



position must provide world class product and service.

## II. RESPONSIBILITIES

- **PLAN & STRATEGY:** The IMSC must develop a detailed plan to encourage the growth of new business and while also maintaining and growing existing business relationships. The IMSC presents the benefits of Spanish language advertising on one or more of our radio stations to local business owners and/or advertising agencies.
- **REVENUE & CONTRIBUTION:** To meet monthly and annual sales goals. To develop annual plans based on existing and new opportunities, bottom up account analysis, industry trends, competitive landscape and growth potential (updated on a Quarterly basis). This activity assumes that the position of IMSC must have a fully shared commitment to making the year's financial goals.
- **CUSTOMER SERVICE AND QUALITY CONTROL:** The IMSC is responsible for developing and maintaining a direct-to-client communication channel. This position assumes that a detailed plan to call, visit or contact customers to survey client needs, satisfaction and new product development initiatives. Uses interpersonal skills to selling commercial airtime, event sponsorships, and/or customized marketing campaigns designed to achieve the client's objectives.
- **ADDITIONAL DUTIES:** Additional job requirements may include research, promotions, development, copywriting, servicing, as well as some collection efforts.

## III. PERFORMANCE INDICATORS:

**Financial:** Revenue & OCF; **Operations/Tech.** Monthly summary and detailed report with KPIs, including AUR, Salesforce, Content, Ratings, etc. **Team:** Annual structure, KPIs and incentive plans recommendation to be established by December 1st for the following year. "Great Place to Work" goal above 70%. All top management with clear roles, KPIs and compensation protocols - annually by using a Balance Scorecard System; Deliver budgeting, capex, incentive plans in a timely fashion; **Data:** Owned content IP and user data.

## IV. SUPERVISORY RESPONSIBILITY

Reports directly to SVP



## VI. REQUIRED EDUCATION AND EXPERIENCE

### Skills

**Organization.**  
Excellent organizational skills and an ability to multitask in a high pressure, fast-paced environment. A self-starter.

**Communication.** The capacities to attract, persuade, and motivate to develop new and existing client relationships. Must be self-confident and a collaborative team player through a connected environment. Must exhibit professionalism and cultural sensitivity.

**Broadcast.**  
Understanding, experience and exposure to TV and Radio broadcasting.

**Digital.** A clear understanding of digital ad-tech platforms and how

### Experience

**CRM experience mandatory**  
Some years' experience in leadership brand, marketing, digital or business leadership positions.

Developing creative marketing solutions beyond a simple reach.

Reporting to management, developing strong presentations.

Experience in managing a National or Local client base.

Experience in developing product and sales marketing presentations to clients (e.g., upfronts).



**and Acquisitions. The capacity to act and think “out of the box” in order to achieve and exceed required results and develop strategic alliances and partnerships either within or outside the advertising industry.**

**Client contacts and the capacity to develop Tier 1, 2 and 3 level NYC and other key market relationships.**

**Planning. Demonstrated management ability for accountability, planning, budgeting and reporting economic and operating KPIs.**

**Languages:  
English/Spanish**

**Technology tools:  
Office, Salesforce, BI tools, CRM tools, NPS platforms (active interest in the use of technology, processes and BI reporting)**



**responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.**

**Entravision Communications Corporation participates in the E-Verify system operated by the US Department of Homeland Security and the Social Security Administration and will use E-Verify to confirm work eligibility for all new hire employees.**

**Entravision Communications is an Equal Opportunity Employer.**

**We encourage women and minorities to apply.**

f in

**About Us      In The News**

**Product Portfolio      Careers**

**Investor      Contact**

- **Terms of Use**
- **Mobile Terms of Use**
- **Privacy Policy**
- **Terms of Sales**

- **©2020 Entravision Communications Corporation. All rights reserved**



pro

Home

Formats

Net News

Mediabase

Ratings

Jobs

Forums

Directory

VO

Music

Video

Podcast

People

Columns

Charts

★ You have 98 unread and newer stories

search by keyword

search

Home > All Forums > Job Market > Job Openings

## Forums

Quick links

FAQ

Notifications

Private messages

joseksse

User Control Panel ()

Your posts

Board Index

Job Market

Job Openings



## Sales Assistant

Moderators: shawnski, jdenver

### Forum rules

You can only post the job opening once in any 24 hour period. Please print your job opening for EOE records. Job openings will remain visible for 14 days. Do not post in this forum if you are looking for work. Please, go to Situations Wanted to post your availability.

No voiceover, volcetracking, or other business plugs, please!



Search this topic...



1 post • Page 1 of 1

joseksse



## Sales Assistant

Mon Aug 17, 2020 5:22 pm

### Sales Assistant

Location/Market: Los Angeles, CA

### JOB DESCRIPTION

#### Summary

Responsible for assisting with sales of our radio and television advertising . Collects monies from clients, fills out time and production orders and aids in ensuring the completion of advertising spots.

#### Essential Functions

1. Collects monies from clients that are past due and from those that will need to repay.



nielsen  
media  
research

Home

Formats

Net News

Mediabase

Ratings

Jobs

Forums

Directory

VO

Music

Video

Podcast

People

Columns

Charts



## Competencies

1. Strong Organizational Skills.
2. Excellent Written and Verbal Communication.
3. Technical Capability.
4. Strategic Thinking.

### Position Type/Expected Hours of Work

This is a full-time position, Monday through Friday. Actual hours and schedule may vary.

### Supervisory Responsibility

Reports Directly to SVP

### Required Education and Experience

1. CRM experience is required.
2. 1+ years in the broadcast industry or comparable experience.
3. Written and Verbal Spanish Proficiency.

### Preferred Education and Experience

1. Understanding of Nielsen Media Research information a plus.

### Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Entravision Communications Corporation participates in the E-Verify system operated by the US Department of Homeland Security and the Social Security Administration and will use E-Verify to confirm work eligibility for all new hire employees.

Entravision Communications is an Equal Opportunity Employer.  
We encourage women and minorities to apply.





PRO

[Home](#)

[Formats](#)

[Net News](#)

[Mediabase](#)

[Ratings](#)

[Jobs](#)

[Forums](#)

[Directory](#)

[VO](#)

[Music](#)

[Video](#)

[Podcast](#)

[People](#)

[Columns](#)

[Charts](#)



### Site Map

#### Radio Formats

- [Alternative](#)
- [Contemporary Christian](#)
- [Country](#)
- [Dance](#)
- [Hot Adult AC](#)
- [News/Talk/Sports](#)
- [Rock](#)
- [Top 40/HR](#)
- [Top 40/R](#)
- [Triple A](#)
- [Urban/AC](#)

#### Net News

[Net News Home](#)

#### RSS

#### Jobs

- [Job Openings](#)
- [Situations Wanted](#)
- [MediaH Jobs](#)
- [VO/Image/Tracking](#)

#### Mobile Content

- [iPhone App](#)
- [Android App](#)
- [Windows Phone App](#)
- [Text Alerts](#)

#### Columns

- [Power Player](#)
- [PO Chronicles](#)
- [The Locker](#)

#### Forums

- [Net Talk](#)
- [Promo/Marketing](#)
- [Internet/Digital](#)
- [Sales & Support](#)
- [Engineering/Tech](#)
- [Research/Doctor](#)

#### Social

- [AA on Facebook](#)
- [AA on Google+](#)
- [AA on Twitter](#)

#### Ratings

- [Nielsen](#)
- [Cystian](#)

#### Charts & Data

- [Mediabase](#)
- [Song Charts](#)
- [Airplay Add Board](#)
- [RadioTherapy](#)
- [StreetPass](#)
- [Big Champagne](#)
- [Stock Index](#)

#### SongDish

#### People

- [Industry Directory](#)
- [Power Player](#)
- [Passport Approved](#)

#### All Access Music

#### My Account

[Edit My Account](#)

### Contact Us

#### How can we help you?

- [I have a general inquiry/question](#)
- [I have a tip for the show](#)
- [I'd like to advertise on the site](#)
- [I have a comment/suggestion](#)
- [I have an idea for a new show](#)
- [I have a new artist/album I want to promote](#)
- [I'd like to request an interview](#)

#### All Access Music Group

P.O. Box 45817  
 Malibu, CA 90268  
 310.457.6616

**Date:** 9/8/2021

**Page:** 19/32

**KDLD, KDLE, KLYY, KSSC, KSSD, KSSE**  
**Fax and E-mail verification summary report for Integrated Marketing Solutions**  
**Consultant**

**Position:** Integrated Marketing Solutions Consultant

**Hire Date:** August 28, 2020

This report, generated by Broadcast1 Source, verifies that KDLD, KDLE, KLYY, KSSC, KSSD, KSSE used Broadcast1 Source to provide the following notice to the identified recruiting sources at the dates and times listed below.

