUAL PUBLIC FILE REPORT
 ENTERCOM GREENVILLE

14.

This report covers full-time vacancy recruitment for the period of August 1, 2014 through July 31, 2015

| | | |
|---|---|--|
| Employment Unit: Entercom Greenville, LLC | Address: Entercom Greenville, LLC 25 Garlington Road Greenville, SC 29615 | Contact Person/Title: Steve Sinicropi, VP Market Manager |
| Unit Members, Community of License WFBC-FM, Greenville, SC WSPA-FM, Spartanburg, SC WORD-AM, Spartanburg, SC WYRD-AM, Greenville, SC WROQ-FM, Anderson, SC WTPT-FM, Forest City, NC WYRD-FM, Simpsonville, SC | Telephone Number: 864-271-9200 | E-mail Address: ssinicropi@entercom.com |

1. Full-Time Job Vacancies Filled by the Employment Unit:

| Title | Recruitment Source Referring Hiree | Recruitment Sources Utilized to Fill the Full-Time Vacancy (See #2: "Recruitment Sources for Corresponding List) | | | Referral Source of Interviewees | | |
|----------------------------------|------------------------------------|--|------------------|-----------------------|---|--------------------|------------------|
| | | 1-41 | Company Postings | Advertising (Talentq) | Referral Source | Number Interviewed | New Interviewees |
| A Sales Assistant 8/4/14 | Indeed.com | 1-41 | 1 & 2 | 1-67 | Indeed.com : 1 Zip Recruiter : 7 | 8 | 8 |
| B Account Executive 8/4/14 | Employee Referral | 1-41 | 1 & 2 | 1-67 | Entercom.com : 2 Employee Referral : 3 SCBA Career Fair : 1 | 6 | 6 |
| C Program Director 9/15/14 | Entercom.com | 1-41 | 1 & 2 | 1-67 | All Access : 3 Indeed.com : 1 Entercom.com : 1 | 5 | 5 |



| | | | | | | | | |
|---|-----------------------------------|-----------------------------------|------|-------|------|--|---|---|
| D | Business Assistant 11/17/14 | Glassdoor | 1-41 | 1 & 2 | 1-67 | Indeed.com : 3 Glassdoor : 1 Entercom.com : 4 | 8 | 8 |
| E | On Air Personality 12/8/14 | On Air Announcement | 1-41 | 1 & 2 | 1-67 | On Air Announcement : 3 Entercom.com : 2 | 5 | 5 |
| F | Sales Assistant 1/1/15 | Internal (PT to FT transition) | 1-41 | 1 & 2 | 1-67 | Employee Referral : 1 Talent Q : 1 Entercom.com : 2 Internal : 1 | 5 | 5 |
| G | Account Executive 2/2/15 | Employee Referral | 1-41 | 1 & 2 | 1-67 | Linked In : 2 Employee Referral : 2 Client Referral : 1 Entercom.com : 1 Industry Referral : 1 | 7 | 7 |
| H | Account Executive 2/2/15 | Industry Referral | 1-41 | 1 & 2 | 1-67 | See Pool "G" | 7 | 0 |
| I | Account Executive 2/16/15 | Employee Referral | 1-41 | 1 & 2 | 1-67 | See Pool "G" | 7 | 0 |
| J | News Director 3/1/15 | Internal (PT to FT transition) | 1-41 | 1 & 2 | 1-67 | Entercom.com : 2 Employee Referral : 1 Internal : 1 Zip Recruiter : 1 | 5 | 5 |
| K | Digital Content Manager 4/1/15 | Employee Referral | 1-41 | 1 & 2 | 1-67 | Indeed.com : 1 Entercom.com : 3 Employee Referral : 1 | 5 | 5 |
| L | Receptionist 6/1/15 | Internal (PT to FT transition) | 1-41 | 1 & 2 | 1-67 | Internal : 1 Entercom.com : 1 Indeed.com : 2 Glassdoor : 1 | 5 | 5 |



| | | | | | | | | |
|---|--|-------------------|------|-------|------|--|---|-----------|
| M | Business Assistant 6/8/15 | Employee Referral | 1-41 | 1 & 2 | 1-67 | Employee Referral : 1 Indeed.com : 2 Entercom.com : 1 Glassdoor : 1 | 5 | 5 |
| N | Copywriter/Production Specialist 6/15/15 | Employee Referral | 1-41 | 1 & 2 | 1-67 | Employee Referral : 1 Entercom.com : 3 Internal : 1 | 5 | 5 |
| O | Account Executive 7/1/15 | The Ladders | 1-41 | 1 & 2 | 1-67 | Internal: 2 Indeed.com : 1 The Ladders : 1 Glassdoor : 1 Linked In : 1 | 6 | 6 |
| P | Account Executive 7/7/15 | Employee Referral | 1-41 | 1 & 2 | 1-67 | Linked In : 3 Talent Q : 2 Employee Referral : 2 | 7 | 7 |
| Total # of new interviewees for full-time job vacancies during the reporting period: | | | | | | | | 82 |



2. Recruitment Sources

OUTREACH ORGANIZATIONS

| # | Name | Organization | Address (Street or E-Mail) | City | ST | Zip | Phone | Total Number of Interviewees Referred | Pursuant to Prong 2 | |
|----|--------------------------------|-------------------------------------|--|-------------|----|-------|--------------|---------------------------------------|---|---|
| | | | | | | | | | Did Entercom contact organization to request to send job vacancy information? | Did organization contact Entercom to request job vacancy information? |
| 1 | Career Services | American Assoc. of University Women | 1111 Sixteenth St. NW Aauwjobs@aauw.org | Washington | DC | 20036 | 202-785-7700 | 0 | Yes | No |
| 2 | Carol Karnes | Anderson College | 316 Boulevard St. ckarnes@ac.edu | Anderson | SC | 29621 | 864-231-2003 | 0 | Yes | No |
| 3 | P. Bulla or Rodney Embler | Asheville Buncombe Tech | 340 Victoria Road pbulla@abtech.edu Rodney.embler@buncombcountry.org | Asheville | NC | 28801 | 828-254-1921 | 0 | Yes | No |
| 4 | Sonja Johnson | Benedict College | 1600 Harden St. johnsons@benedict.edu | Columbia | SC | 29204 | 803-256-4220 | 0 | Yes | No |
| 5 | Aaron Goldsmith | Bob Jones University | 1700 Wade Hampton Blvd careerdevelopment@bjue.edu | Greenville | SC | 29614 | 864-242-5100 | 0 | Yes | No |
| 6 | Hayden Bracknell | Brown Mackie College | 75 Beattie Place, Suite 100 hbracknell@brownmackie.edu | Greenville | SC | 29601 | 864-239-5371 | 0 | Yes | No |
| 7 | Col. Schrader | Camden Military Academy | 520 US Hwy 1 North admissions@camdenmilitary.com | Camden | SC | 29023 | 800-948-6291 | 0 | Yes | No |
| 8 | Alyson Young | Carolina School of Broadcasting | 3435 Performance Blvd. Alyson@cnakatv.com | Charlotte | NC | 28214 | 704-395-9272 | 0 | Yes | No |
| 9 | Shirley Nichols | Ciaflin College | 700 College Street shnichols@ciaflin.edu | Orangeburg | SC | 29115 | 803-535-5333 | 0 | Yes | No |
| 10 | Yvonne Lasane | Coastal Carolina University | PO Box 261954 Yvonne@coastal.edu | Conway | SC | 29528 | 864-349-2485 | 0 | Yes | No |
| 11 | Career Center Linda Robinson | College Of Charleston | 160 Calhoun St B-28 robinsonl@cofc.edu | Charleston | SC | 29424 | 843-953-5692 | 0 | Yes | No |
| 12 | Cathy Gowan and Whitney Fisher | Converse College | 580 E Main St. Cathy.gowan@converse.edu Whitney.fisher@converse.edu | Spartanburg | SC | 29302 | 864-596-9027 | 0 | Yes | No |



| | | | | | | | | | | |
|----|-----------------------------------|---|---|-------------------|----|-------|--------------|---|-----|----|
| 13 | Robert Decker & Susan Schaefer | ECPI College of Technology | 1001 Keys Drive #100 rdecker@ecpi.edu sschafer@ecpi.edu | Greenville | SC | 29615 | 864-288-2828 | 0 | Yes | No |
| 14 | Dusty New | Erskine College | 2 Washington Street new@erskine.edu | Due West | SC | 29639 | 864-275-2131 | 0 | Yes | No |
| 15 | William Sanders | GA Association of Broadcasters | 8010 Roswell Road, Ste 260 sandersb@gab.org | Atlanta | GA | 30350 | 770-395-7200 | 0 | Yes | No |
| 16 | Josh Kelly | Goodwill Industries | 115 Hayward Road jkelly@goodwillisc.org | Greenville | SC | 29607 | 864-351-0134 | 0 | Yes | No |
| 17 | Rachel Angel | Greenville County Workforce Development | 301 University Ridge, Ste 1500 rangel@greenvillecounty.org | Greenville | SC | 29601 | 864-467-8095 | 0 | Yes | No |
| 18 | Patricia Sainz | Hispanic Communications Network | 1126 16th Street NW patricia.sainz@hcnmedia.com | Washington | DC | 20036 | 202-637-8801 | 0 | Yes | No |
| 19 | Amy Rusiloski | ITT Technical Institute | Six Independence Point arusiloski@itt-tech.edu | Greenville | SC | 29615 | 864-297-0930 | 0 | Yes | No |
| 20 | Jennifer Pierce | Lander University | CPO Box 6052 320 Stanley Ave. jpierce@lander.edu | Greenwood | SC | 29649 | 864-388-8243 | 0 | Yes | No |
| 21 | Ileka Leaks | Limestone College | 1115 College Drive ileaks@limestone.edu | Gaffney | SC | 29340 | 864-488-4557 | 0 | Yes | No |
| 22 | Career Center | Minority Media and Telecommunications | 3636 16th St NW Ste B-366 info@mmtonline.org | Washington | DC | 20010 | 202-332-0500 | 0 | Yes | No |
| 23 | Career Services | Morehead College-Career SVCS. | 830 Westview Dr. SW jobs@morehouse.edu | Atlanta | GA | 30314 | 404-215-2644 | 0 | Yes | No |
| 24 | Margaret Bailey | Morris College | 100 W College St. mbailey@morris.edu | Sumter | SC | 29150 | 803-934-3200 | 0 | Yes | No |
| 25 | Ann McKeighan | Native American Public Telecomm. Broadcasting Cons. | PO Box 83111 native@unl.edu | Lincoln | NE | 68501 | 402-472-3522 | 0 | Yes | No |
| 26 | Travis Ballenger | Newberry College | 2100 College Street Travis.ballenger@newberry.edu | Newberry | SC | 29108 | 803-276-5010 | 0 | Yes | No |
| 27 | Dr. Linwood Hagin | North Greenville University | PO Box 1892 lahagin@ngu.edu | Tigerville | SC | 29688 | 864-977-7137 | 0 | Yes | No |
| 28 | Gary James | Ohio Center for Broadcasting | 9000 Sweet Valley Dr. gary@peonair.com | Valley Drive | OH | 44125 | 216-447-9117 | 0 | Yes | No |
| 29 | Kita Graham | Regent University | 1000 Regent Univ. Drive, COM 200 Karaham@regent.edu | Virginia Beach | VA | 23464 | 757-226-4746 | 0 | Yes | No |



| | | | | | | | | | | |
|----|--------------------|---------------------------------|--|-------------|----|-------|--------------|---|-----|----|
| 30 | Grey Parks | SC Employment Security Comm. | 706 Pendleton Street bparks@dew.sc.gov | Greenville | SC | 29601 | 864-242-3531 | 0 | No | No |
| 31 | Anna Haigler | SC State University | PO Box 7127 ahaigler@scsu.edu or humanresources@scsu.edu | Orangeburg | SC | 29117 | 803-536-7033 | 0 | No | No |
| 32 | James Hallum | Sears Shelter Community Center | 100 E Park Av jhallums@greenvillesc.gov | Greenville | SC | 29601 | 864-467-4326 | 0 | Yes | No |
| 33 | Yvonne Duckett | Southern Wesleyan University | PO Box 10204 yduckett@swu.edu | Central | SC | 29360 | 864-644-5150 | 0 | Yes | No |
| 34 | Harold Bell | Spelman College-Career Planning | 350 Spelman Lane SW hbell@spelman.edu | Atlanta | GA | 30314 | 404-681-3643 | 0 | Yes | No |
| 35 | Jay Eubanks | UNC School of Journalism | Campus Box 3365 jeubank@email.unc.edu | Chapel Hill | NC | 27599 | 919-962-4518 | 0 | Yes | No |
| 36 | Carol Martin | Urban League of the Upstate | 15 Regency Hill Dr. cmartin@ulust.org | Greenville | SC | 29607 | 864-244-3862 | 0 | Yes | No |
| 37 | Sherry McAdams | USC-Upstate | 800 University Way smcadams@uscupstate.edu | Spartanburg | SC | 29303 | 864-503-5392 | 0 | Yes | No |
| 38 | Johnny Smith | Western Carolina University | 80 McKee Building ismith@isothermal.edu | Cullowhee | NC | 28723 | 828-286-3636 | 0 | Yes | No |
| 39 | Shirley LeGette | Women in Communications | PO Box 5264 president@awcgreenville.org | Greenville | SC | 29606 | 864-234-2942 | 0 | Yes | No |
| 40 | Career Dev. Center | Winthrop University | 129 Crawford alfordata@winthrop.edu | Rock Hill | SC | 29733 | 803-953-5692 | 0 | Yes | No |
| 41 | Lisa Ware | Woford College | 429 N. Church Street warelm@woford.edu | Spartanburg | SC | 29303 | 864-597-4261 | 0 | Yes | No |

