



### Reno Job Closing Worksheet

Date of Job Posting: 10/30/2014  
 Position Name: PROMOTIONS DIRECTOR  
 Person(s) Hired: JAY SCHELL  
 Hire Date: 12/8/2014

	Hire Source		
Applicant Name	Taken From Cumulus Apps	Action Taken	Hired (Y/N)
1	INTERNAL EMPLOYEE	INTERVIEWED ✓	Y
2	CRAIGSLIST	INTERVIEWED ✓	N
3	INTERNAL EMPLOYEE	INTERVIEWED ✓	N
4	NV JOB CONNECT	NO INTERVIEW	N
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## Department of Employment, Training & Rehabilitation



Dear Cumulus Radio Corp,

Your On-Line Job Order has been submitted. Below is a listing of your job order. If you have not done so already, print a copy for your records after verifying that the information is correct.

<b>Company Name:</b>	Cumulus Radio Corp
<b>Mailing Address:</b>	595 E. Plumb Lane
<b>City:</b>	Reno
<b>State and Zip Code:</b>	NV, 89502
<b>Employer Account Number:</b>	
<b>Federal Employer Identification Number:</b>	86-0703641
<b>Type of Business:</b>	Radio Broadcasting
<b>Company Website:</b>	www.kbul.com
<b>Worksite Address:</b>	
<b>Interview Site Address:</b>	
<b>Directions to Interview Site:</b>	
<b>Contact Person:</b>	Jennifer Odom
<b>Telephone:</b>	775-789-6700
<b>Fax Number:</b>	775-789-6767
<b>E-Mail Address:</b>	renoradio.jobs@cumulus.com
<b>Foreign Labor Certification:</b>	Not FLC
<b>Job Title:</b>	Promotions Director
<b>Number of Positions:</b>	1
<b>Interviews per opening:</b>	10
<b>Government Contracts:</b>	None
<b>Testing:</b>	None
<b>Testing, Other:</b>	
<b>Education Required:</b>	High School Diploma
<b>Required Information:</b>	None
<b>Required Information Other:</b>	
<b>Minimum Grade:</b>	12
<b>License Required:</b>	No
<b>License Type:</b>	
<b>Driver's License Class Code:</b>	Not Required
<b>Driver's License Endorsement Code:</b>	Not Required
<b>Minimum Age:</b>	21
<b>Salary Range:</b>	30000
<b>Salary Interval:</b>	Year
<b>Duration of Job:</b>	Permanent
<b>If Temporary, Duration:</b>	Please select one
<b>Availability:</b>	Full-time
<b>Shift:</b>	First Shift - Days
<b>Hours Per Week:</b>	40
<b>Work Week:</b>	Monday thru Friday
<b>Public Transportation:</b>	Yes
<b>Require Personal Vehicle:</b>	No
<b>Benefits:</b>	401-K / Retirement Plan, Dental Insurance, Health Insurance, Holidays, Life Insurance, Sick Leave, Vacation, Vision Insurance
<b>Language Fluency:</b>	No
<b>Language Required:</b>	
<b>Willing to Train:</b>	No
<b>Minimum Months Experience:</b>	12

**Job Description:**

General Responsibilities: • Coordinate and strategize creative promotional events for Programming and Sales, and numerous outside promotional partners • Creative development of station paraphernalia, logos, market presence Required Knowledge, Skills & Abilities: • Knowledge of all applicable FCC rules and regulations • Computer literacy and understanding of Microsoft Office • Must possess excellent leadership, negotiating, verbal and written communication skills • Problem solving ability and skill in prioritizing • Ability to interact with management and staff (including Sales Staff) at all levels • Ability to multi-task and handle pressures and deadlines Education and Licensing Requirements: • Must possess valid state drivers license Physical/Other Requirements • May be required to lift up to 50lbs • May be required to work nights and weekends as necessary

**Employer Info Displayed:**  
**Method of Referral:**  
**Deadline to apply:**

Yes  
 Resume by E-mail  
 November 14, 2014

If any of the above information is incorrect, please contact one of the listed Nevada JobConnect Offices:

**Northern Nevada**  
 Phone (775) 834-1970  
 FAX (775) 688-1279

**Southern Nevada**  
 Phone (702) 486-0129  
 FAX (702) 486-7914

We thank you for using the on-line services provided by the Department of Employment, Training & Rehabilitation.

Sincerely,

*Nevada JobConnect*

Print

[Return to Employer Services | DETR Home Page](#)

Revised: January 10, 2013.

Nevada Department of Employment, Training & Rehabilitation  
 500 East Third Street  
 Carson City, NV 89713

E-mail



## Joe King

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**From:** Joe King  
**Sent:** Wednesday, October 29, 2014 4:23 PM  
**To:** BM  
**Subject:** Reno - Job Opening - Promotions Director  
**Attachments:** Reno Promotions Director Posting 10-29-14.doc

BM's,

Please post the attached job opening for a Promotions Director. No need to reply.