**To**

**All recruiting agencies listed in the report below**

**Subject:** Job Notification from Broadcast1 Source

**From:** [contact@broadcast1source.com](mailto:contact@broadcast1source.com)

**Details:**



**KDLD, KDLE, KLYY, KSSC, KSSD, KSSE**  
**Fax and E-mail verification summary report for Integrated Marketing Solutions**  
**Consultant**

**I. OBJECTIVES**

- Develop and maintain relationships with advertisers and advertising agencies.
- Sell commercial airtime, event sponsorships, and marketing/NTR campaigns.
- Meet or exceed the revenue and OCF annual goals of the market.
- While using corporate tools and workflows, the position must provide world class product and service.

**II. RESPONSIBILITIES**

- **PLAN & STRATEGY:** The IMSC must develop a detailed plan to encourage the growth of new business and while also maintaining and growing existing business relationships. The IMSC presents the benefits of Spanish language advertising on one or more of our radio stations to local business owners and/or advertising agencies.
- **REVENUE & CONTRIBUTION:** To meet monthly and annual sales goals. To develop annual plans based on existing and new opportunities, bottom up account analysis, industry trends, competitive landscape and growth potential (updated on a Quarterly basis). This activity assumes that the position of IMSC must have a fully shared commitment to making the year's financial goals.
- **CUSTOMER SERVICE AND QUALITY CONTROL:** The IMSC is responsible for developing and maintaining a direct-to-client communication channel. This position assumes that a detailed plan to call, visit or contact customers to survey client needs, satisfaction and new product development initiatives. Uses interpersonal skills to selling commercial airtime, event sponsorships, and/or customized marketing campaigns designed to achieve the client's objectives.
- **ADDITIONAL DUTIES:** Additional job requirements may include research, promotions, development, copywriting, servicing, as well as some collection efforts.

**III. PERFORMANCE INDICATORS:**

Financial : Revenue & OCF; Operations /Tech. Monthly summary and detailed report with KPIs, including AUR, Salesforce, Content, Ratings, etc. Team: Annual structure, KPIs and incentive plans recommendation to be established by December 1st for the following year. "Great Place to Work" goal above 70%. All top management with clear roles, KPIs and compensation protocols - annually by using a Balance Scorecard System; Deliver budgeting, capex, incentive plans in a timely fashion; Data : Owned content IP and user data.

**IV. SUPERVISORY RESPONSIBILITY**

Reports directly to SVP

**V. POSITION TYPE/EXPECTED HOURS OF WORK**

This is a Full Time position, Monday through Friday. Actual hours and schedule may vary.

**VI. REQUIRED EDUCATION AND EXPERIENCE**

**Requirements:**

**KDL, KDLE, KLYY, KSSC, KSSD, KSSE**  
**Fax and E-mail verification summary report for Integrated Marketing Solutions**  
**Consultant**

CRM experience mandatory

Some years' experience in leadership brand, marketing, digital or business leadership positions.

Developing creative marketing solutions beyond a simple reach.

Reporting to management, developing strong presentations.

Experience in managing a National or Local client base.

Experience in developing product and sales marketing presentations to clients (e.g., upfronts).

**VII. OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Entravision Communications Corporation participates in the E-Verify system operated by the US Department of Homeland Security and the Social Security Administration and will use E-Verify to confirm work eligibility for all new hire employees.

Entravision Communications is an Equal Opportunity Employer.

We encourage women and minorities to apply.

**Experience:**

**Organization** . Excellent organizational skills and an ability to multitask in a high pressure, fast-paced environment. A self-starter.

**Communication** . The capacities to attract, persuade, and motivate to develop new and existing client relationships. Must be self-confident and a collaborative team player through a connected environment. Must exhibit professionalism and cultural sensitivity.

**Broadcast** . Understanding, experience and exposure to TV and Radio broadcasting.

**Digital** . A clear understanding of digital ad-tech platforms and how they can be offered to clients.

**Exponential Alliances and Acquisitions** . The capacity to act and think "out of the box" in order to achieve and exceed required results and develop strategic alliances and partnerships either within or outside the advertising industry.

**Client contacts** and the capacity to develop Tier 1, 2 and 3 level NYC and other key market relationships.

**Planning** . Demonstrated management ability for accountability, planning, budgeting and reporting economic and operating KPIs.

**Languages** : English/Spanish

**Technology tools** : Office, Salesforce, BI tools, CRM tools, NPS platforms (active interest in the use of technology, processes and BI reporting)

**KDL, KDLE, KLYY, KSSC, KSSD, KSSE**  
**Fax and E-mail verification summary report for Integrated Marketing Solutions**  
**Consultant**

**Additional Information:**

**Contact:**

apply at the link provided:

**Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**\*\*\*IMPORTANT\*\*\***

This fax or email has been sent using the services provided by Broadcast1Source. If you want to change your contact details, please email Jose Gonzalez at [josegonzalez@entravision.com](mailto:josegonzalez@entravision.com)

**KDLD, KDLE, KLYY, KSSC, KSSD, KSSE**

**Fax and E-mail verification summary report for Integrated Marketing Solutions  
Consultant**

RS Number	Recruiting Source	Date and Time
11	www.mediagignow.com E-mail: customerservice@mediagignow.com	Sent: 8/19/2020 8:58:41 PM



**Job Title:** Integrated Marketing Solutions Consultant  
**Job Category:** Sales  
**Open Date:** 08/19/2020  
**Closing Date:** 09/19/2020  
**Job Type:** Full Time  
**State:** California  
**Url:** <http://www.superestrella.com>  
**Job Details:** **I. OBJECTIVES**

- Develop and maintain relationships with advertisers and advertising agencies.
- Sell commercial airtime, event sponsorships, and marketing/NTR campaigns.
- Meet or exceed the **revenue** and **OCF** annual goals of the market.
- While using corporate tools and workflows, the position must provide world class product and service.

## **II. RESPONSIBILITIES**

- **PLAN & STRATEGY:** The IMSC must develop a detailed plan to encourage the growth of new business and while also maintaining and growing existing business relationships. The IMSC presents the benefits of Spanish language advertising on one or more of our radio stations to local business owners and/or advertising agencies.
- **REVENUE & CONTRIBUTION:** To meet monthly and annual sales goals. To develop annual plans based on existing and new opportunities, bottom up account analysis, industry trends, competitive landscape and growth potential (updated on a Quarterly basis). This activity assumes that the position of IMSC must have a fully shared commitment to making the year's financial goals.
- **CUSTOMER SERVICE AND QUALITY CONTROL:** The IMSC is responsible for developing and maintaining a direct-to-client communication channel. This position assumes that a detailed plan to call, visit or contact customers to survey client needs, satisfaction and new product development initiatives. Uses interpersonal skills to selling commercial airtime, event sponsorships, and/or customized marketing campaigns designed to achieve the client's objectives.
- **ADDITIONAL DUTIES:** Additional job requirements may include research, promotions, development, copywriting, servicing, as well as some collection efforts.