COMPANY WEBSITES AND POSTINGS

| | | | | | | | | | |
|---|------------------|--|--|--|--|--------------|----|--|-----|
| 1 | Stephanie Gilson | Entercom Corp Website | www.entercom.com/careers | | | 610-822-0857 | 22 | | N/A |
| 2 | Caitlynn Moore | Current Employees/Interns (Internal postings on Company Bulletin Boards/Email to All Greenville Users) | greenvilleusers@entercom.com | | | 864-241-4235 | 6 | | N/A |



JOB FAIRS

| | | | | |
|---|--|---|---|-----|
| 1 | Boiling Springs Career Fair | October 1, 2014 – Supplemental Initiatives #9 | 0 | N/A |
| 2 | USC Upstate Career and Internship Fair | February 2, 2015 – Supplemental Initiatives #11 | 0 | N/A |
| 3 | Hollis Academy Career Fair | March 3, 2015 – Supplemental Initiatives #13 | 0 | N/A |
| 4 | Rainbow Lake Middle School Career Fair | March 4, 2015 – Supplemental Initiatives #14 | 0 | N/A |
| 5 | USC Upstate Career Fair | March 6, 2015 – Supplemental Initiatives #15 | 0 | N/A |
| 6 | Fairforest Elementary School Career Fair | April 2, 2015 – Supplemental Initiatives #16 | 0 | N/A |
| 7 | SCBA 15 th Annual Job Fair | April 8, 2015 – Supplemental Initiatives #17 | 1 | N/A |
| 8 | Middle School of Pacolet Career Fair | May 15, 2015 – Supplemental Initiatives #18 | 0 | N/A |

OTHER SOURCES

| | | | | |
|---|--|--|----|-----|
| - | Employee Referral | | 12 | N/A |
| - | Client Referral | | 1 | N/A |
| - | Industry Referral | | 1 | N/A |
| - | On Air Announcement – (due to the death of the On Air personality on WORD) | | 3 | N/A |
| - | Talent Q Consulting | | 3 | N/A |



**ADVERTISING:
TALENT Q CONSULTING (leslye@TalentQConsulting.com)**

| Website Posting | Number Interviewed | Website Posting | Number Interviewed | Website Posting | Number Interviewed | Website Posting | Number Interviewed |
|--|--------------------|--|--------------------|--|--------------------|-----------------|--------------------|
| www.indeed.com | 11 | www.lalpro.com | 0 | www.jobApplicationSearch.com | 0 | | |
| www.craigslist.com | 0 | www.backpage.com | 0 | www.neuvoo.com | 0 | | |
| www.SimplyHired.com | 0 | www.trovit.com | 0 | www.vbench.com | 0 | | |
| www.glassdoor.com | 4 | www.jobdiagnosis.com | 0 | www.jobSite.com | 0 | | |
| www.ebay.com | 0 | www.oodle.com | 0 | www.helwanted.com | 0 | | |
| www.ZipRecruiter.com | 8 | www.wowjobs.ca | 0 | www.dieseljobsearch.com | 0 | | |
| www.juju.com | 0 | www.justJobs.com | 0 | www.veterancareer.com | 0 | | |
| www.DiversityJobs.com | 0 | www.careerbliss.com | 0 | www.skipta.com | 0 | | |
| www.Job.com | 0 | www.careerjet.com | 0 | www.JobTonic.com | 0 | | |
| www.TopUSAJobs.com | 0 | www.jobvertise.com | 0 | www.mitula.com | 0 | | |
| www.Linkedin.com | 6 | www.jobs2careers.com | 0 | www.techfetch.com | 0 | | |
| www.google.com | 0 | www.nSphere.com | 0 | www.wantedanalytics.com | 0 | | |
| www.employmentcrossing.com | 0 | www.jobinventory.com | 0 | www.theclassifiedpost.com | 0 | | |
| www.theroadcode.com | 0 | www.CareerVitals.com | 0 | www.fbr.com | 0 | | |
| www.twitter.com | 0 | www.TipTopJob.com | 0 | www.tvbr.com | 0 | | |
| www.Theadders.com | 1 | www.JobHat.com | 0 | www.radioonline.com | 0 | | |
| www.geebo.com | 0 | www.flexjobs.com | 0 | www.allaccess.com | 3 | | |
| www.jooble.com | 0 | www.recruit.net | 0 | www.tvandradijobs.com | 0 | | |
| www.jobg8.com | 0 | www.BetterJobs.com | 0 | www.mynewjobsearch.com | 0 | | |
| www.Yakaz.com | 0 | www.purejobs.com | 0 | www.jobsnprofiles.com | 0 | | |
| www.jobrapido.com | 0 | www.cognitus.com | 0 | www.adzuna.com | 0 | | |
| www.JobsRadar.com | 0 | www.JobUnlocker.com | 0 | www.forhirejobs.com | 0 | | |
| www.startwire.com | 0 | www.DirectEmployers.com | 0 | | | | |

Total # of New Interviewees Referred

82



3. Supplemental Recruitment Initiatives.

| Initiatives | Date | Location | Description | Titles of Employees Involved |
|---|----------------------------------|---------------------|--|--|
| 1 Internship Program | Periodically throughout the year | Entercom Greenville | Entercom Greenville offers internships at the radio stations in our Promotions and Programming departments. Interns must be college students and receive college credit for the internships. The Promotions Directors and the Programming Directors oversee the internships to evaluate the interns and ensure they are receiving information and education. Internships are ongoing throughout the year. Eleven (11) interns participated in this program. | Program Directors Promotions Director |
| 2 RAMP Sales Training Program | Periodically throughout the year | Entercom Greenville | Entercom Greenville participates in Entercom RAMP Training. RAMP is a comprehensive training program designed to teach the AEs about the company, the industry, the market, the station and solving their client's marketing challenges. The program consists of 12 weekly training sessions conducted by the Sales Managers of all of Entercom's stations. After completing the twelve weekly sessions, the AEs become RAMP graduates. Six Account Executives graduated from this program during the annual reporting period. | Sales Managers Account Executives |
| 3 Integrated Sales Calls | Periodically throughout the year | Entercom Greenville | The Corporate Marketing Director facilitates monthly calls to all Sales Managers. She shares business targets for the next 90 days and success stories from the past month. She also shares best practices, case studies, etc. These monthly calls help promote growth and career advancement within the sales department. | Sales Managers Corporate Marketing Director |
| 4 On-Air EEO Policy and Invitation to Receive Job Openings | Periodically throughout the year | Entercom Greenville | Periodically throughout the year, Entercom Greenville airs recruitment advertisements on all stations, seeking applicants across all departments. Advertisements inform the Greenville area of Entercom's EOE policy and invite all organizations to be a part of our recruitment process. | EEO Coordinator |
| 5 Scene on 7 | Periodically throughout the year | Greenville, SC | An Account Executive from Entercom Greenville participates on a local news show, WSPA Channel 7, each month. As a guest he is there to represent himself in the radio broadcasting industry by discussing his job as an Account Executive. He also represents our News Radio Station WORD 106.3. | Account Executive |
| 6 Station Tours | Periodically throughout the year | Entercom Greenville | Periodically throughout the year, our Promotions Department provides station tours to local organizations such as Boy Scout and Girl Scout troops. The tours provide an overview of each department within a radio broadcasting company, and the various jobs that are available at Entercom. Twelve (12) station tours were provided throughout the year. | Promotions Directors |
| 7 Job Shadows | October 2014-May 2015 | Entercom Greenville | Entercom's Morning Show Hosts participated in several student job shadow programs from October to May 2015. The On Air Personalities provided the students with first-hand knowledge and experience in the radio broadcasting industry. In addition to learning about jobs in programming, the students received an overview of all jobs and departments within Entercom. Eleven students participated in the Job Shadow experience. | On Air Personalities |



| | | | | | |
|----|--|--------------------|---------------------|--|---|
| 8 | Clemson University Communications Class | September 11, 2014 | Clemson, SC | An On Air Personality from ESPN spoke to several students at Clemson University about the history of the ESPN station. He elaborated on his job as a sports announcer and what his job consists of from day to day. | On Air Personality |
| 9 | Boiling Springs Grade Career Fair | October 1, 2014 | Boiling Springs, SC | Entercom's Promotions Team attended a career fair at Boiling Springs Middle School. They discussed careers in radio as well as future internship opportunities. An overview of each department was discussed with the students. | Promotions Team |
| 10 | North Greenville University Seminar | October 2, 2014 | Greenville, SC | An On Air Personality from Entercom spoke at a seminar at North Greenville University. She educated students on the radio industry and what it takes to be an on air personality. She provided valuable information on news broadcasting and gave advice on how to be successful in radio. | On Air Personality |
| 11 | USC Upstate Career and Internship Fair | February 2, 2015 | Spartanburg, SC | The Promotions Department at Entercom participated in the USC Upstate Career and Internship Fair. Applications, open position lists, and business cards were distributed to the students who attended the job fair. The students were also encouraged to ask questions about the different departments and jobs within Entercom. | Promotions Team Sales Manager Account Executive |
| 12 | EEO Policy and Compliance Training | February 12, 2015 | Conference Call | Entercom's Vice President of Human Resources facilitated our annual EEO Policy and Compliance Training. She reviewed the FCC's EEO guidelines as well as our internal practices and procedures to ensure a successful EEO Program. The training was facilitated for all EEO Coordinators and shared with management. | VP/Human Resources EEO Coordinators |
| 13 | Hollis Academy Career Fair | March 3, 2015 | Greenville, SC | The Promotions Department participated in a career fair at Hollis Academy. An overview of each department was discussed and prizes were provided to the students. | Promotions Team |
| 14 | Rainbow Lake Middle School Career Fair | March 4, 2015 | Greenville, SC | Entercom's On Air Personality attended a career fair at Rainbow Lake Middle School. He discussed careers in radio as well as future internship opportunities. An overview of each department was discussed with the students. | On Air Personality |
| 15 | USC Upstate Career Fair | March 6, 2015 | Spartanburg, SC | Entercom representatives participated in a job fair at USC Upstate. Applications, open position lists, and business cards were distributed to the students who attended the job fair. The students were also encouraged to ask questions about the different departments and jobs within Entercom. | Promotions Team |
| 16 | Fairforest Elementary School Career Fair | April 2, 2015 | Spartanburg, SC | Entercom's Promotions Team attended a career fair at Fairforest Elementary School. An overview of each department was discussed and prizes were provided to the students. | Promotions Team |
| 17 | SCBA 15th Annual Job Fair | April 8, 2015 | Columbia, SC | Entercom representatives attended the South Carolina Broadcaster's Association Career Fair. Applications, open position lists, and business cards were distributed to the job fair attendees. | Promotions Team |



| | | | | | |
|----|--|--------------|----------------|---|--------------------|
| 18 | Middle School of Pacolet Career Fair | May 15, 2015 | Pacolet, SC | The Promotions Team attended a career fair at the Middle School of Pacolet. The Entercom representatives discussed the radio broadcasting industry and the different jobs that are available in radio. | Promotions Team |
| 19 | Georgia Association of Broadcasters Convention | May 19, 2015 | Athens, GA | An On Air Personality from Entercom spoke at a broadcasting convention at the University of Georgia. He educated rising juniors, seniors, and graduates on the radio broadcasting industry. He spoke about his experience in radio, and how he became successful. Internship and job opportunities were also discussed. | On Air Personality |
| 20 | Greenville Rotary Club East Side | June 8, 2015 | Greenville, SC | An On Air Personality from Entercom spoke at a Greenville Rotary Club meeting. He spoke about the inner workings of our radio station stations and how we help the community. This was a great networking opportunity for the On Air Personality and our Entercom stations. | On Air Personality |