Thank you,

Joe King  
Business Manager  
Cumulus Radio – Reno  
595 E. Plumb Lane  
Reno, NV 89502  
775-325-9103 Direct  
775-325-6303 Fax  
775-391-9559 Cell

**Joe King**

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**From:** Joe King  
**Sent:** Wednesday, October 29, 2014 4:22 PM  
**To:** Clay Giffin (clay@nevadabroadcasters.org); Jay Schell  
**Subject:** RE: Cumulus Reno - 1 Job postings  
**Attachments:** Reno Promotions Director Posting 10-29-14.doc

Clay, Jay,

Please post an additional Job Opening for Reno.

Promotions Director

Thank you,

Joe King  
Business Manager  
Cumulus Radio – Reno  
595 E. Plumb Lane  
Reno, NV 89502  
775-325-9103 Direct  
775-325-6303 Fax  
775-391-9559 Cell

We need your help!

Cumulus Radio KBUL-FM, KKOH-AM, KNEV-FM & KWYL-FM, Reno, Nevada provides broad outreach regarding job vacancies. We seek the help of local community organizations in referring qualified job candidates to our Stations, or distributing information about job vacancies.

Interested community organizations that wish to receive job vacancy information must fill out the attached "*Community Organizations Notification Request Form*" and submit it via the website, or fax the form to 775-789-6767, or mail the completed form to:

Cumulus Radio Reno  
595 E. Plumb Lane  
Reno, NV 89502  
Attn: Joe King

If you have any questions, please contact Joe King at the above address or call 775-789-6700.

Cumulus Radio Reno KBUL-FM, KKOH-AM, KNEV-FM & KWYL-FM, is an Equal Opportunity Employer and we encourage all qualified persons of any race, ethnicity, gender, religion, and age to apply for job vacancies.

Thank you!



**CUMULUS RADIO RENO EEO PROGRAM**  
**COMMUNITY ORGANIZATION NOTIFICATION REQUEST FORM**

Please contact Station with any future changes in the general information below, especially the contact person and e-mail address. It is important to keep your information updated. Thank you!

Date \_\_\_\_\_

**I. GENERAL INFORMATION (Please complete all sections.)**

Name of Organization: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Name of Contact Person/Title: \_\_\_\_\_

Type of Organization: \_\_\_\_\_

**II. CATEGORIES OF JOB VACANCIES**

Community organizations may request notice of all vacancies, or only those in specific categories. Please indicate what category(s) of job vacancy notices you would like to receive. (Please select your preferences.)

- |   |   |
|---|---|
| <input type="checkbox"/> All Job Vacancies    | <input type="checkbox"/> Sales Workers            |
| <input type="checkbox"/> Officials & Managers | <input type="checkbox"/> Craft Workers (Skilled)  |
| <input type="checkbox"/> Professionals        | <input type="checkbox"/> Operators (Semi-skilled) |
| <input type="checkbox"/> Technicians          | <input type="checkbox"/> Laborers (Unskilled)     |
| <input type="checkbox"/> Office & Clerical    | <input type="checkbox"/> Service Workers          |

**PRIVACY NOTICE:** The Federal Communications Commission (FCC) requires all stations to report the names of community organizations requesting 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. **By requesting to be notified of job vacancies, you consent to the public disclosure of this information as required by the FCC.**

Please return the completed form via e-mail, fax, or regular mail to: 595 E. Plumb Lane Reno, NV 89502, Phone # 775-789-6700, Fax # 775-789-6767. Cumulus Radio Reno is an Equal Opportunity Employer.

\*\*\*\*\*  
**For Internal Use Only:**

Date Received by Station: \_\_\_\_\_ Name of Station Personnel Processing Info. : \_\_\_\_\_

Mode of Delivery:  E-mail  U.S. Mail  Fax  Telephone  Other: \_\_\_\_\_

Primary Notification Selected for Vacancies: \_\_\_\_\_

Cancellation of Notice Date: \_\_\_\_\_ Contact Person for Cancellation: \_\_\_\_\_

RECRUITMENT  
CHECK-LIST

ORGANIZATION	CONTACT	PHONE#	FAX#	EMAIL#
RENO GAZETTE AD/CAREER BUILDER	Katie Wefler	888-262-7717		
CUMULUS WEBSITE	PAULA DUNN	789-6700	789-6767	<a href="mailto:kwefler@gannett.com">kwefler@gannett.com</a>
NEVADA BROADCASTERS	CLAY GRIFFIN	702-794-4994	702-428-3404	<a href="mailto:Clay_Giffin_sclay@nevadabroadcasters.org">Clay_Giffin_sclay@nevadabroadcasters.org</a>
CUMULUS ON-AIR	DEPT. HEAD	789-6700	789-6767	
LOCAL ORGANIZATION	JOE KING	789-6700	789-6767	
CUMULUS ALL MARKET EMAIL	JOE KING	789-6700	789-6767	
JOB FAIRS	PEGGY BOLESTA	834-1970		EXT 255
JOB FAIRS	VICKIE HARLEY	825-7878		VENUE
NEVADA DEPT OF EMPLOYMENT, TRAINING, AND REHAB				<a href="http://www.detr.state.nv.us/es/forms/Online_Job_Order.htm">www.detr.state.nv.us/es/forms/Online_Job_Order.htm</a>

MUST HAVE A TWO WEEK WAITING PERIOD BEFORE HIRING IS DONE. ALLOWING TIME FOR RECRUITMENT EFFORTS TO TAKE PLACE.