## **III. PERFORMANCE INDICATORS:**

**Financial:** Revenue & OCF; **Operations/Tech.** Monthly summary and detailed report with KPIs, including AUR, Salesforce, Content, Ratings, etc. **Team:** Annual structure, KPIs and incentive plans recommendation to be established by December 1st for the following year. "Great Place to Work" goal above 70%. All top management with clear roles, KPIs and compensation protocols - annually by using a Balance Scorecard System; Deliver budgeting, capex, incentive plans in a timely fashion; **Data:** Owned content IP and user data.

#### **IV. SUPERVISORY RESPONSIBILITY**

Reports directly to SVP

#### **V. POSITION TYPE/EXPECTED HOURS OF WORK**

This is a Full Time position, Monday through Friday. Actual hours and schedule may vary.

#### **VI. REQUIRED EDUCATION AND EXPERIENCE**

##### **Experience:**

**Organization.** Excellent organizational skills and an ability to multitask in a high pressure, fast-paced environment. A self-starter.

**Communication.** The capacities to attract, persuade, and motivate to develop new and existing client relationships. Must be self-confident and a collaborative team player through a connected environment. Must exhibit professionalism and cultural sensitivity.

**Broadcast.** Understanding, experience and exposure to TV and Radio broadcasting.

**Digital.** A clear understanding of digital ad-tech platforms and how they can be offered to clients.

**Exponential Alliances and Acquisitions.** The capacity to act and think “out of the box” in order to achieve and exceed required results and develop strategic alliances and partnerships either within or outside the advertising industry.

**Client** contacts and the capacity to develop Tier 1, 2 and 3 level NYC and other key market relationships.

**Planning.** Demonstrated management ability for accountability, planning, budgeting and reporting economic and operating KPIs.

**Languages:** English/Spanish

**Technology tools:** Office, Salesforce, BI tools, CRM tools, NPS platforms (active interest in the use of technology, processes and BI reporting)

##### **Requirements:**

CRM experience mandatory

Some years' experience in leadership brand, marketing, digital or business leadership positions.

Developing creative marketing solutions beyond a simple reach.

Reporting to management, developing strong presentations.

Experience in managing a National or Local client base.

Experience in developing product and sales marketing presentations to clients (e.g., upfronts).

## **VII. OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Entravision Communications Corporation participates in the E-Verify system operated by the US Department of Homeland Security and the Social Security Administration and will use E-Verify to confirm work eligibility for all new hire employees.

Entravision Communications is an Equal Opportunity Employer.

We encourage women and minorities to apply.

**Contact Details:** apply at the link provided:

**Job Notification Details Report**

**Date:** 9/8/2021

**From:** Los Angeles,CA

**Page:** 20/27

**Job Notification details between 8/1/2020 to 7/31/2021**

**Sales Assistant (Broadcast1Source tracking number 84373)**

**No. of Agencies were used:** 4

Notification sent to agencies below was identical for Fax and e-mail notifications. A copy of this is shown below:

To

**All recruiting agencies listed in the report below**

**Sent On:** 08/19/2020

**Subject:** Job Notification from Broadcast1Source

**From:** contact@broadcast1source.com

**E-Mail:** jadoremos@entravision.com

**Title:** Sales Assistant

**Experience:**



**Job Notification Details Report**

**From:** Los Angeles,CA

**Date:** 9/8/2021

**Page:** 21/27

**Job Notification details between 8/1/2020 to 7/31/2021**

**Position Type/Expected Hours of Work**

This is a full-time position, Monday through Friday. Actual hours and schedule may vary.

**Supervisory Responsibility**

Reports Directly to SVP

**Required Education and Experience**

1. CRM experience is required.
2. 1+ years in the broadcast industry or comparable experience.
3. Written and Verbal Spanish Proficiency.

**Preferred Education and Experience**

1. Understanding of Nielsen Media Research Information a plus.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Requirements:**

Entravision Communications Corporation participates in the E-Verify system operated by the US Department of Homeland Security and the Social Security Administration and will use E-Verify to confirm work eligibility for all new hire employees.

Entravision Communications is an Equal Opportunity Employer.  
We encourage women and minorities to apply.

**Description:**

**Job Notification Details Report**

**From:** Los Angeles,CA

**Date:** 9/8/2021

**Page:** 22/27

**Job Notification details between 8/1/2020 to 7/31/2021**

Responsible for assisting with sales of our radio and television advertising . Collects monies from clients, fills out time and production orders and aids in ensuring the completion of advertising spots.

**Essential Functions**

1. Collects monies from clients that are past due and from those that will need to repay.
2. Properly fills out time orders and production orders.
3. Aids in the production of advertising spots and scripts and ensuring their completion.

**Competencies**

1. Strong Organizational Skills.
2. Excellent Written and Verbal Communication.
3. Technical Capability.
4. Strategic Thinking.

**Additional Information:**

**Contact:**

link attached:

**Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**\*\*\*IMPORTANT\*\*\***

This fax or email has been sent using the services provided by Broadcast1Source. If you want to change your contact details, please email Jose Gonzalez at [josegonzalez@entravision.com](mailto:josegonzalez@entravision.com)

Notification Date	Agency Name	Prong2	Name	Notification By Fax	Notification By Email
8/19/2020	Entravision Communications	No	Jose Gonzalez	1--	By User/Other System
8/19/2020	United Latino Job Bank   HireLatinos.org	No	n/a n/a	1--	By User/Other System
8/19/2020	<a href="http://www.mediagignow.com">www.mediagignow.com</a>	No	MediaGigNow.com	1--	<a href="mailto:customerservice@mediagignow.com">customerservice@mediagignow.com</a>

**Job Notification Details Report**

Date: 9/8/2021

From: Los Angeles,CA

Page: 23/27

**Job Notification details between 8/1/2020 to 7/31/2021**

Notification Date	Agency Name	Prong2	Name	Notification By Fax	Notification By Email
8/19/2020	California Broadcasters Assoc.	No	Joe Berry	1--	By User/Other System



# MAKE AN IMPACT ON YOUR FUTURE

Haz un impacto en tu futuro

[Apply Now](#)

Refer Job:

[Add to Saved Jobs](#)

[Back](#)

**Entravision Communications Corporation**

[Create a Profile](#) | [Log In](#)

**Sales Assistant**

**Location/Market: Los Angeles, CA**

**JOB DESCRIPTION**

**Summary**

Responsible for assisting with sales of our radio and television advertising . Collects monies from clients, fills out time and production orders and aids in ensuring the completion of advertising spots.



2. Properly fills out time orders and production orders.
3. Aids in the production of advertising spots and scripts and ensuring their completion.

#### **Competencies**

1. Strong Organizational Skills.
2. Excellent Written and Verbal Communication.
3. Technical Capability.
4. Strategic Thinking.

#### **Position Type/Expected Hours of Work**

This is a full-time position, Monday through Friday. Actual hours and schedule may vary.

#### **Supervisory Responsibility**

Reports Directly to SVP

#### **Required Education and Experience**

1. CRM experience is required.
2. 1+ years in the broadcast industry or comparable experience.
3. Written and Verbal Spanish Proficiency.

#### **Preferred Education and Experience**

1. Understanding of Nielsen Media Research information a plus.

#### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.



Administration and will use E-verify to confirm work eligibility for all new hire employees.

Entravision Communications is an Equal Opportunity Employer.

We encourage women and minorities to apply.

f in

<a href="#">About Us</a>	<a href="#">In The News</a>
<a href="#">Product Portfolio</a>	<a href="#">Careers</a>
<a href="#">Investor</a>	<a href="#">Contact</a>

- [Terms of Use](#)
- [Mobile Terms of Use](#)
- [Privacy Policy](#)
- [Terms of Sales](#)

• ©2020 Entravision Communications Corporation. All rights reserved

You have successfully posted your job.  
View your job stats in "My Account" section (<http://hirelatinos.org/my-listings/job/>)

[Back](#)

# Sales Assistant

Entravision Communications

Los Angeles

Aug 17, 2020

Full time

Administrative

## **JOB DESCRIPTION**

Sales Assistant

Location/Market: Los Angeles, CA

### **JOB DESCRIPTION**

#### **Summary**

Responsible for assisting with sales of our radio and television advertising . Collects monies from clients, fills out time and production orders and aids in ensuring the completion of advertising spots.