24



**EEO ANNUAL PUBLIC FILE REPORT
ENTERCOM GREENVILLE**

25

This report covers full-time vacancy recruitment for the period of August 1, 2015 through July 31, 2016

| | | |
|---|---|--|
| Employment Unit: Entercom Greenville, LLC | Address: Entercom Greenville, LLC 25 Garlington Road Greenville, SC 29615 | Contact Person/Title: Steve Sinicropi, VP Market Manager |
| Unit Members, Community of License WFBC-FM, Greenville, SC WSPA-FM, Spartanburg, SC WORD-AM, Spartanburg, SC WYRD-AM, Greenville, SC WROQ-FM, Anderson, SC WTPT-FM, Forest City, NC WYRD-FM, Simpsonville, SC | Telephone Number: 864-271-9200 | E-mail Address: ssinicropi@entercom.com |

1. Full-Time Job Vacancies Filled by the Employment Unit:

| Title | Recruitment Source Referring Hiree | Recruitment Sources Utilized to Fill the Full-Time Vacancy (See #2: "Recruitment Sources for Corresponding List) | Referral Source of Interviewees |
|-------------------------------------|------------------------------------|--|--|
| A Account Executive 8/17/2015 | August Wynn Group | 1-112 | Indeed.com: 3 ZipRecruiter.com: 1 Entercom.com: 5 Employee Referral: 2 Internal Candidate: 1 Glassdoor.com: 1 The Ladders: 1 August Wynn Group : 3 LinkedIn.com: 3 |
| B Account Executive 8/17/2015 | Entercom.com | 1-112 | Entercom.com: 2 Employee Referral: 2 Internal Candidate: 1 |
| C Continuity 8/17/2015 | Employee Referral | 1-112 | Employee Referral: 3 Entercom.com: 2 Internal Candidate: 1 |
| D Sales Assistant 10/12/2015 | Internal Candidate | 1-112 | Indeed.com: 3 Internal Candidate: 1 Entercom.com: 1 |



| | | | | |
|---|--|--------------------|-------|--|
| E | Production Assistant 11/12/2015 | Employee Referral | 1-112 | Monster.com: 1 Indeed.com: 1 Entercom.com: 2 Employee Referral: 1 |
| F | Account Executive 12/01/2015 | LinkedIn.com | 1-112 | Entercom.com: 4 Client Referral: 1 ZipRecruiter.com: 1 LinkedIn.com: 2 Indeed.com: 1 Employee Referral: 5 CareerBuilder.com: 1 |
| G | Account Executive (Senior Seller) 1/1/2016 | Employee Referral | 1-112 | Repeat Pool F |
| H | Marketing Consultant (Senior Seller) 1/4/2016 | Employee Referral | 1-112 | Repeat Pool F |
| I | Marketing Consultant (Senior Seller) 1/11/2016 | CareerBuilder.com | 1-112 | Repeat Pool F |
| J | IT/Engineer 2/1/2016 | ZipRecruiter.com | 1-112 | Entercom.com: 2 Indeed.com: 1 ZipRecruiter.com: 2 |
| K | Sales Admin Manager 5/1/2016 | Internal Candidate | 1-112 | Employee Referral: 2 ZipRecruiter.com: 3 Indeed.com: 1 Internal Candidate: 1 |
| L | Receptionist 5/16/2016 | Internal Candidate | 1-112 | Internal Candidate: 1 Indeed.com: 4 |
| Total # of new interviewees for full-time job vacancies during the reporting period: | | | | 73 |



2. Recruitment Sources

OUTREACH ORGANIZATIONS

| # | Name/Title | Organization | Contact Information | Did Entercom contact organization to request job vacancy information? | Did organization contact Entercom to request job vacancy information? | Total Number of Interviewees Referred |
|----|--------------------------------|-------------------------------------|--|---|---|---------------------------------------|
| 1 | Career Services | American Assoc. of University Women | Aauwjobs@aauw.org | Yes | No | 0 |
| 2 | Carol Karnes | Anderson College | ckarnes@ac.edu | Yes | No | 0 |
| 3 | P. Bulla or Rodney Embler | Asheville Buncombe Tech | pbulla@abtech.edu Rodney.embler@buncombcounty.org | Yes | No | 0 |
| 4 | Sonja Johnson | Benedict College | johnsonson@benedict.edu | Yes | No | 0 |
| 5 | Aaron Goldsmith | Bob Jones University | careerdevelopment@bjv.edu | Yes | No | 0 |
| 6 | Hayden Bracknell | Brown Mackie College | hbracknell@brownmackie.edu | Yes | No | 0 |
| 7 | Col. Schrader | Camden Military Academy | admissions@camdenmilitary.com | Yes | No | 0 |
| 8 | Alvson Young | Carolina School of Broadcasting | Alvson@hakatv.com | Yes | No | 0 |
| 9 | Shirley Nichols | Clafin College | shnichols@clafin.edu | Yes | No | 0 |
| 10 | Yvonne Lasane | Coastal Carolina University | Yvonne@coastal.edu | Yes | No | 0 |
| 11 | Career Center Linda Robinson | College Of Charleston | robinsonl@cofc.edu | Yes | No | 0 |
| 12 | Cathy Gowan and Witney Fisher | Converse College | Cathy.gowan@converse.edu Witney.fisher@converse.edu | Yes | No | 0 |
| 13 | Robert Decker & Susan Schaefer | ECPI College of Technology | rdecker@ecpi.edu sschaefer@ecpi.edu | Yes | No | 0 |
| 14 | Dusty New | Erskine College | new@erskine.edu | Yes | No | 0 |



| | | | | | | |
|----|-------------------|---|--|-----|----|---|
| 15 | William Sanders | GA Association of Broadcasters | sandersb@gab.org | Yes | No | 0 |
| 16 | Josh Kelly | Goodwill Industries | jkelly@goodwillisc.org | Yes | No | 0 |
| 17 | Rachel Angel | Greenville County Workforce Development | rangel@greenvillegov.org | Yes | No | 0 |
| 18 | Patricia Sainz | Hispanic Communications Network | patricia.sainz@hcnmedia.com | Yes | No | 0 |
| 19 | Amy Rusloski | ITT Technical Institute | arusloski@itt-tech.edu | Yes | No | 0 |
| 20 | Jennifer Pierce | Lander University | jpierce@lander.edu | Yes | No | 0 |
| 21 | Ileka Leaks | Limestone College | ileaks@limestone.edu | Yes | No | 0 |
| 22 | Career Center | Minority Media and Telecommunications | info@mmtonline.org | Yes | No | 0 |
| 23 | Career Services | Morehead College-Career SVCS. | jobs@morehouse.edu | Yes | No | 0 |
| 24 | Margaret Bailey | Morris College | mbailey@morris.edu | Yes | No | 0 |
| 25 | Ann McKeighan | Native American Public Telecomm. Broadcasting Cons. | native@unl.edu | Yes | No | 0 |
| 26 | Travis Ballenger | Newberry College | Travis.ballenger@newberry.edu | Yes | No | 0 |
| 27 | Dr. Linwood Hagin | North Greenville University | lahagin@ngu.edu | Yes | No | 0 |
| 28 | Gary James | Ohio Center for Broadcasting | gary@beonair.com | Yes | No | 0 |
| 29 | Kita Graham | Regent University | Karaham@regent.edu | Yes | No | 0 |
| 30 | Grey Parks | SC Employment Security Comm. | bparks@dew.sc.gov | Yes | No | 0 |

28



| | | | | | | |
|----|--------------------|---------------------------------|--|-----|----|---|
| 31 | Anna Haigler | SC State University | ahaigler@scsu.edu humanresources@scsu.edu | Yes | No | 0 |
| 32 | James Hallum | Sears Shelter Community Center | jhallums@greenvillesc.gov | Yes | No | 0 |
| 33 | Yvonne Duckett | Southern Wesleyan University | yduckett@swu.edu | Yes | No | 0 |
| 34 | Harold Bell | Spelman College-Career Planning | hbell@spelman.edu | Yes | No | 0 |
| 35 | Jay Eubanks | UNC School of Journalism | jeubank@email.unc.edu | Yes | No | 0 |
| 36 | Carol Martin | Urban League of the Upstate | cmartin@ulust1.org | Yes | No | 0 |
| 37 | Sherry McAdams | USC-Upstate | smcadams@uscupstate.edu | Yes | No | 0 |
| 38 | Johnny Smith | Western Carolina University | jsmith@isothermal.edu | Yes | No | 0 |
| 39 | Shirley LeGette | Women in Communications | president@awcgreenville.org | Yes | No | 0 |
| 40 | Career Dev. Center | Winthrop University | alfordata@winthrop.edu | Yes | No | 0 |
| 41 | Lisa Ware | Wofford College | warelm@wofford.edu | Yes | No | 0 |

COMPANY WEBSITES AND POSTINGS

| | | | | | | |
|----|-------------------------|--|--|--|--------------|----|
| 42 | Yuri Bong | Entercom.com | www.entercom.com/careers | | 610-660-5645 | 18 |
| 43 | Danielle Burns-Lewallen | Current Employees/Interns (Internal postings on Company Bulletin Boards/Email to All Greenville Users) | greenvilleusers@entercom.com | | 864-241-4215 | 6 |



28

ADVERTISING: ZipRecruiter

| Website Posting | Number Interviewed | Website Posting | Number Interviewed | Website Posting | Number Interviewed |
|---|--------------------|---|--------------------|---|--------------------|
| 44 www.monster.com | 1 | 67 www.careerivals.com | 0 | 90 www.JobApplicationSearch.com | 0 |
| 45 www.ziprecruiter.com | 7 | 68 www.jobs2careers.com | 0 | 91 www.neuvoo.com | 0 |
| 46 www.ebayclassifieds.com | 0 | 69 www.mynewjobssearch.com | 0 | 92 www.dieseljobs.com | 0 |
| 47 www.job.com | 0 | 70 www.jobinventory.com | 0 | 93 www.myjobmatcher.com | 0 |
| 48 www.indeed.com | 14 | 71 www.tip2topjob.com | 0 | 94 www.skilledjobsdirect.com | 0 |
| 49 www.topusajobs.com | 0 | 72 www.jobhat.com | 0 | 95 www.skipta.com | 0 |
| 50 www.geebo.com | 0 | 73 www.flexjob.com | 0 | 96 www.jobkoreausa.com | 0 |
| 51 www.yakaz.com | 0 | 74 www.ijoble.com | 0 | 97 www.jobtonic.com | 0 |
| 52 www.jobrapido.com | 0 | 75 www.employmentcrossing.com | 0 | 98 www.jobsite.com | 0 |
| 53 www.jobstradar.com | 0 | 76 www.ladders.com | 1 | 99 www.milula.com | 0 |
| 54 www.startwire.com | 0 | 77 www.augustwynngroup.com | 3 | 100 www.techfetch.com | 0 |
| 55 www.glassdoor.com | 1 | 78 www.jobvertise.com | 0 | 101 www.workersweb.com | 0 |
| 56 www.trovit.com | 0 | 79 www.betterjobs.com | 0 | 102 www.tiobjia.com | 0 |
| 57 www.jobdiagnosis.com | 0 | 80 www.careerigniter.com | 0 | 103 www.jobbarive.com | 0 |
| 58 www.godlemarketplace.com | 0 | 81 www.targetedcareer.com | 0 | 104 www.moonlighting.com | 0 |
| 59 www.justjobs.com | 0 | 82 www.rolepen.com | 0 | 105 www.workhoppers.com | 0 |
| 60 www.careerbliss.com | 0 | 83 www.jobsler.com | 0 | 106 www.worklooker.com | 0 |
| 61 www.resume.com | 0 | 84 www.recruit.net | 0 | 107 www.iaazle.com | 0 |
| 62 www.thejobnetwork.com | 0 | 85 www.purejobs.com | 0 | 108 www.jobfusion.com | 0 |
| 63 www.thebusinessmarketplace.com | 0 | 86 www.nosphere.com | 0 | 109 www.jobdash.com | 0 |
| 64 www.jobr.com | 0 | 87 www.directemployers.com | 0 | 110 www.startjobs.com | 0 |
| 65 www.careerjet.com | 0 | 88 www.JobUnlocker.com | 0 | 111 www.topix.com | 0 |
| 66 www.adzuna.com | 0 | 89 www.cognius.com | 0 | 112 www.careerbuilder.com | 1 |