EACH DEPARTMENT HEAD MUST KEEP A FILE FOR EACH FULL-TIME POSITION THAT IS OPEN.

1. FILE MUST HAVE ALL APPLICATIONS/RESUMES
2. ALL JOB POSTING FORMS, SCRIPTS, LETTERS SENT TO ORGANIZATIONS
3. OVERVIEW SHEET OF APPLICANTS INTERVIEWED AS WELL AS ONES NOT
4. PERSON HIRED FOR POSITION

N. Nevada Black Cultural Awareness Society  
P.O. Box 21448  
Reno, Nevada 89515  
775- 329-8990 Ph.  
775-827-8645 Fx.  
Attn: N. Nevada Black Cultural Awareness Society

Reno Sparks Indian Colony  
98 Colony Rd.  
Reno, Nevada 89502  
775-329-2936  
Attn: De De Ramirez

International Students and Scholars  
Mail Stop 074  
120 Fitzgerald Student Services Bldg.  
Reno, NV 89557  
775-784-6874  
Attn: Pauline Filemoni

Ethnic Center for Student Cultural Diversity/0144  
Mail Stop 144  
The Center Room  
Reno, NV 89557  
775-784-4936 Ph.  
775-682-8977  
Attn: Dorothy Barry

NAACP Reno-Sparks  
195 East 1st Street,  
Reno, NV 89501  
775-322-2992 Ph.  
Attn: NAACP

The Chamber (Hispanic)  
1420 Scheels Dr.  
Suite# E-108  
Sparks, NV 89434

Hispanic Services of Nevada (Carson)  
1711 N. Roop St  
Carson City, NV 89706  
775-885-1055  
Attn: Raquel Kanecht

Nevada Urban Indians, Inc.  
1475 Terminal Way, Ste B  
Reno, NV 89502  
775-788-7600 Ph.  
775-788-7611 Fx.  
Attn: Nellie Madera

TMCC Job Placement  
7000 Dandini blvd.  
Rdmt114  
Reno, NV 89512

775-674-7661  
Attn: Bonnie Green

Morrison College  
10315 Professional Cir #201  
Reno, NV 89521-4826  
775-850-0700 Ph.  
775-850-0711 Fx.  
Attn: Virginia Castleman

UNR Off Campus Employment  
Mail Stop 076  
Thompson Student Services, Rm 200  
Reno, NV 89510  
775-784-4666  
Attn: Cathy Gilbert

AARP  
1135 Terminal Way  
Ste 102  
Reno, NV 89502  
775-323-2243 Ph.  
775-323-7368 Fx.  
Attn: AARP

Pro-Net  
1201 Terminal Way  
Ste 100  
Reno, NV 89502  
775-674-5408.  
775-336-5455 Fx.  
[Pronetmt@join.org](mailto:Pronetmt@join.org)  
Attn: Pro-Net

Job Connect (Reno) Reno town mall  
4001 S. Virginia  
Reno Nevada 89502  
Attn: Reno Job connect  
775-823-8100

Express Employment Professionals  
3973 S. McCarran Blvd.  
Reno, NV 89502  
Attn: Sara Plascencia  
Office/Clerical/Labor



**Job Title:** Promotions Director - Reno

**Start Date:** November 17, 2014

**General Responsibilities:**

- Coordinate and strategize creative promotional events for Programming and Sales, and numerous outside promotional partners
- Creative development of station paraphernalia, logos, market presence

**Required Knowledge, Skills & Abilities:**

- Knowledge of all applicable FCC rules and regulations
- Computer literacy and understanding of Microsoft Office
- Must possess excellent leadership, negotiating, verbal and written communication skills
- Problem solving ability and skill in prioritizing
- Ability to interact with management and staff (including Sales Staff) at all levels
- Ability to multi-task and handle pressures and deadlines

**Education and Licensing Requirements:**

- Must possess valid state drivers license

**Physical/Other Requirements**

- May be required to lift up to 50lbs
- May be required to work nights and weekends as necessary

**How to Apply:**

Send your resume or employment application to [renoradio.jobs@cumulus.com](mailto:renoradio.jobs@cumulus.com) or mail to:

Cumulus Radio Corp. Reno  
Attn: Jay Schell  
595 E. Plumb Lane  
Reno, NV 89502

Cumulus Radio Corp. is an equal opportunity employer. It is Cumulus Radio Corp. policy to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin or sex, in all personnel actions. Pursuant to rules of the Federal Communications Commission, Cumulus specifically encourages referral of qualified applicants.