#### **Essential Functions**

1. Collects monies from clients that are past due and from those that will need to repay.
2. Properly fills out time orders and production orders.
3. Aids in the production of advertising spots and scripts and ensuring their completion.

#### **Competencies**

1. Strong Organizational Skills.
2. Excellent Written and Verbal Communication.

3. Technical Capability.
4. Strategic Thinking.

#### **Position Type/Expected Hours of Work**

This is a full-time position, Monday through Friday. Actual hours and schedule may vary.

#### **Supervisory Responsibility**

Reports Directly to SVP

#### **Required Education and Experience**

1. CRM experience is required.
2. 1+ years in the broadcast industry or comparable experience.
3. Written and Verbal Spanish Proficiency.

#### **Preferred Education and Experience**

1. Understanding of Nielsen Media Research information a plus.

#### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Entravision Communications Corporation participates in the E-Verify system operated by the US Department of Homeland Security and the Social Security Administration and will use E-Verify to confirm work eligibility for all new hire employees.

Entravision Communications is an Equal Opportunity Employer.  
We encourage women and minorities to apply.

#### **URL**

<https://entravision.csod.com/ats/careersite/jobdetails.aspx?site=1&c=entravision&id=2262>  
(<https://entravision.csod.com/ats/careersite/jobdetails.aspx?site=1&c=entravision&id=2262>)



**Company Profile (<http://hirelatinos.org/company/861/entravision-communications/>)**

**Apply Now ()**

**Share this job:**

**KDLD, KDLE, KLYY, KSSC, KSSD, KSSE**  
**Fax and E-mail verification summary report for Sales Assistant**

**Position: Sales Assistant**

**Hire Date: August 24, 2020**

This report, generated by Broadcast1Source, verifies that KDLD, KDLE, KLYY, KSSC, KSSD, KSSE used Broadcast1Source to provide the following notice to the identified recruiting sources at the dates and times listed below.

To

**All recruiting agencies listed in the report below**

**Subject:** Job Notification from Broadcast1Source

**From:** contact@broadcast1source.com

**Details:**

Responsible for assisting with sales of our radio and television advertising . Collects monies from clients, fills out time and production orders and aids in ensuring the completion of advertising spots.

**Essential Functions**

1. Collects monies from clients that are past due and from those that will need to repay.
2. Properly fills out time orders and production orders.
3. Aids in the production of advertising spots and scripts and ensuring their completion.

**Competencies**

1. Strong Organizational Skills.
2. Excellent Written and Verbal Communication.
3. Technical Capability.
4. Strategic Thinking.

**Requirements:**

**KDL, KDLE, KLYY, KSSC, KSSD, KSSE**  
**Fax and E-mail verification summary report for Sales Assistant**

Entravision Communications Corporation participates in the E-Verify system operated by the US Department of Homeland Security and the Social Security Administration and will use E-Verify to confirm work eligibility for all new hire employees.

Entravision Communications is an Equal Opportunity Employer.

We encourage women and minorities to apply.

**Experience:**

**Position Type/Expected Hours of Work**

This is a full-time position, Monday through Friday. Actual hours and schedule may vary.

**Supervisory Responsibility**

Reports Directly to SVP

**Required Education and Experience**

1. CRM experience is required.
2. 1+ years in the broadcast industry or comparable experience.
3. Written and Verbal Spanish Proficiency.

**Preferred Education and Experience**

1. Understanding of Nielsen Media Research information a plus.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Additional Information:**

**Date:** 9/8/2021

**Page:** 26/32

**KDLB, KDLE, KLYY, KSSC, KSSD, KSSE**  
**Fax and E-mail verification summary report for Sales Assistant**

**Contact:**

link attached:

**Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**\*\*\*IMPORTANT\*\*\***

This fax or email has been sent using the services provided by Broadcast1Source. If you want to change your contact details, please email Jose Gonzalez at [josegonzalez@entravision.com](mailto:josegonzalez@entravision.com)

**KDL D, KDLE, KLYY, KSSC, KSSD, KSSE**  
**Fax and E-mail verification summary report for Sales Assistant**

RS Number	Recruiting Source	Date and Time
11	www.mediagignow.com E-mail: customerservice@mediagignow.com	Sent: 8/19/2020 8:54:41 PM



**Job Title:** Sales Assistant  
**Job Category:** Sales  
**Open Date:** 8/19/2020  
**Closing Date:** 10/10/2020  
**Job Type:** Full Time  
**State:** California  
**Url:** <http://www.superstrella.com>

**Job Details:** Responsible for assisting with sales of our radio and television advertising .  
Collects monies from clients, fills out time and production orders and aids in ensuring the completion of advertising spots.

#### **Essential Functions**

1. Collects monies from clients that are past due and from those that will need to repay.
2. Properly fills out time orders and production orders.
3. Aids in the production of advertising spots and scripts and ensuring their completion.

#### **Competencies**

1. Strong Organizational Skills.
2. Excellent Written and Verbal Communication.
3. Technical Capability.
4. Strategic Thinking.

#### **Experience:**

##### **Position Type/Expected Hours of Work**

This is a full-time position, Monday through Friday. Actual hours and schedule may vary.

##### **Supervisory Responsibility**

Reports Directly to SVP

##### **Required Education and Experience**

1. CRM experience is required.

2. 1+ years in the broadcast industry or comparable experience.

3. Written and Verbal Spanish Proficiency.

**Preferred Education and Experience**

1. Understanding of Nielsen Media Research information a plus.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Requirements:**

Entravision Communications Corporation participates in the E-Verify system operated by the US Department of Homeland Security and the Social Security Administration and will use E-Verify to confirm work eligibility for all new hire employees.

Entravision Communications is an Equal Opportunity Employer.

We encourage women and minorities to apply.

**Contact Details:** link attached:



**Job Notification Details Report**

**From:** Los Angeles,CA

**Date:** 9/8/2021

**Page:** 24/27

**Job Notification details between 8/1/2020 to 7/31/2021**

**Shared Services Specialist (Broadcast1Source tracking number 82850)**

**No. of Agencies were used:** 7

Notification sent to agencies below was identical for Fax and e-mail notifications. A copy of this is shown below:

To

**All recruiting agencies listed in the report below**

**Sent On:** 05/27/2020

**Subject:** Job Notification from Broadcast1Source

**From:** contact@broadcast1source.com

**E-Mail:** jadoremos@entravision.com

**Title:** Shared Services Specialist

**Experience:**

**Job Notification Details Report**

**From:** Los Angeles,CA

**Date:** 9/8/2021

**Page:** 25/27

**Job Notification details between 8/1/2020 to 7/31/2021**

**Competencies**

1. Multi-tasking.
2. A Self-Starter.
3. Detail-Oriented.
4. Time Management and Ability to Meet Deadlines.
5. Ability to Learn Quickly.
6. Excellent Interpersonal Skills.
7. Strong Written and Verbal Communication.
8. Ability to Work Independently.
9. A Strong Sense of Responsibility.
10. Strong Problem-Solving Skills.
11. Leadership.

**Position Type/Expected Hours of Work**

This is a Full Time position. Actual hours and schedule may vary.

**Supervisory Responsibility**

Reports directly to the VP of Traffic

**Required Education and Experience**

1. Proficiency in a Windows PC environment including MS Office (Word, Excel)
2. A minimum of two years previous experience required.
3. Knowledge of Wide Orbit traffic system is desired; however, all experience will be considered.
4. Bilingual English/Spanish is a plus.