JOB FAIRS

| | | |
|---|---------------------------------|---|
| Rainbow Lake Middle School Career Fair | See Supplemental Initiative #7 | 0 |
| Spartanburg Community College 2015 Career Fair | See Supplemental Initiative #9 | 0 |
| USC Upstate General Career Expo | See Supplemental Initiative #10 | 0 |
| Hollis Academy Career Fair | See Supplemental Initiative #12 | 0 |
| USC Upstate Summer Career Fair | See Supplemental Initiative #13 | 0 |
| Chesnee Middle School Career Fair | See Supplemental Initiative #14 | 0 |
| Boiling Springs 9 th Grade Career Fair | See Supplemental Initiative #15 | 0 |
| Taylor's Elementary Career Fair | See Supplemental Initiative #16 | 0 |
| Greenville County Schools Career Fair | See Supplemental Initiative #17 | 0 |

OTHER SOURCES

| | | |
|-------------------|--|----|
| Employee Referral | | 15 |
| Client Referral | | 1 |
| LinkedIn.com | | 5 |



3. Supplemental Recruitment Initiatives.

| Initiatives | Date | Location | Description | Titles of Employees Involved |
|---|----------------------------------|---------------------|--|--|
| 1 Internship Program | Periodically throughout the year | Entercom Greenville | Entercom Greenville offers internships at the radio stations in our Promotions and Programming departments. Interns must be college students and receive college credit for the internships. The Promotions Directors and the Programming Directors oversee the internships to evaluate the interns and ensure they are receiving information and education. Internships are ongoing throughout the year. 11 interns participated in this program. | Program Directors Promotions Director |
| 2 RAMP 3.0 Sales Training Program | Periodically throughout the year | Entercom Greenville | Entercom Greenville participates in Entercom RAMP Training. Six Account Executives graduated from this program during the annual reporting period. | Sales Managers Account Executives |
| 3 On-Air EEO Policy and Invitation to Receive Job Openings | Periodically throughout the year | Entercom Greenville | Periodically throughout the year, Entercom Greenville airs recruitment advertisements on all stations, seeking applicants across all departments. Advertisements inform the Greenville area of Entercom's EOE policy and invite all organizations to be a part of our recruitment process. | EEO Coordinator |
| 4 Scene on 7 | Periodically throughout the year | Greenville, SC | An Account Executive from Entercom Greenville participates on a local news show, WSPA Channel 7, each month. As a guest, he is there to represent himself in the radio broadcasting industry by discussing his job as an Account Executive. He also represents our News Radio Station WORD 106.3. | Account Executive |
| 5 Station Tours | Periodically throughout the year | Entercom Greenville | Periodically throughout the year, our Promotions Department provides station tours to local organizations such as Boy Scout and Girl Scout troops. The tours provide an overview of each department within a radio broadcasting company, and the various jobs that are available at Entercom. 2 station tours were provided throughout the year. | Promotions Directors |
| 6 Preventing Discrimination, Harassment and Retaliation Management Training Seminar | September 23, 2015 | Entercom Greenville | Entercom's HR/Benefits Manager facilitated a seminar for our managers and supervisors that covers Entercom's EEO policy, Entercom's FCC/EEO program requirements and managers' responsibilities, and Federal and State Employment Laws. The seminar also includes a review of Protected Classifications, managers' responsibilities in preventing discrimination, harassment and retaliation with applicants and employees, and Entercom's policy and procedures for employee complaints and responding to complaints. | All Managers |
| 7 Rainbow Lake Middle School Career Fair | October 28, 2015 | Greenville, SC | Entercom's On Air Personality attended a career fair at Rainbow Lake Middle School. He discussed careers in radio as well as future internship opportunities. An overview of each department was discussed with the students. | On Air Personality |



32

| | | | | | |
|----|--|-----------------------|---------------------|---|---|
| 8 | Job Shadows | October 2015-May 2016 | Entercom Greenville | Entercom's Morning Show Hosts participated in several student job shadow programs from October to May 2016. The On Air Personalities provided the students with first-hand knowledge and experience in the radio broadcasting industry. In addition to learning about jobs in programming, the students received an overview of all jobs and departments within Entercom. 8 students participated in the Job Shadow experience. | On Air Personalities |
| 9 | Spartanburg Community College 2015 Career Fair | November 11, 2015 | Boiling Springs, SC | Entercom's Promotions Team attended a career fair at Boiling Springs Middle School. They discussed careers in radio as well as future internship opportunities. An overview of each department was discussed with the students. | Promotions Team |
| 10 | USC Upstate General Career Expo | November 18, 2015 | Spartanburg, SC | The Promotions Department at Entercom participated in the USC Upstate Career and Internship Fair. Applications, open position lists, and business cards were distributed to the students who attended the job fair. The students were also encouraged to ask questions about the different departments and jobs within Entercom. | Promotions Team Sales Manager Account Executive |
| 11 | EEO Policy and Compliance Training | March 24, 2016 | Conference Call | Entercom's Vice President of Human Resources facilitated our annual EEO Policy and Compliance Training. She reviewed the FCC's EEO guidelines as well as our internal practices and procedures to ensure a successful EEO Program. The training was facilitated for all EEO Coordinators and shared with management. | VP/Human Resources EEO Coordinators |
| 12 | Hollis Academy Career Fair | April 15, 2016 | Greenville, SC | The Promotions Department participated in a career fair at Hollis Academy. An overview of each department was discussed and prizes were provided to the students. | Promotions Team |
| 13 | USC Upstate Summer Job Fair | March 23, 2016 | Spartanburg, SC | Entercom representatives participated in a job fair at USC Upstate. Applications, open position lists, and business cards were distributed to the students who attended the job fair. The students were also encouraged to ask questions about the different departments and jobs within Entercom. | Promotions Team |
| 14 | Chesnee Middle School Career Fair | May 18, 2016 | Chesnee, SC | Entercom's On Air Personality attended a career fair at Chesnee Middle School. He discussed careers in radio as well as future internship opportunities. An overview of each department was discussed with the students. | On Air Personality |
| 15 | Boiling Springs 9th Grade Career Fair | March 16, 2016 | Boiling Springs, SC | The Promotions Department participated in a career fair at Boiling Springs Career Fair. An overview of each department was discussed and prizes were provided to the students. | Promotions Team |
| 16 | Taylor's Elementary Career Fair | March 16, 2016 | Taylor's, SC | An Account Executive participated in a career fair at Taylor's Elementary Career Fair. An overview of the sale department was discussed along with the background of Entercom as a company. | Account Executive |
| 17 | Greenville County Schools Career Fair | May 2-3, 2016 | Greenville, SC | The Promotions Department at Entercom participated in the Greenville County Schools Career Fair. Applications, open position lists, and business cards were distributed to the students who attended the job fair. The students were also encouraged to ask questions about the different departments and jobs within Entercom. | Promotions Team |



Aug 2014 EEO Organizations

Caitlynn Moore

From: Caitlynn Moore
Sent: Monday, August 04, 2014 1:19 PM
To: Aaron Goldsmith (careerdevelopment@bj.edu); Alyson Young (alyson@nakatv.com); Amy Rusiloski (ARusiloski@itt-tech.edu); Ann McKeighan (native@unl.edu); Anna Haigler (ahaigler@scsu.edu); Asheville Buncombe Tech (PBulla@abtech.edu); Asheville Buncombe Tech Rodney Embler (rodney.embler@buncombecounty.org); Ashville Buncomb Tech (NMoore@abtech.edu); Brown Mackie College Hayden Bracknell (hbracknell@brownmackie.edu); Career Center (careercenter@scsu.edu); Career Services (jobs@morehouse.edu); Carol Karnes (ckarnes@ac.edu); Cathy Gowan (cathy.gowan@converse.edu); Claflin College Shirley Nichols (shnichols@claflin.edu); Coastal Carolina Yvonne Lasane (yvonne@coastal.edu); Col Schrader (admissions@camdenmilitary.com); Dusty New (new@erskine.edu); 'Erin Emory'; Gary James (gary@beonair.com); Grey Parks (bparks@dew.sc.gov); Harold Bell (hbell@spelman.edu); Hispanic Comm Network Patricia Sainz (patricia.sainz@hcnmedia.com); Ileka Leaks (ileaks@limestone.edu); Jay Eubank (jeubank@email.unc.edu); Jennifer Pierce (jpierce@lander.edu); Johnny Smith (jsmith@isothermal.edu); Josh Kelly (jkelly@goodwillsc.org); Linda Robinson College of Charleston (robinsonl@cofc.edu); Linwood Hagin (lahagin@ngu.edu); Margaret Bailey (mbailey@morris.edu); Minority Media and Telecommunications (info@mmtconline.org); (info@mmtconline.org); President (aauwjjobs@aauw.org); R. Angel (rangel@greenvillecounty.org); Regent University Kita Graham (kgraham@regent.edu); Robert Decker (rdecker@ecpi.edu); Sears Shelter James Hallums (jhallums@greenvillesc.gov); Sherry Mack Michael SC State University (smgladden@scsu.edu); Sherry McAdams (smcadams@uscupstate.edu); Shirley LeGette (president@awcgreenville.org); Sonja Johnson Benedict College Sonja Johnson (johnsons@benedict.edu); South Carolina State University (humanresources@scsu.edu); Suzanne Schaefer (sschaefer@ecpi.edu); Travis Ballenger (travis.ballenger@newberry.edu); Urban League Upstate Carol Martin (cmartin@ulus1.org); William Sanders (sandersb@gab.org); Witney Fisher (witney.fisher@converse.edu); Yvonne Duckett (yduckett@swu.edu)
Cc: Corporate EEO - Company careers website
Subject: August 2014 Openings
Attachments: August 2014 Openings.doc

A. Sales Assist

B. Account Executive

Dear Recruitment Source:

As you know, **Entercom Greenville** is an Equal Employment Opportunity employer.

Attached is our current list of job openings for you to post.

Your referrals are critical to our recruitment success.

For questions, I may be contacted at 864-271-9200. However, I am requesting that all resumes be directed to www.entercom.com/careers.

Privacy Notice: The Federal Communications Commission (FCC) requires all stations to report the names of community organizations receiving job vacancy information plus the contact person, address and telephone number of each organization in an annual EEO Public File Report that will be made available to the general

public in the station's public inspection file and on its website. IF YOU DO NOT CONSENT TO THE PUBLIC DISCLOSURE OF THIS INFORMATION REQUIRED BY THE FCC, PLEASE NOTIFY ME IMMEDIATELY.

Thank you!

Caitlynn Moore
Continuity Manager • Entercom Upstate



864.241.4235 (office)

cmoore@entercom.com (email)

25 Garlington Road • Greenville SC 29615

NOTE: Please send all TRAFFIC instructions and SPOTS to gspspots@entercom.com

Click & Listen Online

[ESPN UPSTATE](#) | [93.3 The Planet](#) | [B93.7](#) | [Magic 98.9](#) | [Classic Rock 101.1](#) | [WORD 106.3](#) | [Get My PERKS](#)



25 GARLINGTON ROAD
GREENVILLE, SC 29615
Current Open Positions 7/10/2014

Please note
The job posting
for July 10th
and Aug 4th
were
the
same

Digital Marketing Consultant

Entercom is creating an exciting new digital division focused on providing local and regional businesses best-in-breed solutions designed to help our clients aggressively compete across the web. Candidates must have sales experience in the digital space and be able to step in and drive the company's revenue. Initially, this position will be almost exclusively focused on the generation of new sales. The candidate must be able to demonstrate a strong understanding and history of new business development; lead generation and pipeline management. This individual will work with the Digital Sales Manager to establish plans and strategies to achieve objectives. Compensation accelerators kick in once revenue targets have been attained which provide very attractive earnings opportunities for money motivated and performance-driven individuals.