October 29, 2014

Express Employment Professionals  
3973 S. McCarran Blvd.  
Reno, NV 89502

Ladies and Gentlemen:

Cumulus Media Reno is currently seeking to fill the following employment opening(s):

<u>Title</u>	<u>Description</u>
Promotions Director	See Attached

You are encouraged to refer qualified applicants to us for such opening(s). A hiring decision on the job(s) will be made on, or before November 17, 2014. Therefore, applicants should be sent to us before that timeframe.

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For more Cumulus job opportunities please visit: <http://www.cumulus.com/careers/>

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October 29, 2014

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P.O. Box 21448  
Reno, Nevada 89515

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For more Cumulus job opportunities please visit: <http://www.cumulus.com/careers/>

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October 29, 2014

Reno Sparks Indian Colony  
98 Colony Rd.  
Reno, Nevada 89502

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October 29, 2014

International Students and Scholars  
Mail Stop 074  
120 Fitzgerald Student Services Bldg.  
Reno, NV 89557

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For more Cumulus job opportunities please visit: <http://www.cumulus.com/careers/>

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October 29, 2014

Ethnic Center for Student Cultural Diversity/0144  
Mail Stop 144  
The Center Room  
Reno, NV 89557

Ladies and Gentlemen:

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For more Cumulus job opportunities please visit: <http://www.cumulus.com/careers/>

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October 29, 2014

NAACP Reno-Sparks  
195 East 1st Street,  
Reno, NV 89501

Ladies and Gentlemen:

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October 29, 2014

The Chamber (Hispanic)  
1420 Scheels Dr.  
Suite# E-108  
Sparks, NV 89434

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October 29, 2014

Hispanic Services of Nevada (Carson)  
1711 N. Roop St  
Carson City, NV 89706

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For more Cumulus job opportunities please visit: <http://www.cumulus.com/careers/>

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October 29, 2014

Nevada Urban Indians, Inc.  
1475 Terminal Way, Ste B  
Reno, NV 89502

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October 29, 2014

TMCC Job Placement  
7000 Dandini blvd.  
Rdmt114  
Reno, NV 89512

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October 29, 2014

Morrison College  
10315 Professional Cir #201  
Reno, NV 89521-4826

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October 29, 2014

UNR Off Campus Employment  
Mail Stop 076  
Thompson Student Services, Rm 200  
Reno, NV 89510

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October 29, 2014

AARP  
1135 Terminal Way  
Ste 102  
Reno, NV 89502

Ladies and Gentlemen:

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October 29, 2014

Pro-Net  
1201 Terminal Way  
Ste 100  
Reno, NV 89502

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Send your resume or employment application to [renoradio.jobs@cumulus.com](mailto:renoradio.jobs@cumulus.com)

For more Cumulus job opportunities please visit: <http://www.cumulus.com/careers/>

Cumulus Media is an equal opportunity employer.

October 29, 2014

Job Connect (Reno) Reno town mall  
4001 S. Virginia  
Reno Nevada 89502

Ladies and Gentlemen:

Cumulus Media Reno is currently seeking to fill the following employment opening(s):

<u>Title</u>	<u>Description</u>
Promotions Director	See Attached

You are encouraged to refer qualified applicants to us for such opening(s). A hiring decision on the job(s) will be made on, or before November 17, 2014. Therefore, applicants should be sent to us before that timeframe.

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For more Cumulus job opportunities please visit: <http://www.cumulus.com/careers/>

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Reno Job Closing Worksheet

Date of Job Posting:

Position Name:

Person(s) Hired:

Hire Date:

Digital Content / promotions Asst.

Aaron Klatt

1/12/2015

Intrnal Employee

Employee Referral

Craigslist

	Hire Source		Action Taken	Hired (Y/N)
	Applicant Name	Taken From Cumulus Apps		
1		Internal Employee	INTERVIEWED ✓	Y
2		Craigslist	INTERVIEWED ✓	N
3		Internal Employee	INTERVIEWED ✓	N
4		Craigslist	INTERVIEWED ✓	N
5		Craigslist	INTERVIEWED ✓	N
6		Craigslist	INTERVIEWED ✓	N
7				
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## Department of Employment, Training & Rehabilitation



Dear Cumulus Radio Corp,

Your On-Line Job Order has been submitted. Below is a listing of your job order. If you have not done so already, print a copy for your records after verifying that the information is correct.