**Requirements:**

**Job Notification Details Report****From:** Los Angeles,CA**Date:** 9/8/2021**Page:** 26/27**Job Notification details between 8/1/2020 to 7/31/2021**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Entravision Communications Corporation participates in the E-Verify system operated by the US Department of Homeland Security and the Social Security Administration and will use E-Verify to confirm work eligibility for all new hire employees.

Entravision Communications is an Equal Opportunity Employer.

We encourage women and minorities to apply.

**Description:**

This position works in a fast paced environment. The position requires an individual who has the ability to multi-task, is pro-active and willing to take ownership of responsibilities and accountability for outcomes. A high level of professionalism is a must as the position consists of interactions with Sales, Business Office, Engineering, at the Corporate and local levels. Responsibilities consist of programming, building and scheduling formats for television, maintain Inventory Codes at the corporate level for all stations. Responsible for working with Shared Services Manager on UAT Testing on Traffic system upgrades.

**Essential Functions**

1. Contract approval.
2. Commercial copy entry.
3. Log editing and Finalization.
4. Reconciliation.
5. Filing.
6. TV and radio programming.
7. Format building research and problem solving issues.
8. Working with Shared Services Manager on UAT Testing on Traffic system upgrades.

**Additional Information:****Contact:**

Apply: <https://entravision.csod.com/ats/careersite/jobdetails.aspx?site=1&c=entravision&id=2213>

**Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**\*\*\*IMPORTANT\*\*\***

**Job Notification Details Report**

Date: 9/8/2021

From: Los Angeles,CA

Page: 27/27

**Job Notification details between 8/1/2020 to 7/31/2021**

This fax or email has been sent using the services provided by Broadcast1Source. If you want to change your contact details, please email Jose Gonzalez at [josegonzalez@entravision.com](mailto:josegonzalez@entravision.com)

Notification Date	Agency Name	Prong2	Name	Notification By Fax	Notification By Email
5/27/2020	University of Southern California	No	Lori Shreve Blake	1--	By User/Other System
5/27/2020	So California Broadcasters Association	No	Thom Callahan	1--	By User/Other System
5/27/2020	Entertainment Careers. Net	No	Brad Hall	1--	By User/Other System
5/27/2020	LatinoLA!	No	JOB BOARD	1--	By User/Other System
5/27/2020	Entravision Communications	No	Jose Gonzalez	1--	By User/Other System
5/27/2020	www.mediagignow.com	No	MediaGigNow.com	1--	customerservice@mediagignow.com
5/27/2020	California Broadcasters Assoc.	No	Joe Berry	1--	By User/Other System



Jose Gonzalez <josegonzalez@entravision.com>

---

## connectSC Posting Confirmation

---

usc@csm.symlicity.com <usc@csm.symlicity.com>  
Reply-To: lajobs@entravision.com  
To: lajobs@entravision.com

Wed, May 27, 2020 at 12:36 PM



May 27, 2020, 12:36 PM

Dear Jose:

Your job: Shared Services Specialist has been posted. It will remain posted for candidates to view and submit resumes through Jun 26, 2020.

You have elected to receive resumes via: E-mail.

Are you recruiting for full-time entry-level positions and/or paid structured internship programs? If so, we encourage you to participate in the **On-Campus Recruiting Program (OCR)** for the position currently posted in connectSC.

Participating in OCR provides you with the option of changing the status of your job posting to a Resume Collection.

- With the **Resume Collection** option, you are able to post your opportunity to our students and collect their resumes in a compiled PDF book to view. Selecting this option allows you to conduct interviews at your preferred location outside of USC Career Center through this option.
- If you would like to conduct your interviews on campus and have a schedule created for you, the best option to select is the **Preselect to Alternate**

If you are interested in any of these options,

- Log into connectSC with your employer account
- Select OCR -> Schedules -> Request a Schedule -> Recruiting Session: 2017 Fall OCR
- Either select "Resume Collect" if you would only like to collect resumes or select "Preselect to Alternate" if you would like us to create a schedule for you and utilize our interview offices.

If you have any questions, please do not hesitate to contact the USC Career Center Employer Relations team at [ocr@usc.edu](mailto:ocr@usc.edu) or 213-740-9105.

Sincerely,

Erika Rodriguez, Associate Director of Employer Relations and Administration  
Kayzelyn Magsino, Employer Relations Coordinator

follow on Twitter | follow on Facebook

POWERED BY ■ s y m p l i c i t y



# SCBA


(<https://scba.com>)


**Building  
Brands,  
Market  
Share, and  
Results**

## Shared Services Specialist

for  
Southern  
California  
Advertiser  
s

By The Southern California Broadcasters Association (<https://scba.com/author/pwsadmin/>) | May 28, 2020

Traffic (<https://scba.com>)  Posted 1 week ago

[HOME \(HTTPS://SCBA.COM/\)](https://scba.com/) [MARKET RESEARCH](#) 

[MEMBER STATIONS \(HTTPS://SCBA.COM/MEMBER-STATIONS/\)](https://scba.com/member-stations/)

[CAREER OPPORTUNITIES \(HTTPS://SCBA.COM/CAREER-OPPORTUNITIES/\)](https://scba.com/career-opportunities/)

[POLITICAL & EEO \(HTTPS://SCBA.COM/POLITICAL-EEO/\)](https://scba.com/political-eeo/)

[PRESS RELEASES \(HTTPS://SCBA.COM/PRESS-RELEASES/\)](https://scba.com/press-releases/)

[ABOUT US \(HTTPS://SCBA.COM/ABOUT-US/\)](https://scba.com/about-us/)



### Entravision Communication

<b>Station/Call</b>	KLYY-FM
<b>Contact:</b>	Mildred Sibley
<b>Contact Email:</b>	<a href="mailto:lajobs@entravision.com">lajobs@entravision.com</a> ( <a href="mailto:lajobs@entravision.com">mailto:lajobs@entravision.com</a> )
<b>Contact Phone Number:</b>	(323) 900-6100
<b>Experience needed:</b>	Entravision Communications Corporation participates in the E-Verify system operated by the US Department of Homeland Security and the Social Security Administration and will use E-Verify to confirm work eligibility for all new hire employees.  Entravision Communications is an Equal Opportunity Employer.  We encourage women and minorities to apply.

**Description:**



This position is a fast paced environment. The position requires an individual who has the ability to multi-task, is pro-active and willing to take ownership of responsibilities and accountability for outcomes. A high level of professionalism is a must as the position consists of interactions with Sales, Business Office, Engineering, at the Corporate/Local levels. Responsibilities consist of programming, building and scheduling for television, maintain Inventory Codes at the corporate level for all stations. Responsible for working with Shared Services Manager on UAT Testing on Traffic system upgrades.

**Essential Skills and Results for Southern California Advertiser**

1. Contract approval.
2. Commercial copy entry.
3. Logging and Finalization.
4. Re-Advertiser.
5. Filing.
6. TV and radio programming.
7. Format building research and problem solving issues.
8. Working with Shared Services Manager on UAT Testing on Traffic system upgrades.

- HOME (HTTPS://SCBA.COM/)
- MARKET RESEARCH
- MEMBER STATIONS (HTTPS://SCBA.COM/MEMBER-STATIONS/)
- CAREER OPPORTUNITIES (HTTPS://SCBA.COM/CAREER-OPPORTUNITIES/)
- POLITICAL & EEO (HTTPS://SCBA.COM/POLITICAL-EEO/)
- PRESS RELEASES (HTTPS://SCBA.COM/PRESS-RELEASES/)
- ABOUT US (HTTPS://SCBA.COM/ABOUT-US/)



**Competencies**

1. Multi-tasking.
2. A Self-Starter.
3. Detail-Oriented.
4. Time Management and Ability to Meet Deadlines.
5. Ability to Learn Quickly.
6. Excellent Interpersonal Skills.
7. Strong Written and Verbal Communication.
8. Ability to Work Independently.
9. A Strong Sense of Responsibility.
10. Strong Problem-Solving Skills.
11. Leadership.