Responsibilities:

- Establish, develop and manage a prospect list that reflects the segmentation strategies established by the company (segmentation strategy will be provided)
- Spend at least 90% of time prospecting leads or presenting to clients
- Consults local and regional businesses to understand their needs and aspirations so that tailored solutions can be designed, implemented and executed
- Execute a business plan and sales strategy, established with the Digital Sales Manager, that ensures attainment of digital revenue goals
- Provide feedback to the internal Digital Agency regarding opportunities to improve the overall product offering and general positioning of the company's product suite
- On-going consultation with sold clients regarding the performance of their purchased campaigns
- Adhere to all company policies, procedures and business ethics codes

The
EEO coordinator forgot
to
change the date on the
posting
when she emailed
it on 8/14. But
the open positions
have remained
the same.

Duties:

- Maintain contact with advertisers to ensure high levels of client satisfaction.
- Communicate and integrate the corporate digital environment
- Demonstrate ability to interact and cooperate with all company employees.

To apply for this position, please go to www.entercom.com and click on "Careers." Entercom Greenville is an Equal Opportunity Employer.

Producer/Board Op – News, Talk, & Sports

Entercom Upstate is looking for outgoing, hardworking and creative individuals to join our family. Responsibilities include working behind the board for talk shows, sporting events, remotes and appearances. Ideal candidate is energetic, efficient and capable of multi-tasking in a lively fast paced environment. We're offering you the chance to work behind the walls of the Upstate's Premiere News-Talk and Sports Stations and to work alongside the best and the brightest. This position is on a part-time/on-call basis and most often requires weekend and evening hours in the radio station.

Qualifications:

- Must be available to work nights and weekend
- All employees are expected to bring a positive attitude, be cooperative and productive and to perform other such duties as may be required for the efficient operations of the stations.
- Represent Company and radio stations in a highly respectable, professional manner.
- Must be extremely organized, highly motivated, and able to work independently.
- Must have valid driver's license and reliable vehicle.
- Experience helpful but not required.
- IT and social networking skills helpful.

Compensation:

This is a part-time position and will be paid hourly
Please submit your resume to greenvillejobs@entercom.com. Please indicate which position you are applying for in the subject line. Entercom Greenville, LLC is an Equal Opportunity Employer

On Air Personality WFBC

Heritage & market leading Top 40, B 93.7/WFBC-FM, home of the legendary Hawk and Tom morning show, is looking for talent who can entertain and engage on air, on-line and on-site. Can you put on a "show", connect with listeners and build yourself as a brand? If you're social media savvy, with production and imaging skills and love meeting listeners we want to hear from you. Music scheduling experience helpful but not required. A minimum of 4-5 years on air experience is required. This is a great opportunity with a great station in a fantastic city. Don't wait apply today at entercom.com and be sure to send your resume and audio samples to greenvillejobs@entercom.com. No calls please. **To apply for this position, please go to www.entercom.com and click on "Careers."** Entercom Greenville is an Equal Opportunity Employer.

Part-time On Air Personality WTPT

Part-time air personality-93.3 The Planet and board operator for 5 station cluster.

Prefer at least one to three years on air experience (ROCK preferred)

Experience with audio editing programs necessary.

Commercial/production experience a plus.

Must be comfortable with social media.

You'll need to have flexibility to work a variety of weekend shifts and possible weekday swing shifts.

Reliable professionals with positive, can-do attitudes need only apply. Please submit your aircheck

to greenvillejobs@entercom.com. In your email, please indicate that you are applying for the Part Time On Air Personality with The Planet. Entercom Greenville is an Equal Opportunity Employer.

Internships

Internships are available for all stations in many departments: Promotions, Programming, Production, Sales and Web Development. Entercom Greenville offers an opportunity for students to apply classroom theory to practical work experience. Our internship program allows students to experience firsthand the reality of working in the radio broadcasting industry. Interns can test their creative talent, exercise their analytical skills and increase their understanding of broadcasting operations and trends. Internships are available year-round, and are 12-15 hours per week, with specific days and times agreed upon in advance. All interns must be enrolled in a College or University and receiving college credit. Students are expected to obtain and complete any forms necessary to receive credit for the internship experience. **INTERNS ARE NON-PAID POSITIONS.** To apply for this position, please go to www.Entercom.com and click on "Careers." Entercom Greenville is an Equal Opportunity Employer.

Sales Assistant

Entercom Upstate operates six radio stations and a digital sales team - we are growing fast and we need an organizational super hero! If you are detail oriented, can work under tight deadlines, handle multiple projects, and are a computer whiz, we want to talk to you about joining our sales team as a sales support expert. If you are a high energy, positive, person who is motivated to help team members and clients, and wants to work for a great company, this is the opportunity for you.

Responsibilities and Qualifications:

- Create compelling sales materials and presentations that make our clients say, "Wow!" (we need a PowerPoint master!)
- The desire to work in a fast paced, high pressure environment (we have fun, but no slackers allowed)
- Proven ability to problem solve (somebody who is driven to go above and beyond expectations and is one step ahead of the rest of us)
- Provide stellar service to both internal and external customers (that means you have to work well with highly driven sales people and charm our clients as well)
- Accurate and fast data entry for sales orders (and be able to multi-task while doing it!)
- Impeccable writing and grammar skills and the ability to produce quality work error-free (Mom isn't here to check your work)
- Highly skilled in Microsoft Word, Excel, PowerPoint, Outlook (seriously, you have to be a software ninja)
- A relentlessly positive attitude and willingness to jump in wherever you are needed (no prima donnas need apply)
- A college education preferred and minimum of 2 years of experience in a similar position are required (no rookies please)

Compensation:

Salary + benefits including health care, dental, vacation, sick pay, and 401(k).

If this position sounds like the right fit for you then please send us your resume along with your PowerPoint presentation work to greenvillejobs@entercom.com. Entercom Communications is an equal opportunity employer.

Promotions Manager

The Promotions Manager reports to the Promotions Director and assists in the management of part time promotion reps and the execution of station events and promotions. The successful applicant will be comfortable in a fast past working environment while planning and executing multiple promotions and events. This is a demanding position that requires positivity, high energy and a passion for connecting consumers and clients with Entercom Upstate brands.

If this is you:

- Proven organizational skills to flawlessly execute concurrent promotions & events
- Patient, communicative, team player that is detail-oriented and has outstanding interpersonal skills
- Excellent verbal and written communication skills with an emphasis on tact and diplomacy
- Ability to create, plan and execute an event from concept to recap
- A tireless advocate for brands, customers service and perfection
- Fluency with social media

Duties include but not limited to:

- Drafting regular promotional proposals and promotional recaps
- Maintaining an accurate promotion calendar
- Working and supervising events on nights and weekends
- Booking/scheduling on site appearances and special events
- Preparing contest info for on air execution
- Acquiring and maintaining a prize inventory and support documents
 - Maintaining contest databases
 - Maintaining station promotional vehicles
 - Communicating with listeners and incentivizing them to participate with our brands
 - Ensuring compliance with FCC and company contest rules
 - Must be 21 years or older with a valid SC driver's license and insurance
 - Ability to lift objects in excess of 25 lbs. is required
 - High school diploma required. College graduate preferred

Entercom Greenville is an Equal Opportunity Employer

Senior Level Account Executive

We are looking for someone who can help us blaze new trails in the world of digital and audio advertising. Our company was named one of the Top 500 Technology Innovators in the U.S. and our growth here in upstate South Carolina means we need more talented people on our team. If you are a sales professional who can create and sell innovative ideas and products that provide cutting edge marketing and advertising solutions, you will fit right in with us!

Who are we and what can we offer you?

- We are Entercom Communications, one of the largest radio companies in the country.
- We own and operate the largest radio group here in Greenville, with 5 radio stations.
- You would have incredible assets to sell including live and local programming, digital advertising, sports sponsorships, event marketing and promotions.
- This is an incredibly exciting time to be working in radio as the industry is continually embracing new technologies and ideas.
- We give our sales people the resources and support they need to be successful and earn a great income.
- You would be surrounded by other creative, talented, high energy people too.

Responsibilities:

- Building strong relationships with advertisers to ensure their success and repeat business
- Proactively developing new business by using all of our advertising and marketing assets
- Closing business and executing the client campaign as agreed upon
- Provide exceptional customer service for your clients
- Achieve sales objectives and goals
- Continually build your knowledge of industry trends, opportunities, and innovations

Qualifications:

- Experienced in B2B sales (media preferred)
- Creative problem solver with marketing as well as sales expertise
- Ability to develop new business and manage sales with a proven track record of exceeding goals
- Thorough understanding of advertising technologies including digital, audio, and interactive
- A creative mind to put together unique advertising campaigns
- Must have a valid driver's license and own a personal car
- A passion for uncovering a client's need, solving it, and closing the deal!

That's our sales pitch to you...What do you think?

Entercom Greenville is an Equal Opportunity Employer.

Legislation passed in 2008 requires all companies in South Carolina to only employ individuals who may legally work in the United States. Companies are required to use the federal government's E-Verify program to verify the work authorization of newly hired

28

employees. Entercom Greenville uses E-Verify, which is an Internet-based system that allows businesses to determine the eligibility of their employees to work in the United States.

E-Verify



TalentQ Consulting Posts Your Ad To
The Following 50+ Job Websites:



TalentQ Consulting
FIND, HIRE, COACH, AND RETAIN THE RIGHT PEOPLE
www.TalentQConsulting.com

Caitlynn Moore

Aug. 2014 Internal

From: Caitlynn Moore
Sent: Monday, August 04, 2014 1:16 PM
To: GREENVILLE USERS
Cc: Corporate EEO
Subject: current positions August 2014
Attachments: August 2014 Openings.doc

Dear Greenville User:

As you know, **Entercom Greenville** is an Equal Employment Opportunity employer.

Attached is our current list of job openings for you.

For questions, I may be contacted at 864-271-9200. However, I am requesting that all resumes be directed to www.entercom.com/careers.

Privacy Notice: The Federal Communications Commission (FCC) requires all stations to report the names of community organizations receiving job vacancy information plus the contact person, address and telephone number of each organization in an annual EEO Public File Report that will be made available to the general public in the station's public inspection file and on its website. IF YOU DO NOT CONSENT TO THE PUBLIC DISCLOSURE OF THIS INFORMATION REQUIRED BY THE FCC, PLEASE NOTIFY ME IMMEDIATELY.

Thank you!

Caitlynn Moore
Continuity Manager • Entercom Upstate



864.241.4235 (office)
cmoore@entercom.com (email)
25 Garlington Road • Greenville SC 29615
NOTE: Please send all TRAFFIC instructions and SPOTS to gspspots@entercom.com

Click & Listen Online
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Search

FIND A STATION

Account Executive

Location: Greenville, SC

Department: Sales

Description

We are looking for someone who can help us blaze new trails in the world of digital and audio advertising. Our company was named one of the Top 500 Technology Innovators in the U.S. and our growth here in upstate South Carolina means we need more talented people on our team. If you are a sales professional who can create and sell innovative ideas and products that provide cutting edge marketing and advertising solutions, you will fit right in with us!

Who are we and what can we offer you?

- # We are Entercom Communications, one of the largest radio companies in the country
- # We own and operate the largest radio group here in Greenville, with 5 radio stations
- # You would have incredible assets to sell including live and local programming, digital advertising, sports sponsorships, event marketing and promotions
- # This is an incredibly exciting time to be working in radio as the industry is continually embracing new technologies and ideas
- # We give our sales people the resources and support they need to be successful and earn a great income
- # You would be surrounded by other creative, talented, high energy people too

Responsibilities:

- Building strong relationships with advertisers to ensure their success and repeat business
- Proactively developing new business by using all of our advertising and marketing assets
- Closing business and executing the client campaign as agreed upon

42

- Provide exceptional customer service for your clients
- Achieve sales objectives and goals
- Continually build your knowledge of industry trends, opportunities, and innovations

Qualifications:

- Experienced in B2B sales (media preferred)
- Creative problem solver with marketing as well as sales expertise
- Ability to develop new business and manage sales with a proven track record of exceeding goals
- Thorough understanding of advertising technologies including digital, audio, and interactive
- A creative mind to put together unique advertising campaigns
- Must have a valid driver's license and own a personal car
- A passion for uncovering a client's need, solving it, and closing the deal!