<b>Company Name:</b>	Cumulus Radio Corp
<b>Mailing Address:</b>	595 E. Plumb Lane
<b>City:</b>	Reno
<b>State and Zip Code:</b>	NV, 89502
<b>Employer Account Number:</b>	
<b>Federal Employer Identification Number:</b>	86-0703641
<b>Type of Business:</b>	Radio Broadcasting
<b>Company Website:</b>	www.kbul.com
<b>Worksite Address:</b>	
<b>Interview Site Address:</b>	
<b>Directions to Interview Site:</b>	
<b>Contact Person:</b>	Jay Schell
<b>Telephone:</b>	775-789-6700
<b>Fax Number:</b>	775-789-6767
<b>E-Mail Address:</b>	renoradio.jobs@cumulus.com
<b>Foreign Labor Certification:</b>	Not FLC
<b>Job Title:</b>	Digital Content Coordinator
<b>Number of Positions:</b>	1
<b>Interviews per opening:</b>	5
<b>Government Contracts:</b>	None
<b>Testing:</b>	None
<b>Testing, Other:</b>	
<b>Education Required:</b>	High School Diploma
<b>Required Information:</b>	None
<b>Required Information Other:</b>	
<b>Minimum Grade:</b>	12
<b>License Required:</b>	No
<b>License Type:</b>	
<b>Driver's License Class Code:</b>	Not Required
<b>Driver's License Endorsement Code:</b>	Not Required
<b>Minimum Age:</b>	18
<b>Salary Range:</b>	23000
<b>Salary Interval:</b>	Year
<b>Duration of Job:</b>	Permanent
<b>If Temporary, Duration:</b>	Please select one
<b>Availability:</b>	Full-time
<b>Shift:</b>	First Shift - Days
<b>Hours Per Week:</b>	40
<b>Work Week:</b>	Monday thru Friday
<b>Public Transportation:</b>	Yes
<b>Require Personal Vehicle:</b>	No
<b>Benefits:</b>	401-K / Retirement Plan, Health Insurance, Holidays, Life Insurance, Sick Leave, Vacation, Vision Insurance
<b>Language Fluency:</b>	No
<b>Language Required:</b>	
<b>Willing to Train:</b>	Yes
<b>Minimum Months Experience:</b>	12

General Responsibilities: • Executing the editorial vision of the Station(s) and to lead editorial content and vision within for all contributors. • Write demographically targeted, timely, and relevant content for the Station(s) target demographic. • Oversee logistics of editorial contributions, scheduling of posts from an editorial calendar, and timeliness and relevance of contributors content. • Build a station editorial calendar and strategy around major local station events and on-air promotions to maximize the traffic opportunity via editorial and surface internally to sales, and programming. • Maintain a "nearly-live" turnaround time on content derived from on-air program. • Input all digital sales orders for display and streaming. • Support Sales staff with ideas and solutions for digital content to generate revenue. • To raise awareness of the Station(s) website, content successes and failures internally. • Generate quantifiable reports relating to website statistics for sales staff to utilize in the field. Required Knowledge, Skills & Abilities: • Self-Motivated, self-starting, and organized is a must. • HTML not required, but assists, as does Photoshop. • Ability to work well in a dynamic team environment. Education and Licensing Requirements: • High School Diploma or equivalent. Benefits: • Medical, Dental, & Vision insurance package • 401k • Paid Vacation & Holiday  
Yes  
Resume by E-mail  
November 14, 2014

**Job Description:**

**Employer Info Displayed:**  
**Method of Referral:**  
**Deadline to apply:**

If any of the above information is incorrect, please contact one of the listed Nevada JobConnect Offices:

**Northern Nevada**  
Phone (775) 834-1970  
FAX (775) 688-1279

**Southern Nevada**  
Phone (702) 486-0129  
FAX (702) 486-7914

We thank you for using the on-line services provided by the Department of Employment, Training & Rehabilitation.

Sincerely,  
  
*Nevada JobConnect*




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Return to Employer Services | DETR Home Page

Revised: January 10, 2013.



Nevada Department of Employment, Training & Rehabilitation  
500 East Third Street  
Carson City, NV 89713

E-mail





**Job Title:** Full Time Digital Content Coordinator - Reno

**Start Date:** 11/17/14

**General Responsibilities:**

- Executing the editorial vision of the Station(s) and to lead editorial content and vision within for all contributors.
- Write demographically targeted, timely, and relevant content for the Station(s) target demographic.
- Oversee logistics of editorial contributions, scheduling of posts from an editorial calendar, and timeliness and relevance of contributors content.
- Build a station editorial calendar and strategy around major local station events and on-air promotions to maximize the traffic opportunity via editorial and surface internally to sales, and programming.
- Maintain a "nearly-live" turnaround time on content derived from on-air program.
- Input all digital sales orders for display and streaming.
- Support Sales staff with ideas and solutions for digital content to generate revenue.
- To raise awareness of the Station(s) website, content successes and failures internally.
- Generate quantifiable reports relating to website statistics for sales staff to utilize in the field.

**Required Knowledge, Skills & Abilities:**

- Self-Motivated, self-starting, and organized is a must.
- HTML not required, but assists, as does Photoshop.
- Ability to work well in a dynamic team environment.

**Education and Licensing Requirements:**

- High School Diploma or equivalent.