**Position Type/Expected Hours of Work**

- This is a Full Time position. Actual hours and schedule may vary.
- Supervisory Responsibility
- Reports directly to the VP of Traffic

**Required Education and Experience**

1. Proficiency in a Windows PC environment including MS Office (Word, Excel)
2. A minimum of two years previous experience required.
3. Knowledge of Wide Orbit traffic system is desired; however, all experience will be considered.
4. Bilingual English/Spanish is a plus.

**Other Duties**



Please note this job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice.



**SCBA**

<https://scba.com>  
 Apply for job  
 Building

Print

Brands,  
 Market  
 Share, and  
 Results  
 for  
 Southern  
 California  
 Advertiser  
 s  
<https://scba.com>

<https://scba.com>

(tel:8057010031)

(805) 701-0031  
 (tel:8057010031)

**ABOUT US** ([HTTPS://SCBA.COM/ABOUT-US/](https://scba.com/about-us/))  
 13351 Riverside Dr,  
 #669,  
 Sherman Oaks, CA  
 91423

(mailto:miles.sexton@scba.com)

**HOME** ([HTTPS://SCBA.COM/](https://scba.com/)) **MARKET RESEARCH**

**MEMBER STATIONS** ([HTTPS://SCBA.COM/MEMBER-STATIONS/](https://scba.com/member-stations/))

**CAREER OPPORTUNITIES** ([HTTPS://SCBA.COM/CAREER-OPPORTUNITIES/](https://scba.com/career-opportunities/))

**POLITICAL & EEO** ([HTTPS://SCBA.COM/POLITICAL-EEO/](https://scba.com/political-eeo/))

**PRESS RELEASES** ([HTTPS://SCBA.COM/PRESS-RELEASES/](https://scba.com/press-releases/))



(hi

[HOME \(HTTPS://SCBA.COM/\)](https://scba.com/) | [MARKET RESEARCH](https://scba.com/market-research/) | [LOS ANGELES \(HTTPS://SCBA.COM/LOS-ANGELES/\)](https://scba.com/los-angeles/)

| [SAN DIEGO \(HTTPS://SCBA.COM/SAN-DIEGO/\)](https://scba.com/san-diego/) | [AUTOMOTIVE RESEARCH \(HTTPS://SCBA.COM/AUTOMOTIVE-RESEARCH/\)](https://scba.com/automotive-research/)

| [INDUSTRY PUBLICATIONS \(HTTPS://SCBA.COM/INDUSTRY-PUBLICATIONS/\)](https://scba.com/industry-publications/) | [WHITE PAPER REPORTS \(HTTPS://SCBA.COM/WHITE-PAPER-REPORTS/\)](https://scba.com/white-paper-reports/)

| [SCBA SPOTLIGHT ON \(HTTPS://SCBA.COM/SCBA-SPOTLIGHT-ON/\)](https://scba.com/scba-spotlight-on/)

| [SCBA DIGITAL INFORMATION SERIES \(HTTPS://SCBA.COM/SCBA-DIGITAL-INFORMATION-SERIES/\)](https://scba.com/scba-digital-information-series/)

| [CONSULTATIVE ACCOUNT MANAGEMENT SERIES \(HTTPS://SCBA.COM/CONSULTATIVE-ACCOUNT-MANAGEMENT-SERIES/\)](https://scba.com/consultative-account-management-series/)

| [QUARTERLY GUIDANCE REPORT \(HTTPS://SCBA.COM/QUARTERLY-GUIDANCE-REPORT/\)](https://scba.com/quarterly-guidance-report/)

| [MEMBER STATIONS \(HTTPS://SCBA.COM/MEMBER-STATIONS/\)](https://scba.com/member-stations/) | [CAREER OPPORTUNITIES \(HTTPS://SCBA.COM/CAREER-OPPORTUNITIES/\)](https://scba.com/career-opportunities/)

| [SUBMIT A JOB POSTING \(HTTPS://SCBA.COM/SUBMIT-A-JOB-POSTING/\)](https://scba.com/submit-a-job-posting/) | [POLITICAL & EEO \(HTTPS://SCBA.COM/POLITICAL-EEO/\)](https://scba.com/political-eeo/)

| [PRESS RELEASES \(HTTPS://SCBA.COM/PRESS-RELEASES/\)](https://scba.com/press-releases/) | [ABOUT US \(HTTPS://SCBA.COM/ABOUT-US/\)](https://scba.com/about-us/) | [CONTACT \(HTTPS://SCBA.COM/CONTACT/\)](https://scba.com/contact/)



(http

© 2019 The Southern California Broadcasters Association



<https://www.godaddy.com/websites/web-design>



Jose Gonzalez <josegonzalez@entravision.com>

---

## Your Shared Services Specialist job submission.

---

EntertainmentCareers.Net Support <bouncesubmit-323325@entertainmentcareers.net>  
Reply-To: lajobs@entravision.com  
To: lajobs@entravision.com

Wed, May 27, 2020 at 11:09 AM

\*\*\*\*\*CONFIRMATION\*\*\*\*\*

Thank you for posting your jobs with EntertainmentCareers.net.

**\*New\*** Upgrade your posting to get better visibility:

- Keep your posting in the top of the search results.
- Have your posting or company featured on the front page of the site.
- Add your logo.
- Include a link to your website.

Click here upgrade, edit, or remove your posting [https://www.entertainmentcareers.net/d/6E13602530BA9978?utm\\_source=ecn\\_jobpostconfirm&utm\\_medium=email](https://www.entertainmentcareers.net/d/6E13602530BA9978?utm_source=ecn_jobpostconfirm&utm_medium=email)

We respectfully ask you to do the following:

#1 When the position is filled, please remove it (instructions below) from the site ASAP.

#2 When you do hire someone as a result of posting on EntertainmentCareers.Net, please, please, please, let us know. This is the only way we measure our performance and it absolutely makes our day to hear the SUCCESS stories.

#3 Please provide us with any feedback that you may have, we always welcome suggestions for improving the site. If you would like to see a feature added to the site, let us know. We have, so far, never turned down a request to add a feature.

#4 We strive to get things right; Please let us know ASAP if there are any problems.

Please note that it will take 1 business day until you will be able to see the posting on the website. If you need a posting rushed, please let us know

\*\*\*\*Your Listing\*\*\*\*

Use this link to edit or delete your posting [https://www.entertainmentcareers.net/d/6E13602530BA9978?utm\\_source=ecn\\_jobpostconfirm&utm\\_medium=email](https://www.entertainmentcareers.net/d/6E13602530BA9978?utm_source=ecn_jobpostconfirm&utm_medium=email)

Full or Part Time: Full Time

Job or Internship: Job

Company: Entravision Communications

City: Los Angeles

State: ca

Country: US

Job Title: Shared Services Specialist

**Job Description:** This position works in a fast paced environment. The position requires an individual who has the ability to multi-task, is pro-active and willing to take ownership of responsibilities and accountability for outcomes. A high level of professionalism is a must as the position consists of interactions with Sales, Business Office, Engineering, at the Corporate and local levels. Responsibilities consist of programming, building and scheduling formats for television, maintain Inventory Codes at the corporate level for all stations. Responsible for working with Shared Services Manager on UAT Testing on Traffic system upgrades.

#### Essential Functions

1. Contract approval.
2. Commercial copy entry.
3. Log editing and Finalization.
4. Reconciliation.
5. Filing.
6. TV and radio programming.
7. Format building research and problem solving issues.
8. Working with Shared Services Manager on UAT Testing on Traffic system upgrades.

#### Competencies

1. Multi-tasking.
2. A Self-Starter.
3. Detail-Oriented.
4. Time Management and Ability to Meet Deadlines.
5. Ability to Learn Quickly.
6. Excellent Interpersonal Skills.
7. Strong Written and Verbal Communication.
8. Ability to Work Independently.
9. A Strong Sense of Responsibility.
10. Strong Problem-Solving Skills.
11. Leadership.