That's our sales pitch to you...What do you think?

Entercom Greenville is an Equal Opportunity Employer.



Are you a returning applicant?

Previous Applicants:

Email:

Password:



If you do not remember your password click here.

Back to Search Results

43

FIND A STATION

Sales Assistant

Location: Greenville, SC

Department: Sales

Description

Entercom Upstate operates six radio stations and a digital sales team - we are growing fast and we need an organizational super hero! If you are detail oriented, can work under tight deadlines, handle multiple projects, and are a computer whiz, we want to talk to you about joining our sales team as a sales support expert. If you are a high energy, positive, person who is motivated to help team members and clients, and wants to work for a great company, this is the opportunity for you.

Responsibilities and Qualifications:

- Create compelling sales materials and presentations that make our clients say, "Wow!" (we need a PowerPoint master!)
- The desire to work in a fast paced, high pressure environment (we have fun, but no slackers allowed)
- Proven ability to problem solve (somebody who is driven to go above and beyond expectations and is one step ahead of the rest of us)
- Provide stellar service to both internal and external customers (that means you have to work well with highly driven sales people and charm our clients as well)
- Accurate and fast data entry for sales orders (and be able to multi-task while doing it!)
- Impeccable writing and grammar skills and the ability to produce quality work error-free (Mom isn't here to check your work)
- Highly skilled in Microsoft Word, Excel, PowerPoint, Outlook (seriously, you have to be a software ninja)
- A relentlessly positive attitude and willingness to jump in wherever you are needed (no prima donnas need apply)
- A college education preferred and minimum of 2 years of experience in a similar position are required (no rookies please)

Compensation:

- Salary + benefits including health care, dental, vacation, sick pay, and 401(k).

44

- If this position sounds like the right fit for you then please send us your resume along with your PowerPoint presentation work to greenvillejobs@entercom.com.

Entercom Communications is an equal opportunity employer

[Apply for this position](#)

Are you a returning applicant?

Previous Applicants:

Email:

Password:

If you do not remember your password [click here](#).

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Taleo 

smart radio. compelling content. engaged audiences. successful clients.

45

Caitlynn Moore

September 2014 EEO Postin

From: Caitlynn Moore
Sent: Wednesday, September 03, 2014 8:49 AM
To: Aaron Goldsmith (careerdevelopment@bj.edu); Alyson Young (alyson@nakatv.com); Amy Rusiloski (ARusiloski@itt-tech.edu); Ann McKeighan (native@unl.edu); Anna Haigler (ahaigler@scsu.edu); Asheville Buncombe Tech (PBulla@abtech.edu); Asheville Buncombe Tech Rodney Embler (rodney.embler@buncombecounty.org); Ashville Buncomb Tech (NMoore@abtech.edu); Brown Mackie College Hayden Bracknell (hbracknell@brownmackie.edu); Career Center (careercenter@scsu.edu); Career Services (jobs@morehouse.edu); Carol Karnes (ckarnes@ac.edu); Cathy Gowan (cathy.gowan@converse.edu); Claflin College Shirley Nichols (shnichols@claflin.edu); Coastal Carolina Yvonne Lasane (yvonne@coastal.edu); Col Schrader (admissions@camdenmilitary.com); Dusty New (new@erskine.edu); 'Erin Emory'; Gary James (gary@beonair.com); Grey Parks (bparks@dew.sc.gov); Harold Bell (hbell@spelman.edu); Hispanic Comm Network Patricia Sainz (patricia.sainz@hcnmedia.com); Ileka Leaks (ileaks@limestone.edu); Jay Eubank (jeubank@email.unc.edu); Jennifer Pierce (jpierce@lander.edu); Johnny Smith (jsmith@isothermal.edu); Josh Kelly (jkelly@goodwillsc.org); Linda Robinson College of Charleston (robinsonl@cofc.edu); Linwood Hagin (lahagin@ngu.edu); Margaret Bailey (mbailey@morris.edu); Minority Media and Telecommunications (info@mmtconline.org); President (aauwjjobs@aauw.org); R. Angel (rangel@greenvillecounty.org); Regent University Kita Graham (kgraham@regent.edu); Robert Decker (rdecker@ecpi.edu); Sears Shelter James Hallums (jhallums@greenvillesc.gov); Sherry Mack Michael SC State University (smgladden@scsu.edu); Sherry McAdams (smcadams@uscupstate.edu); Shirley LeGette (president@awcgreenville.org); Sonja Johnson Benedict College Sonja Johnson (johnsons@benedict.edu); South Carolina State University (humanresources@scsu.edu); Suzanne Schaefer (sschaefer@ecpi.edu); Travis Ballenger (travis.ballenger@newberry.edu); Urban League Upstate Carol Martin (cmartin@ulus1.org); William Sanders (sandersb@gab.org); Witney Fisher (witney.fisher@converse.edu); Yvonne Duckett (yduckett@swu.edu)

Cc: Corporate EEO; Stephanie Gilson
Subject: September 2014 Job Openings
Attachments: September 2014 Openings.doc

C: Program Director

Company careers website

Dear Recruitment Source:

As you know, **Entercom Greenville** is an Equal Employment Opportunity employer.

Attached is our current list of job openings for you to post.

Your referrals are critical to our recruitment success.

For questions, I may be contacted at 864-271-9200. However, I am requesting that all resumes be directed to www.entercom.com/careers.

Privacy Notice: The Federal Communications Commission (FCC) requires all stations to report the names of community organizations receiving job vacancy information plus the contact person, address and telephone number of each organization in an annual EEO Public File Report that will be made available to the general

public in the station's public inspection file and on its website. IF YOU DO NOT CONSENT TO THE PUBLIC DISCLOSURE OF THIS INFORMATION REQUIRED BY THE FCC, PLEASE NOTIFY ME IMMEDIATELY.

Thank you!

Caitlynn Moore
Continuity Manager • Entercom Upstate



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25 Garlington Road • Greenville SC 29615

NOTE: Please send all TRAFFIC instructions and SPOTS to gspspots@entercom.com

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September 2014 Greenville Users

Caitlynn Moore

From: Caitlynn Moore
Sent: Wednesday, September 03, 2014 8:48 AM
To: GREENVILLE USERS
Subject: September Job Openings
Attachments: September 2014 Openings.doc

Dear Greenville User:

As you know, **Entercom Greenville** is an Equal Employment Opportunity employer.

Attached is our current list of job openings for you.

For questions, I may be contacted at 864-271-9200. However, I am requesting that all resumes be directed to www.entercom.com/careers.

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Thank you!

Caitlynn Moore
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25 GARLINGTON ROAD
GREENVILLE, SC 29615
Current Open Positions 9/3/14

Digital Marketing Consultant

Entercom is creating an exciting new digital division focused on providing local and regional businesses best-in-breed solutions designed to help our clients aggressively compete across the web. Candidates must have sales experience in the digital space and be able to step in and drive the company's revenue. Initially, this position will be almost exclusively focused on the generation of new sales. The candidate must be able to demonstrate a strong understanding and history of new business development; lead generation and pipeline management. This individual will work with the Digital Sales Manager to establish plans and strategies to achieve objectives. Compensation accelerators kick in once revenue targets have been attained which provide very attractive earnings opportunities for money motivated and performance-driven individuals.

Responsibilities:

- Establish, develop and manage a prospect list that reflects the segmentation strategies established by the company (segmentation strategy will be provided)
- Spend at least 90% of time prospecting leads or presenting to clients
- Consults local and regional businesses to understand their needs and aspirations so that tailored solutions can be designed, implemented and executed
- Execute a business plan and sales strategy, established with the Digital Sales Manager, that ensures attainment of digital revenue goals
- Provide feedback to the internal Digital Agency regarding opportunities to improve the overall product offering and general positioning of the company's product suite
- On-going consultation with sold clients regarding the performance of purchased campaigns
- Adhere to all company policies, procedures

Duties:

- Maintain contact with advertisers to ensure
- Communicate and integrate the corporate
- Demonstrate ability to interact and cooperate

9/15/14
Prog. Dir.

To apply for this position, please go to www.employer.com

rs." Entercom Greenville is an Equal Opportunity

Producer/Board Op – News, Talk, & Sports

Entercom Upstate is looking for outgoing, hardworking and creative individuals to join our family. Responsibilities include working behind the board for talk shows, sporting events, remotes and appearances. Ideal candidate is energetic, efficient and capable of multi-tasking in a lively fast paced environment. We're offering you the chance to work behind the walls of the Upstate's Premiere News-Talk and Sports Stations and to work alongside the best and the brightest. This position is on a part-time/on-call basis and most often requires weekend and evening hours in the radio station.

Qualifications:

- Must be available to work nights and weekend
- All employees are expected to bring a positive attitude, be cooperative and productive and to perform other such duties as may be required for the efficient operations of the stations.
- Represent Company and radio stations in a highly respectable, professional manner.
- Must be extremely organized, highly motivated, and able to work independently.
- Must have valid driver's license and reliable vehicle.
- Experience helpful but not required.
- IT and social networking skills helpful.

Compensation:

This is a part-time position and will be paid hourly

Please submit your resume to greenvillejobs@entercom.com. Please indicate which position you are applying for in the subject line. Entercom Greenville, LLC is an Equal Opportunity Employer

49

On Air Personality WFBC

Heritage & market leading Top 40, B 93.7/WFBC-FM, home of the legendary Hawk and Tom morning show, is looking for talent who can entertain and engage on air, on-line and on-site. Can you put on a "show", connect with listeners and build yourself as a brand? If you're social media savvy, with production and imaging skills and love meeting listeners we want to hear from you. Music scheduling experience helpful but not required. A minimum of 4-5 years on air experience is required. This is a great opportunity with a great station in a fantastic city. Don't wait apply today at entercom.com and be sure to send your resume and audio samples to greenvillejobs@entercom.com. No calls please. **To apply for this position, please go to www.entercom.com and click on "Careers."** Entercom Greenville is an Equal Opportunity Employer.

Part-time On Air Personality WTPT

Part-time air personality-93.3 The Planet and board operator for 5 station cluster.

Prefer at least one to three years on air experience (ROCK preferred)

Experience with audio editing programs necessary.

Commercial/production experience a plus.

Must be comfortable with social media.

You'll need to have flexibility to work a variety of weekend shifts and possible weekday swing shifts.

Reliable professionals with positive, can-do attitudes need only apply. Please submit your aircheck to greenvillejobs@entercom.com. In your email, please indicate that you are applying for the Part Time On Air Personality with The Planet. **Entercom Greenville is an Equal Opportunity Employer.**

Internships

Internships are available for all stations in many departments: Promotions, Programming, Production, Sales and Web Development. Entercom Greenville offers an opportunity for students to apply classroom theory to practical work experience. Our internship program allows students to experience firsthand the reality of working in the radio broadcasting industry. Interns can test their creative talent, exercise their analytical skills and increase their understanding of broadcasting operations and trends. Internships are available year-round, and are 12-15 hours per week, with specific days and times agreed upon in advance. All interns must be enrolled in a College or University and receiving college credit. Students are expected to obtain and complete any forms necessary to receive credit for the internship experience. **INTERNS ARE NON-PAID POSITIONS.** To apply for this position, please go to www.Entercom.com and click on "Careers." Entercom Greenville is an Equal Opportunity Employer.

Sales Assistant

Entercom Upstate operates six radio stations and a digital sales team - we are growing fast and we need an organizational super hero! If you are detail oriented, can work under tight deadlines, handle multiple projects, and are a computer whiz, we want to talk to you about joining our sales team as a sales support expert. If you are a high energy, positive, person who is motivated to help team members and clients, and wants to work for a great company, this is the opportunity for you.