**Benefits:**

- Medical, Dental, & Vision insurance package
- 401k
- Paid Vacation & Holiday

**How to Apply:**

Send your resume or employment application to [renoradio.jobs@cumulus.com](mailto:renoradio.jobs@cumulus.com) or mail to:

Cumulus Radio Corp. Reno  
Attn: Jay Schell  
595 E. Plumb Lane  
Reno, NV 89502

Cumulus Radio Corp. is an equal opportunity employer. It is Cumulus Radio Corp. policy to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin or sex, in all personnel actions. Pursuant to rules of the Federal Communications Commission, Cumulus specifically encourages referral of qualified applicants.

## Joe King

---

**From:** Joe King  
**Sent:** Wednesday, October 29, 2014 11:53 AM  
**To:** Clay Giffin (clay@nevadabroadcasters.org); Jay Schell  
**Subject:** Cumulus Reno - 3 Job postings  
**Attachments:** Reno KBUL-FM Morning Show Host 10-29-2014.doc; Reno Digital Content Coordinator 10-29-2014.doc; Reno KBUL-FM Program Director Job Post 10-29-2014.doc

Clay, Jay,

Please post the attached 3 job openings for Cumulus Reno.

KBUL-FM Program Director  
KBUL-FM Morning Show Host  
Digital Content Coordinator

Joe King  
Business Manager  
Cumulus Radio – Reno  
595 E. Plumb Lane  
Reno, NV 89502  
775-325-9103 Direct  
775-325-6303 Fax  
775-391-9559 Cell

## Joe King

---

**From:** Joe King  
**Sent:** Wednesday, October 29, 2014 11:55 AM  
**To:** BM  
**Subject:** Reno - Job Postings - KBUL-FM Program Director, KBUL-FM Morning Show Host, Digital Content Coordinator  
**Attachments:** Reno KBUL-FM Morning Show Host 10-29-2014.doc; Reno Digital Content Coordinator 10-29-2014.doc; Reno KBUL-FM Program Director Job Post 10-29-2014.doc

BM's,

Please post the attached three job openings for Reno. No need to reply.

KBUL-FM Program Director  
KBUL-FM Morning Show Host  
Digital Content Coordinator

Thank you,

Joe King  
Business Manager  
Cumulus Radio – Reno  
595 E. Plumb Lane  
Reno, NV 89502  
775-325-9103 Direct  
775-325-6303 Fax  
775-391-9559 Cell

RECRUITMENT  
CHECK-LIST

ORGANIZATION	CONTACT	PHONE#	FAX#	EMAIL#
RENO GAZETTE AD/CAREER BUILDER	Katie Wefler	888-262-7717		
CUMULUS WEBSITE	PAULA DUNN	789-6700	789-6767	<a href="mailto:kwefler@gannett.com">kwefler@gannett.com</a>
NEVADA BROADCASTERS	CLAY GRIFFIN	702-794-4994	702-428-3404	<a href="mailto:Clay_Giffin@nevadabroadcasters.org">Clay_Giffin &lt;clay@nevadabroadcasters.org&gt;</a>
CUMULUS ON-AIR	DEPT. HEAD	789-6700	789-6767	
LOCAL ORGANIZATION	JOE KING	789-6700	789-6767	
CUMULUS ALL MARKET EMAIL	JOE KING	789-6700	789-6767	
JOB FAIRS	PEGGY BOLESTA	834-1970		EXT 255
JOB FAIRS	VICKIE HARLEY	825-7878		VENUE
NEVADA DEPT OF EMPLOYMENT, TRAINING, AND REHAB				<a href="http://www.dctr.state.nv.us/es/forms/Online_Job_Order.htm">www.dctr.state.nv.us/es/forms/Online_Job_Order.htm</a>

MUST HAVE A TWO WEEK WAITING PERIOD BEFORE HIRING IS DONE. ALLOWING TIME FOR RECRUITMENT EFFORTS TO TAKE PLACE.

EACH DEPARTMENT HEAD MUST KEEP A FILE FOR EACH FULL-TIME POSITION THAT IS OPEN.

1. FILE MUST HAVE ALL APPLICATIONS/RESUMES
2. ALL JOB POSTING FORMS, SCRIPTS, LETTERS SENT TO ORGANIZATIONS
3. OVERVIEW SHEET OF APPLICANTS INTERVIEWED AS WELL AS ONES NOT
4. PERSON HIRED FOR POSITION

N. Nevada Black Cultural Awareness Society  
P.O. Box 21448  
Reno, Nevada 89515  
775- 329-8990 Ph.  
775-827-8645 Fx.  
Attn: N. Nevada Black Cultural Awareness Society

Reno Sparks Indian Colony  
98 Colony Rd.  
Reno, Nevada 89502  
775-329-2936  
Attn: De De Ramirez

International Students and Scholars  
Mail Stop 074  
120 Fitzgerald Student Services Bldg.  
Reno, NV 89557  
775-784-6874  
Attn: Pauline Filemoni

Ethnic Center for Student Cultural Diversity/0144  
Mail Stop 144  
The Center Room  
Reno, NV 89557  
775-784-4936 Ph.  
775-682-8977  
Attn: Dorothy Barry

NAACP Reno-Sparks  
195 East 1st Street,  
Reno, NV 89501  
775-322-2992 Ph.  
Attn: NAACP