#### Position Type/Expected Hours of Work

This is a Full Time position. Actual hours and schedule may vary.

#### Supervisory Responsibility

Reports directly to the VP of Traffic

#### Required Education and Experience

1. Proficiency in a Windows PC environment including MS Office (Word, Excel)
2. A minimum of two years previous experience required.
3. Knowledge of Wide Orbit traffic system is desired; however, all experience will be considered.
4. Bilingual English/Spanish is a plus.

Contact us: Entravision Communications Corporation participates in the E-Verify system operated by the US Department of Homeland Security and the Social Security Administration and will use E-Verify to confirm work eligibility for all new hire employees.

Entravision Communications is an Equal Opportunity Employer.  
We encourage women and minorities to apply.

Your anonymous EntertainmentCareers.Net email address will be shown in the posting and will forward to [lajobs@entravision.com](mailto:lajobs@entravision.com)

To make any changes or to delete the listing, go to the employer's section of the site [https://www.entertainmentcareers.net/employer/?utm\\_source=ecn\\_jobpostconfirm&utm\\_medium=email](https://www.entertainmentcareers.net/employer/?utm_source=ecn_jobpostconfirm&utm_medium=email) and click on 'My Postings'.

Thank you,

Brad Hall  
Founder/CEO  
EntertainmentCareers.Net  
310-442-0200 Phone  
310-442-0204 Fax

128.177.138.254

ref:ecnb1

## Publish your story on ¡LatinoLA!

Use this form to publish your stories and announcements on ¡LatinoLA!  
Use our event submission form to list events on our Calendar.  
We publish stories and announcements for free and subject to our community guidelines.  
Please contact us immediately if you find any difficulties.

Story added successfully

## ¡Muchas gracias!

We received your story.  
It will look like the form on the right after we edit and publish it following our community guidelines.  
Do you see changes you want to make now?  
Click here to edit your story.  
To request future changes or ask that we withhold the publishing of your story, contact us and reference **Story 15305**.  
To submit another story, click here.

## Careers

### Shared Services Specialist

Apply: <https://entravision.csod.com/ats/careersite/jobdetails.aspx?site=1&c=entravision&id=2213>

By Jose Gonzalez  
Published on LatinoLA: May 27, 2020

This position works in a fast paced environment. The position requires an individual who has the ability to multi-task, is pro-active and willing to take ownership of responsibilities and accountability for outcomes. A high level of professionalism is a must as the position consists of interactions with Sales, Business Office, Engineering, at the Corporate and local levels. Responsibilities consist of programming, building and scheduling formats for television, maintain Inventory Codes at the corporate level for all stations. Responsible for working with Shared Services Manager on UAT Testing on Traffic system upgrades.



#### Essential Functions

1. Contract approval.
2. Commercial copy entry.
3. Log editing and Finalization.
4. Reconciliation.
5. Filing.
6. TV and radio programming.
7. Format building research and problem solving issues.
8. Working with Shared Services Manager on UAT Testing on Traffic system upgrades.

#### Competencies

1. Multi-tasking.
2. A Self-Starter.
3. Detail-Oriented.
4. Time Management and Ability to Meet Deadlines.
5. Ability to Learn Quickly.
6. Excellent Interpersonal Skills.
7. Strong Written and Verbal Communication.
8. Ability to Work Independently.

9. A Strong Sense of Responsibility.

10. Strong Problem-Solving Skills.

11. Leadership.

**Position Type/Expected Hours of Work**

This is a Full Time position. Actual hours and schedule may vary.

**Supervisory Responsibility**

Reports directly to the VP of Traffic

**Required Education and Experience**

1. Proficiency in a Windows PC environment including MS Office (Word, Excel)

2. A minimum of two years previous experience required.

3. Knowledge of Wide Orbit traffic system is desired; however, all experience will be considered.

4. Bilingual English/Spanish is a plus.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Entravision Communications Corporation participates in the E-Verify system operated by the US Department of Homeland Security and the Social Security Administration and will use E-Verify to confirm work eligibility for all new hire employees.

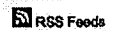
Entravision Communications is an Equal Opportunity Employer.  
We encourage women and minorities to apply.

[Publish your story](#)  
[Contact us](#)

[List your event](#)  
[About us](#)

[Advertise in LatinoLA](#)  
[Privacy policy](#)

[Join our mailing list](#)  
[Terms of service](#)



© 1999-2014, LatinoCNet, Inc



# MAKE AN IMPACT ON YOUR FUTURE

Haz un impacto en tu futuro

[Apply Now](#)

**Shared Services Specialist**

[Create a Profile](#) | [Log In](#)

**Location/Market: Los Angeles, CA**

## JOB DESCRIPTION

### Summary

**This position works in a fast paced environment.  
The position requires an individual who has the**

Refer Job:

[Add to Saved Jobs](#)

[Back](#)



professionalism is a must as the position consists of interactions with Sales, Business Office, Engineering, at the Corporate and local levels. Responsibilities consist of programming, building and scheduling formats for television, maintain Inventory Codes at the corporate level for all stations. Responsible for working with Shared Services Manager on UAT Testing on Traffic system upgrades.

#### **Essential Functions**

- 1. Contract approval.**
- 2. Commercial copy entry.**
- 3. Log editing and Finalization.**
- 4. Reconciliation.**
- 5. Filing.**
- 6. TV and radio programming.**
- 7. Format building research and problem solving issues.**
- 8. Working with Shared Services Manager on UAT Testing on Traffic system upgrades.**

#### **Competencies**

- 1. Multi-tasking.**
- 2. A Self-Starter.**
- 3. Detail-Oriented.**
- 4. Time Management and Ability to Meet Deadlines.**
- 5. Ability to Learn Quickly.**





8. Ability to Work Independently.
9. A Strong Sense of Responsibility.
10. Strong Problem-Solving Skills.
11. Leadership.

#### **Position Type/Expected Hours of Work**

This is a Full Time position. Actual hours and schedule may vary.

#### **Supervisory Responsibility**

Reports directly to the VP of Traffic

#### **Required Education and Experience**

1. Proficiency in a Windows PC environment including MS Office (Word, Excel)
2. A minimum of two years previous experience required.
3. Knowledge of Wide Orbit traffic system is desired; however, all experience will be considered.
4. Bilingual English/Spanish is a plus.

#### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.



portunity to commit work eligibility for all new hire employees.

**Entravision Communications is an Equal  
Opportunity Employer.**

**We encourage women and minorities to apply.**

f in

**About Us      In The News**  
**Product Portfolio      Careers**  
**Investor      Contact**

- **Terms of Use**
- **Mobile Terms of Use**
- **Privacy Policy**
- **Terms of Sales**

• **©2020 Entravision Communications Corporation. All rights reserved**

**KDLD, KDLE, KLYY, KSSC, KSSD, KSSE**  
**Fax and E-mail verification summary report for Shared Services Specialist**

**Position: Shared Services Specialist**

**Hire Date: August 4, 2020**

This report, generated by Broadcast1Source, verifies that KDLD, KDLE, KLYY, KSSC, KSSD, KSSE used Broadcast1Source to provide the following notice to the identified recruiting sources at the dates and times listed below.

To

**All recruiting agencies listed in the report below**

**Subject:** Job Notification from Broadcast1Source

**From:** contact@broadcast1source.com

**Details:**

This position works in a fast paced environment. The position requires an individual who has the ability to multi-task, is pro-active and willing to take ownership of responsibilities and accountability for outcomes. A high level of professionalism is a must as the position consists of interactions with Sales, Business Office, Engineering, at the Corporate and local levels. Responsibilities consist of programming, building and scheduling formats for television, maintain Inventory Codes at the corporate level for all stations. Responsible for working with Shared Services Manager on UAT Testing on Traffic system upgrades.