Responsibilities and Qualifications:

- Create compelling sales materials and presentations that make our clients say, "Wow!" (we need a PowerPoint master!)
- The desire to work in a fast paced, high pressure environment (we have fun, but no slackers allowed)
- Proven ability to problem solve (somebody who is driven to go above and beyond expectations and is one step ahead of the rest of us)
- Provide stellar service to both internal and external customers (that means you have to work well with highly driven sales people and charm our clients as well)
- Accurate and fast data entry for sales orders (and be able to multi-task while doing it!)
- Impeccable writing and grammar skills and the ability to produce quality work error-free (Mom isn't here to check your work)
- Highly skilled in Microsoft Word, Excel, PowerPoint, Outlook (seriously, you have to be a software ninja)
- A relentlessly positive attitude and willingness to jump in wherever you are needed (no prima donnas need apply)
- A college education preferred and minimum of 2 years of experience in a similar position are required (no rookies please)

Compensation:

Salary + benefits including health care, dental, vacation, sick pay, and 401(k).

If this position sounds like the right fit for you then please send us your resume along with your PowerPoint presentation work to greenvillejobs@entercom.com. **Entercom Communications is an equal opportunity employer.**

50

Promotions Manager

The Promotions Manager reports to the Promotions Director and assists in the management of part time promotion reps and the execution of station events and promotions. The successful applicant will be comfortable in a fast paced working environment while planning and executing multiple promotions and events. This is a demanding position that requires positivity, high energy and a passion for connecting consumers and clients with Entercom Upstate brands.

If this is you:

- Proven organizational skills to flawlessly execute concurrent promotions & events
- Patient, communicative, team player that is detail-oriented and has outstanding interpersonal skills
- Excellent verbal and written communication skills with an emphasis on tact and diplomacy
- Ability to create, plan and execute an event from concept to recap
- A tireless advocate for brands, customer service and perfection
- Fluency with social media

Duties include but not limited to:

- Drafting regular promotional proposals and promotional recaps
- Maintaining an accurate promotion calendar
- Working and supervising events on nights and weekends
- Booking/scheduling on site appearances and special events
- Preparing contest info for on air execution
- Acquiring and maintaining a prize inventory and support documents
 - Maintaining contest databases
 - Maintaining station promotional vehicles
 - Communicating with listeners and incentivizing them to participate with our brands
 - Ensuring compliance with FCC and company contest rules
 - Must be 21 years or older with a valid SC driver's license and insurance
 - Ability to lift objects in excess of 25 lbs. is required
 - High school diploma required. College graduate preferred

Entercom Greenville is an Equal Opportunity Employer

Senior Level Account Executive

We are looking for someone who can help us blaze new trails in the world of digital and audio advertising. Our company was named one of the Top 500 Technology Innovators in the U.S. and our growth here in upstate South Carolina means we need more talented people on our team. If you are a sales professional who can create and sell innovative ideas and products that provide cutting edge marketing and advertising solutions, you will fit right in with us!

Who are we and what can we offer you?

- We are Entercom Communications, one of the largest radio companies in the country.
- We own and operate the largest radio group here in Greenville, with 5 radio stations.
- You would have incredible assets to sell including live and local programming, digital advertising, sports sponsorships, event marketing and promotions.
- This is an incredibly exciting time to be working in radio as the industry is continually embracing new technologies and ideas.
- We give our sales people the resources and support they need to be successful and earn a great income.
- You would be surrounded by other creative, talented, high energy people too.

Responsibilities:

- Building strong relationships with advertisers to ensure their success and repeat business
- Proactively developing new business by using all of our advertising and marketing assets
- Closing business and executing the client campaign as agreed upon
- Provide exceptional customer service for your clients
- Achieve sales objectives and goals
- Continually build your knowledge of industry trends, opportunities, and innovations

Qualifications:

- Experienced in B2B sales (media preferred)
- Creative problem solver with marketing as well as sales expertise
- Ability to develop new business and manage sales with a proven track record of exceeding goals
- Thorough understanding of advertising technologies including digital, audio, and interactive

61

- A creative mind to put together unique advertising campaigns
- Must have a valid driver's license and own a personal car
- A passion for uncovering a client's need, solving it, and closing the deal!

That's our sales pitch to you...What do you think?

Entercom Greenville is an Equal Opportunity Employer.

Legislation passed in 2008 requires all companies in South Carolina to only employ individuals who may legally work in the United States. Companies are required to use the federal government's E-Verify program to verify the work authorization of newly hired employees. Entercom Greenville uses E-Verify, which is an Internet-based system that allows businesses to determine the eligibility of their employees to work in the United States.

WFBC/WSPA Program Director

Entercom Greenville is looking for an innovative, energetic and experienced Program Director for B93-7/WFBC-FM & Magic 98.9/WSPA-FM. This is a rare opportunity with big brands, in a great place to live with a great company. Does this describe you?

- You understand how to build and grow powerful brands
- You know how to recruit, train and retain a high performing team
- You are a positive, energetic advocate for a winning culture of excellence
- You understand pop culture, on air and digital branding
- You have significant programming experience with a winning track record
- You believe in the relentless pursuit of perfection

If it does, apply today. This opportunity is rare and won't last long. No phone calls please.

Entercom Greenville is an Equal Opportunity Employer.

E-Verify



52

Entercom Greenville is looking for an innovative, energetic and experienced Program Director for B93.7/WFBC-FM & Magic 98.9/WSPA-FM. This is a rare opportunity with big brands, in a great place to live with a great company. Does this describe you?

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Entercom Greenville is an Equal Opportunity Employer.

Black

TalentQ Consulting Posts Your Ad To
The Following 50+ Job Websites:



TalentQ Consulting
FIND, HIRE, COACH, AND RETAIN THE RIGHT PEOPLE
www.TalentQConsulting.com

54

Caitlynn Moore

From: Caitlynn Moore
Sent: Friday, October 03, 2014 9:45 AM
To: Aaron Goldsmith (careerdevelopment@bj.edu); Alyson Young (alyson@nakatv.com); Amy Rusiloski (ARusiloski@itt-tech.edu); Ann McKeighan (native@unl.edu); Anna Haigler (ahaigler@scsu.edu); Asheville Buncombe Tech (PBulla@abtech.edu); Asheville Buncombe Tech Rodney Embler (rodney.embler@buncombecounty.org); Asheville Buncomb Tech (NMoore@abtech.edu); Brown Mackie College Hayden Bracknell (hbracknell@brownmackie.edu); Career Center (careercenter@scsu.edu); Career Services (jobs@morehouse.edu); Carol Karnes (ckarnes@ac.edu); Cathy Gowan (cathy.gowan@converse.edu); Claflin College Shirley Nichols (shnichols@claflin.edu); Coastal Carolina Yvonne Lasane (yvonne@coastal.edu); Col Schrader (admissions@camdenmilitary.com); Dusty New (new@erskine.edu); 'Erin Emory'; Gary James (gary@beonair.com); Grey Parks (bparks@dew.sc.gov); Harold Bell (hbell@spelman.edu); Hispanic Comm Network Patricia Sainz (patricia.sainz@hcnmedia.com); Ileka Leaks (ileaks@limestone.edu); Jay Eubank (jeubank@email.unc.edu); Jennifer Pierce (jpierce@lander.edu); Johnny Smith (jsmith@isothermal.edu); Josh Kelly (jkelly@goodwillsc.org); Linda Robinson College of Charleston (robinsonl@cofc.edu); Linwood Hagin (lahagin@ngu.edu); Margaret Bailey (mbailey@morris.edu); Minority Media and Telecommunications (info@mmtconline.org); President (aauwjjobs@aauw.org); R. Angel (rangel@greenvillecounty.org); Regent University Kita Graham (kgraham@regent.edu); Robert Decker (rdecker@ecpi.edu); Sears Shelter James Hallums (jhallums@greenvillesc.gov); Sherry Mack Michael SC State University (smgladden@scsu.edu); Sherry McAdams (smcadams@uscupstate.edu); Shirley LeGette (president@awcgreenville.org); Sonja Johnson Benedict College Sonja Johnson (johnsons@benedict.edu); South Carolina State University (humanresources@scsu.edu); Suzanne Schaefer (sschaefer@ecpi.edu); Travis Ballenger (travis.ballenger@newberry.edu); Urban League Upstate Carol Martin (cmartin@ulus1.org); William Sanders (sandersb@gab.org); Witney Fisher (witney.fisher@converse.edu); Yvonne Duckett (yduckett@swu.edu)

Cc: Corporate EEO; Stephanie Gilson
Subject: October 2014 Openings
Attachments: October 2014 Openings.doc

D. Business Asst.
E. On Air Personality
F. Sales Asst

*Company
careers
website*

Dear Recruitment Source:

As you know, **Entercom Greenville** is an Equal Employment Opportunity employer.

Attached is our current list of job openings for you to post.

Your referrals are critical to our recruitment success.

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85

public in the station's public inspection file and on its website. IF YOU DO NOT CONSENT TO THE PUBLIC DISCLOSURE OF THIS INFORMATION REQUIRED BY THE FCC, PLEASE NOTIFY ME IMMEDIATELY.

Thank you!

Caitlynn Moore
Continuity Manager • Entercom Upstate



864.241.4235 (office)

cmoore@entercom.com (email)

25 Garlington Road • Greenville SC 29615

NOTE: Please send all TRAFFIC instructions and SPOTS to gspspots@entercom.com

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25 GARLINGTON ROAD
GREENVILLE, SC 29615

Current Open Positions 10/3/2014

Digital Marketing Consultant

Entercom is creating an exciting new digital division focused on providing local and regional businesses best-in-breed solutions designed to help our clients aggressively compete across the web. Candidates must have sales experience in the digital space and be able to step in and drive the company's revenue. Initially, this position will be almost exclusively focused on the generation of new sales. The candidate must be able to demonstrate a strong understanding and history of new business development; lead generation and pipeline management. This individual will work with the Digital Sales Manager to establish plans and strategies to achieve objectives. Compensation accelerators kick in once revenue targets have been attained which provide very attractive earnings opportunities for money motivated and performance-driven individuals.

Responsibilities:

- Establish, develop and manage a prospect list that reflects the segmentation strategies established by the company (segmentation strategy will be provided)
- Spend at least 90% of time prospecting leads or presenting to clients
- Consults local and regional businesses to understand their needs and aspirations so that tailored solutions can be designed, implemented and executed
- Execute a business plan and sales strategy, established with the Digital Sales Manager, that ensures attainment of digital revenue goals
- Provide feedback to the internal Digital Agency regarding opportunities to improve the overall product offering and general positioning of the company's product suite
- On-going consultation with sold clients regarding the performance of their purchased campaigns
- Adhere to all company policies, procedures and business ethics codes

Duties:

- Maintain contact with advertisers to ensure high levels of client satisfaction.
- Communicate and integrate the corporate digital environment
- Demonstrate ability to interact and cooperate with all company employees.

To apply for this position, please go to www.entercom.com and click on "Careers." Entercom Greenville is an Equal Opportunity Employer.

Producer/Board Op – News, Talk, & Sports

Entercom Upstate is looking for outgoing, hardworking and creative individuals to join our family. Responsibilities include working behind the board for talk shows, sporting events, remotes and appearances. Ideal candidate is energetic, efficient and capable of multi-tasking in a lively fast paced environment. We're offering you the chance to work behind the walls of the Upstate's Premiere News-Talk and Sports Stations and to work alongside the best and the brightest. This position is on a part-time/on-call basis and most often requires weekend and evening hours in the radio station.

Qualifications:

- Must be available to work nights and weekend
- All employees are expected to bring a positive attitude, be cooperative and productive and to perform other such duties as may be required for the efficient operations of the stations.
- Represent Company and radio stations in a highly respectable, professional manner.
- Must be extremely organized, highly motivated, and able to work independently.
- Must have valid driver's license and reliable vehicle.
- Experience helpful but not required.
- IT and social networking skills helpful.

Compensation:

This is a part-time position and will be paid hourly

Please submit your resume to greenvillejobs@entercom.com. Please indicate which position you are applying for in the subject line. Entercom Greenville, LLC is an Equal Opportunity Employer

57

On Air Personality WFBC

Heritage & market leading Top 40, B 93.7/WFBC-FM, home of the legendary Hawk and Tom morning show, is looking for talent who can entertain and engage on air, on-line and on-site. Can you put on a "show", connect with listeners and build yourself as a brand? If you're social media savvy, with production and imaging skills and love meeting listeners we want to hear from you. Music scheduling experience helpful but not required. A minimum of 4-5 years on air experience is required. This is a great opportunity with a great station in a fantastic city. Don't wait apply today at entercom.com and be sure to send your resume and audio samples to greenvillejobs@entercom.com. No calls please. To apply for this position, please go to www.entercom.com and click on "Careers." Entercom Greenville is an Equal Opportunity Employer.