The Chamber (Hispanic)  
1420 Scheels Dr.  
Suite# E-108  
Sparks, NV 89434

Hispanic Services of Nevada (Carson)  
1711 N. Roop St  
Carson City, NV 89706  
775-885-1055  
Attn: Raquel Kanecht

Nevada Urban Indians, Inc.  
1475 Terminal Way, Ste B  
Reno, NV 89502  
775-788-7600 Ph.  
775-788-7611 Fx.  
Attn: Nellie Madera

TMCC Job Placement  
7000 Dandini blvd.  
Rdmt114  
Reno, NV 89512

775-674-7661  
Attn: Bonnie Green

Morrison College  
10315 Professional Cir #201  
Reno, NV 89521-4826  
775-850-0700 Ph.  
775-850-0711 Fx.  
Attn: Virginia Castleman

UNR Off Campus Employment  
Mail Stop 076  
Thompson Student Services, Rm 200  
Reno, NV 89510  
775-784-4666  
Attn: Cathy Gilbert

AARP  
1135 Terminal Way  
Ste 102  
Reno, NV 89502  
775-323-2243 Ph.  
775-323-7368 Fx.  
Attn: AARP

Pro-Net  
1201 Terminal Way  
Ste 100  
Reno, NV 89502  
775-674-5408.  
775-336-5455 Fx.  
[Pronetmt@join.org](mailto:Pronetmt@join.org)  
Attn: Pro-Net

Job Connect (Reno) Reno town mall  
4001 S. Virginia  
Reno Nevada 89502  
Attn: Reno Job connect  
775-823-8100

Express Employment Professionals  
3973 S. McCarran Blvd.  
Reno, NV 89502  
Attn: Sara Plascencia  
Office/Clerical/Labor

We need your help!

Cumulus Radio KBUL-FM, KKOH-AM, KNEV-FM & KWYL-FM, Reno, Nevada provides broad outreach regarding job vacancies. We seek the help of local community organizations in referring qualified job candidates to our Stations, or distributing information about job vacancies.

Interested community organizations that wish to receive job vacancy information must fill out the attached "*Community Organizations Notification Request Form*" and submit it via the website, or fax the form to 775-789-6767, or mail the completed form to:

Cumulus Radio Reno  
595 E. Plumb Lane  
Reno, NV 89502  
Attn: Joe King

If you have any questions, please contact Joe King at the above address or call 775-789-6700.

Cumulus Radio Reno KBUL-FM, KKOH-AM, KNEV-FM & KWYL-FM, is an Equal Opportunity Employer and we encourage all qualified persons of any race, ethnicity, gender, religion, and age to apply for job vacancies.

Thank you!



**CUMULUS RADIO RENO EEO PROGRAM**  
**COMMUNITY ORGANIZATION NOTIFICATION REQUEST FORM**

Please contact Station with any future changes in the general information below, especially the contact person and e-mail address. It is important to keep your information updated. Thank you!

Date \_\_\_\_\_

**I. GENERAL INFORMATION (Please complete all sections.)**

Name of Organization: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Name of Contact Person/Title: \_\_\_\_\_

Type of Organization: \_\_\_\_\_

**II. CATEGORIES OF JOB VACANCIES**

Community organizations may request notice of all vacancies, or only those in specific categories. Please indicate what category(s) of job vacancy notices you would like to receive. (Please select your preferences.)

- \_\_\_ All Job Vacancies
- \_\_\_ Officials & Managers
- \_\_\_ Professionals
- \_\_\_ Technicians
- \_\_\_ Office & Clerical

- \_\_\_ Sales Workers
- \_\_\_ Craft Workers (Skilled)
- \_\_\_ Operators (Semi-skilled)
- \_\_\_ Laborers (Unskilled)
- \_\_\_ Service Workers

**PRIVACY NOTICE:** The Federal Communications Commission (FCC) requires all stations to report the names of community organizations requesting 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. **By requesting to be notified of job vacancies, you consent to the public disclosure of this information as required by the FCC.**

Please return the completed form via e-mail, fax, or regular mail to: 595 E. Plumb Lane Reno, NV 89502, Phone # 775-789-6700, Fax # 775-789-6767. Cumulus Radio Reno is an Equal Opportunity Employer.

\*\*\*\*\*  
**For Internal Use Only:**

Date Received by Station: \_\_\_\_\_ Name of Station Personnel Processing Info. : \_\_\_\_\_

Mode of Delivery: \_\_\_ E-mail \_\_\_ U.S. Mail \_\_\_ Fax \_\_\_ Telephone \_\_\_ Other: \_\_\_\_\_

Primary Notification Selected for Vacancies: \_\_\_\_\_

Cancellation of Notice Date: \_\_\_\_\_ Contact Person for Cancellation: \_\_\_\_\_

October 29, 2014

N. Nevada Black Cultural Awareness Society  
P.O. Box 21448  
Reno, Nevada 89515

Ladies and Gentlemen:

Cumulus Media Reno is currently seeking to fill the following employment opening(s):

<u>Title</u>	<u>Description</u>
KBUL-FM Program Director	See Attached
KBUL-FM Morning Show Host	See Attached
Digital Content Coordinator	See Attached

You are encouraged to refer qualified applicants to us for such opening(s). A hiring decision on the job(s) will be made on, or before November 17, 2014. Therefore, applicants should be sent to us before that timeframe.