Part-time On Air Personality WTPT

Part-time air personality-93.3 The Planet and board operator for 5 station cluster.

Prefer at least one to three years on air experience (ROCK preferred)

Experience with audio editing programs necessary.

Commercial/production experience a plus.

Must be comfortable with social media.

You'll need to have flexibility to work a variety of weekend shifts and possible weekday swing shifts.

Reliable professionals with positive, can-do attitudes need only apply. Please submit your aircheck

to greenvillejobs@entercom.com. In your email, please indicate that you are applying for the Part Time On Air Personality with The Planet. Entercom Greenville is an Equal Opportunity Employer.

Internships

Entercom Greenville offers an opportunity for students to apply classroom theory to practical experience. Our internship program allows students to experience firsthand the reality of working in the radio broadcasting industry. Interns can test their creative talent, exercise their analytical skills and increase their understanding of broadcasting operations and trends. Internships are available year-round, and are 12-15 hours per week, with specific days and times agreed upon in advance. All interns must be enrolled in a College or University and receiving college credit. Students are expected to obtain and complete any forms necessary to receive credit for the internship experience. Entercom Greenville will assist students with the completion of such forms and provide information concerning duties and responsibilities. Internships are available for all stations in the following departments: Promotions, Programming, Production, Sales, Business Office & Web Development. INTERNS ARE NON-PAID POSITIONS. To apply for this position, please go to www.Entercom.com and click on "Careers." Entercom Greenville is an Equal Opportunity Employer.

Sales Assistant

Entercom Upstate operates six radio stations and a digital sales team - we are growing fast and we need an organizational super hero! If you are detail oriented, can work under tight deadlines, handle multiple projects, and are a computer whiz, we want to talk to you about joining our sales team as a sales support expert. If you are a high energy, positive, person who is motivated to help team members and clients, and wants to work for a great company, this is the opportunity for you.

Responsibilities and Qualifications:

- Create compelling sales materials and presentations that make our clients say, "Wow!" (we need a PowerPoint master!)
- The desire to work in a fast paced, high pressure environment (we have fun, but no slackers allowed)
- Proven ability to problem solve (somebody who is driven to go above and beyond expectations and is one step ahead of the rest of us)
- Provide stellar service to both internal and external customers (that means you have to work well with highly driven sales people and charm our clients as well)
- Accurate and fast data entry for sales orders (and be able to multi-task while doing it!)
- Impeccable writing and grammar skills and the ability to produce quality work error-free (Mom isn't here to check your work)
- Highly skilled in Microsoft Word, Excel, PowerPoint, Outlook (seriously, you have to be a software ninja)
- A relentlessly positive attitude and willingness to jump in wherever you are needed (no prima donnas need apply)
- A college education preferred and minimum of 2 years of experience in a similar position are required (no rookies please)

Compensation:

Salary + benefits including health care, dental, vacation, sick pay, and 401(k).

If this position sounds like the right fit for you then please send us your resume along with your PowerPoint presentation work to greenvillejobs@entercom.com. Entercom Communications is an equal opportunity employer.

58

Promotions Manager

The Promotions Manager reports to the Promotions Director and assists in the management of part time promotion reps and the execution of station events and promotions. The successful applicant will be comfortable in a fast past working environment while planning and executing multiple promotions and events. This is a demanding position that requires positivity, high energy and a passion for connecting consumers and clients with Entercom Upstate brands.

If this is you:

- Proven organizational skills to flawlessly execute concurrent promotions & events
- Patient, communicative, team player that is detail-oriented and has outstanding interpersonal skills
- Excellent verbal and written communication skills with an emphasis on tact and diplomacy
- Ability to create, plan and execute an event from concept to recap
- A tireless advocate for brands, customers service and perfection
- Fluency with social media

Duties include but not limited to:

- Drafting regular promotional proposals and promotional recaps
- Maintaining an accurate promotion calendar
- Working and supervising events on nights and weekends
- Booking/scheduling on site appearances and special events
- Preparing contest info for on air execution
- Acquiring and maintaining a prize inventory and support documents
- Maintaining contest databases
- Maintaining station promotional vehicles
- Communicating with listeners and incentivizing them to participate with our brands
- Ensuring compliance with FCC and company contest rules
- Must be 21 years or older with a valid SC driver's license and insurance
- Ability to lift objects in excess of 25 lbs. is required
- High school diploma required. College graduate preferred

Entercom Greenville is an Equal Opportunity Employer

Senior Level Account Executive

We are looking for someone who can help us blaze new trails in the world of digital and audio advertising. Our company was named one of the Top 500 Technology Innovators in the U.S. and our growth here in upstate South Carolina means we need more talented people on our team. If you are a sales professional who can create and sell innovative ideas and products that provide cutting edge marketing and advertising solutions, you will fit right in with us!

Who are we and what can we offer you?

- We are Entercom Communications, one of the largest radio companies in the country.
- We own and operate the largest radio group here in Greenville, with 5 radio stations.
- You would have incredible assets to sell including live and local programming, digital advertising, sports sponsorships, event marketing and promotions.
- This is an incredibly exciting time to be working in radio as the industry is continually embracing new technologies and ideas.
- We give our sales people the resources and support they need to be successful and earn a great income.
- You would be surrounded by other creative, talented, high energy people too.

Responsibilities:

- Building strong relationships with advertisers to ensure their success and repeat business
- Proactively developing new business by using all of our advertising and marketing assets
- Closing business and executing the client campaign as agreed upon
- Provide exceptional customer service for your clients
- Achieve sales objectives and goals
- Continually build your knowledge of industry trends, opportunities, and innovations

Qualifications:

- Experienced in B2B sales (media preferred)
- Creative problem solver with marketing as well as sales expertise
- Ability to develop new business and manage sales with a proven track record of exceeding goals
- Thorough understanding of advertising technologies including digital, audio, and interactive
- A creative mind to put together unique advertising campaigns
- Must have a valid driver's license and own a personal car
- A passion for uncovering a client's need, solving it, and closing the deal!

That's our sales pitch to you...What do you think?

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54

Legislation passed in 2008 requires all companies in South Carolina to only employ individuals who may legally work in the United States. Companies are required to use the federal government's E-Verify program to verify the work authorization of newly hired employees. Entercom Greenville uses E-Verify, which is an Internet-based system that allows businesses to determine the eligibility of their employees to work in the United States.

Promotions Representatives

Entercom Greenville is currently accepting resumes for the open position of Promotions Representative (Part-Time). The ideal individual will assist the Promotions department in effectively and efficiently executing events with a large visible street presence, as well as executing promotional elements and initiatives on-air and online. This is an excellent opportunity to get your foot in the door. If you meet the below requirements, please send us your resume.

REQUIREMENTS:

- Must be 18 years or older and able to work on a flexible schedule, which may include nights and weekends (max 29 hours per week).
- Must have a valid driver's license and clean driving record.
- Must be energetic, dependable, a problem-solver, detail-oriented, have a willingness to learn and grow, a people person and a team player.
- Must be proficient in Microsoft Office (Word, Excel, etc.)
- Interest in radio promotion is a plus.

RESPONSIBILITIES (Includes but not limited to):

- Handle/Assist with the execution of station events, jock appearances, and station operations.
- Go out on station and client events to promote the station by giving away station "swag" and manning station tents at events.
- Required to pack and unpack vehicles, set-up and tear-down equipment weighing up to 50 pounds.
- Place station banners, tent, table and station vehicle in a prominent spot.
Reflect the station in appearance and conduct. Be on-site host, welcome crowd, coordinate on-site prize giveaways and handling prizeing.
- Represent Entercom Greenville to the public and clients in a manner that supports the brand.
- Handle on-site issues that may arise with a professional manner and know when to call station personnel if need be.
- Be able to work and meet the needs of our clients and sponsors in a proficient way when on-site.
- Take all photos at events. Download photos, write captions for station website and social media pages informing our listeners of every station event/appearance.
- Driving of Entercom Greenville station vehicles and responsible for the upkeep of all five station vehicles (car wash, full tank, etc.)
- Handle all on-site contest fulfillments for the station including interaction with listeners.

If this position sounds like the right fit for you then please send us your resume to greenvillejobs@entercom.com.

Business Operations Assistant

Entercom Greenville is looking for a Business Operations Assistant. The qualified candidate will be a motivated, organized, have a keen eye for detail, actively solve problems and with the ability to meet deadlines. This is an opportunity to join a great company in a fun industry.

General Accounting responsibilities to include:

- Daily cash posting to A/R systems
- Learn aspects of other accounting positions to provide cross-training depth and back-up capability
- Process sales and accounts receivable adjustments.
- Assist in month end reconciliation
- Perform the station credit and collection functions.
- Determine credit liability associated with new agencies and advertisers.
- Participate in special projects as they arise
- Perform other duties as assigned

Minimum Requirements:

- Proficiency with Microsoft products
- Previous Accounting Experience
- Strong written and verbal communication skills with non-financial departments and personnel
- Excellent organizational skills with the ability to multi-task
- Self-starter/works independently

Special consideration will be given to candidates with these desired skills and qualifications:

- BS/BA in Accounting
- 3-4 years previous accounting experience
- Experience in Broadcast Media business office

Compensation:

- Salary + benefits including health care, dental, vacation, sick pay, and 401(k).

60

•If this position sounds like the right fit for you then please send us your resume to greenvillejobs@entercom.com.

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61

TalentQ Consulting Posts Your Ad To
The Following 50+ Job Websites:



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FIND, HIRE, COACH, AND RETAIN THE RIGHT PEOPLE
www.TalentQConsulting.com

62

Caitlynn Moore

From: Caitlynn Moore
Sent: Friday, October 03, 2014 9:43 AM
To: GREENVILLE USERS
Cc: Corporate EEO
Subject: October 2014 Openings
Attachments: October 2014 Openings.doc

Dear Greenville User:

As you know, **Entercom Greenville** is an Equal Employment Opportunity employer.

Attached is our current list of job openings for you.

For questions, I may be contacted at 864-271-9200. However, I am requesting that all resumes be directed to www.entercom.com/careers.

Privacy Notice: The Federal Communications Commission (FCC) requires all stations to report the names of community organizations receiving job vacancy information plus the contact person, address and telephone number of each organization in an annual EEO Public File Report that will be made available to the general public in the station's public inspection file and on its website. IF YOU DO NOT CONSENT TO THE PUBLIC DISCLOSURE OF THIS INFORMATION REQUIRED BY THE FCC, PLEASE NOTIFY ME IMMEDIATELY.

Thank you!

Caitlynn Moore
Continuity Manager • Entercom Upstate



864.241.4235 (office)

cmoore@entercom.com (email)

25 Garlington Road • Greenville SC 29615

NOTE: Please send all TRAFFIC instructions and SPOTS to gspspots@entercom.com

Click & Listen Online

[ESPN UPSTATE](#) | [93.3 The Planet](#) | [B93.7](#) | [Magic 98.9](#) | [Classic Rock 101.1](#) | [WORD 106.3](#) | [Get My PERKS](#)

FIND A STATION

Business Operations Assistant

Location: Greenville, SC

Department: Business Office

Description

Entercom Greenville is looking for a Business Operations Assistant. The qualified candidate will be a motivated, organized, have a keen eye for detail, actively solve problems and with the ability to meet deadlines. This is an opportunity to join a great company in a fun industry.

General Accounting responsibilities to include:

- Daily cash posting to A/R systems
- Learn aspects of other accounting positions to provide cross-training depth and back-up capability
- Process sales and accounts receivable adjustments.
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- Perform the station credit and collection functions.
- Determine credit liability associated with new agencies and advertisers.
- Participate in special projects as they arise
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- Proficiency with Microsoft products
- Previous Accounting Experience
- Strong written and verbal communication skills with non-financial departments and personnel
- Excellent organizational skills with the ability to multi-task
- Self-starter/works independently

Special consideration will be given to candidates with these desired skills and qualifications:

64