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Send your resume or employment application to [renoradio.jobs@cumulus.com](mailto:renoradio.jobs@cumulus.com)

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October 29, 2014

Reno Sparks Indian Colony  
98 Colony Rd.  
Reno, Nevada 89502

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October 29, 2014

International Students and Scholars  
Mail Stop 074  
120 Fitzgerald Student Services Bldg.  
Reno, NV 89557

Ladies and Gentlemen:

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Digital Content Coordinator	See Attached

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October 29, 2014

Ethnic Center for Student Cultural Diversity/0144  
Mail Stop 144  
The Center Room  
Reno, NV 89557

Ladies and Gentlemen:

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<u>Title</u>	<u>Description</u>
KBUL-FM Program Director	See Attached
KBUL-FM Morning Show Host	See Attached
Digital Content Coordinator	See Attached

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For more Cumulus job opportunities please visit: <http://www.cumulus.com/careers/>

Cumulus Media is an equal opportunity employer.

October 29, 2014

NAACP Reno-Sparks  
195 East 1st Street,  
Reno, NV 89501

Ladies and Gentlemen:

Cumulus Media Reno is currently seeking to fill the following employment opening(s):

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KBUL-FM Program Director	See Attached
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Digital Content Coordinator	See Attached

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Cumulus Media is an equal opportunity employer.

October 29, 2014

The Chamber (Hispanic)  
1420 Scheels Dr.  
Suite# E-108  
Sparks, NV 89434

Ladies and Gentlemen:

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<u>Title</u>	<u>Description</u>
KBUL-FM Program Director	See Attached
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For more Cumulus job opportunities please visit: <http://www.cumulus.com/careers/>

Cumulus Media is an equal opportunity employer.

October 29, 2014

Hispanic Services of Nevada (Carson)  
1711 N. Roop St  
Carson City, NV 89706

Ladies and Gentlemen:

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KBUL-FM Program Director	See Attached
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Digital Content Coordinator	See Attached

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For more Cumulus job opportunities please visit: <http://www.cumulus.com/careers/>

Cumulus Media is an equal opportunity employer.



October 29, 2014

Nevada Urban Indians, Inc.  
1475 Terminal Way, Ste B  
Reno, NV 89502

Ladies and Gentlemen:

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<u>Title</u>	<u>Description</u>
KBUL-FM Program Director	See Attached
KBUL-FM Morning Show Host	See Attached
Digital Content Coordinator	See Attached

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For more Cumulus job opportunities please visit: <http://www.cumulus.com/careers/>

Cumulus Media is an equal opportunity employer.

October 29, 2014

TMCC Job Placement  
7000 Dandini blvd.  
Rdmt114  
Reno, NV 89512

Ladies and Gentlemen:

Cumulus Media Reno is currently seeking to fill the following employment opening(s):

<u>Title</u>	<u>Description</u>
KBUL-FM Program Director	See Attached
KBUL-FM Morning Show Host	See Attached
Digital Content Coordinator	See Attached

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For more Cumulus job opportunities please visit: <http://www.cumulus.com/careers/>

Cumulus Media is an equal opportunity employer.

October 29, 2014

Morrison College  
10315 Professional Cir #201  
Reno, NV 89521-4826

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<u>Title</u>	<u>Description</u>
KBUL-FM Program Director	See Attached
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Digital Content Coordinator	See Attached

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It is our policy to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin or sex, in all personnel actions. Pursuant to rules of the Federal Communications Commission, we specifically encourage referral of qualified minority and female applicants.

Send your resume or employment application to [renoradio.jobs@cumulus.com](mailto:renoradio.jobs@cumulus.com)

For more Cumulus job opportunities please visit: <http://www.cumulus.com/careers/>

Cumulus Media is an equal opportunity employer.

October 29, 2014

UNR Off Campus Employment  
Mail Stop 076  
Thompson Student Services, Rm 200  
Reno, NV 89510

Ladies and Gentlemen:

Cumulus Media Reno is currently seeking to fill the following employment opening(s):

<u>Title</u>	<u>Description</u>
KBUL-FM Program Director	See Attached
KBUL-FM Morning Show Host	See Attached
Digital Content Coordinator	See Attached

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October 29, 2014

AARP  
1135 Terminal Way  
Ste 102  
Reno, NV 89502

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Pro-Net  
1201 Terminal Way  
Ste 100  
Reno, NV 89502

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Job Connect (Reno) Reno town mall  
4001 S. Virginia  
Reno Nevada 89502

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Express Employment Professionals  
3973 S. McCarran Blvd.  
Reno, NV 89502

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