**Essential Functions**

1. Contract approval.
2. Commercial copy entry.
3. Log editing and Finalization.
4. Reconciliation.
5. Filing.
6. TV and radio programming.
7. Format building research and problem solving issues.
8. Working with Shared Services Manager on UAT Testing on Traffic system upgrades.

**Requirements:**

**KDL D, KDLE, KLYY, KSSC, KSSD, KSSE**  
**Fax and E-mail verification summary report for Shared Services Specialist**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Entravision Communications Corporation participates in the E-Verify system operated by the US Department of Homeland Security and the Social Security Administration and will use E-Verify to confirm work eligibility for all new hire employees.

Entravision Communications is an Equal Opportunity Employer.

We encourage women and minorities to apply.

**Experience:**

**KDLD, KDLE, KLYY, KSSC, KSSD, KSSE**  
**Fax and E-mail verification summary report for Shared Services Specialist**

**Competencies**

1. Multi-tasking.
2. A Self-Starter.
3. Detail-Oriented.
4. Time Management and Ability to Meet Deadlines.
5. Ability to Learn Quickly.
6. Excellent Interpersonal Skills.
7. Strong Written and Verbal Communication.
8. Ability to Work Independently.
9. A Strong Sense of Responsibility.
10. Strong Problem-Solving Skills.
11. Leadership.

**Position Type/Expected Hours of Work**

This is a Full Time position, Actual hours and schedule may vary.

**Supervisory Responsibility**

Reports directly to the VP of Traffic

**Required Education and Experience**

1. Proficiency in a Windows PC environment including MS Office (Word, Excel)
2. A minimum of two years previous experience required.
3. Knowledge of Wide Orbit traffic system is desired; however, all experience will be considered.
4. Bilingual English/Spanish is a plus.

**Additional Information:**

**KDLD, KDLE, KLYY, KSSC, KSSD, KSSE**  
**Fax and E-mail verification summary report for Shared Services Specialist**

**Contact:**

Apply: <https://entravision.csod.com/ats/careersite/jobdetails.aspx?site=1&c=entravision&id=2213>

**Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**\*\*\*IMPORTANT\*\*\***

This fax or email has been sent using the services provided by Broadcast1Source. If you want to change your contact details, please email Jose Gonzalez at [josegonzalez@entravision.com](mailto:josegonzalez@entravision.com)

**KDLB, KDLE, KLYY, KSSC, KSSD, KSSE**

**Fax and E-mail verification summary report for Shared Services Specialist**

RS Number	Recruiting Source	Date and Time
11	www.mediagignow.com E-mail: customerservice@mediagignow.com	Sent: 5/27/2020 3:52:07 PM



**Job Title:** Shared Services Specialist  
**Job Category:** Traffic  
**Open Date:** 5/27/2020  
**Closing Date:** 7/30/2020  
**Job Type:** Full Time  
**State:** California  
**Url:** <http://www.superestrella.com>

**Job Details:** This position works in a fast paced environment. The position requires an individual who has the ability to multi-task, is pro-active and willing to take ownership of responsibilities and accountability for outcomes. A high level of professionalism is a must as the position consists of interactions with Sales, Business Office, Engineering, at the Corporate and local levels. Responsibilities consist of programming, building and scheduling formats for television, maintain Inventory Codes at the corporate level for all stations. Responsible for working with Shared Services Manager on UAT Testing on Traffic system upgrades.

#### **Essential Functions**

1. Contract approval.
2. Commercial copy entry.
3. Log editing and Finalization.
4. Reconciliation.
5. Filing.
6. TV and radio programming.
7. Format building research and problem solving issues.
8. Working with Shared Services Manager on UAT Testing on Traffic system upgrades.

#### **Experience:**

##### **Competencies**

1. Multi-tasking.
2. A Self-Starter.
3. Detail-Oriented.
4. Time Management and Ability to Meet Deadlines.
5. Ability to Learn Quickly.
6. Excellent Interpersonal Skills.



7. Strong Written and Verbal Communication.
8. Ability to Work Independently.
9. A Strong Sense of Responsibility.
10. Strong Problem-Solving Skills.
11. Leadership.

**Position Type/Expected Hours of Work**

This is a Full Time position. Actual hours and schedule may vary.

**Supervisory Responsibility**

Reports directly to the VP of Traffic

**Required Education and Experience**

1. Proficiency in a Windows PC environment including MS Office (Word, Excel)
2. A minimum of two years previous experience required.
3. Knowledge of Wide Orbit traffic system is desired; however, all experience will be considered.
4. Bilingual English/Spanish is a plus.

**Requirements:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Entravision Communications Corporation participates in the E-Verify system operated by the US Department of Homeland Security and the Social Security Administration and will use E-Verify to confirm work eligibility for all new hire employees.

Entravision Communications is an Equal Opportunity Employer.

We encourage women and minorities to apply.

**Contact Details:** Apply:  
<https://entravision.csod.com/ats/careersite/jobdetails.aspx?site=1&c=entravision&id=2213>

**EMPLOYMENT UNIT'S 2019-2021 INTERVIEWING INFORMATION**

In connection with its responses to this Item 2(b)(iii), the Employment Unit wishes to advise the FCC of the following information concerning its interviewing process:

<b>Job Title (August 1, 2019 – July 31, 2020)</b>	
<u>Job Title</u>	<u>Total Interviewees/Sources</u>
Digital Account Manager	Interviews: 4 3: Entravision Website 1: Indeed
Senior Account Manager, Client Services	Interviews: 6 Entravision Website: 6

Job Title (August 1, 2020 - July 31, 2021)

<u>Position</u>	<u>Total Interviewees/Sources</u>
Shared Services Specialist	Interviews: 3 3: Entravision Website
Sales Assistant	Interviews: 4 4: Entravision Website
Integrated Marketing Solutions Consultant	Interviews: 4 4: Entravision Website
Digital Account Manager	Interviews: 4 3: Entravision Website 1: United Latino Job Bank
National Sales Coordinator	Interviews: 4 4: Entravision Website
Content Editor	Interviews: 4 4: Entravision Website
Digital Account Manager	Interviews: 6 6: Entravision Website

**EMPLOYMENT UNIT'S 2019-2021 RECRUITMENT INITIATIVES**

In connection with its responses to this Item 2(b)(iv), the Employment Unit wishes to advise the FCC of the following:

1. The Employment Unit is providing documentation concerning its participation in recruitment initiatives.
2. The Employment Unit's annual EEO Report provides details as to the Employment Unit personnel responsible for its Initiatives.
3. As of the date of this submission, the Employment Unit has 80 full-time employees.
4. The Employment Unit is located in the Los Angeles Metropolitan Statistical Area where the population is greater than 250,000.
5. Details as to the Initiatives undertaken by the Employment are attached hereto.

# *Southern California's 20<sup>th</sup> Annual Diversity Employment Day*

Recognized by

**The Cities of Southern California**

And the

**Diversity Recruiters Network.org**

On this

**20<sup>th</sup> Day of November, 2020**

This is to certify

**Entravision Communications**

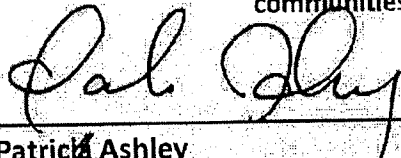
**Has actively participated in the 20<sup>th</sup> Annual Diversity Employment Day Career Fair  
"Getting America Back to Work in 2020"**

This event brings together Southern California's major employers with thousands of qualified diverse professionals with the aim to recruit, promote and reaffirm their commitment to diversity in the workplace. Also represented at this event are professional organizations comprised of diverse and multi-ethnic residents.

With this certificate, we commend

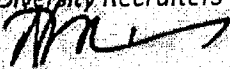
**Entravision Communications**

For its support of Diversity Employment Day and the diverse  
communities of Southern California.



**Patricia Ashley**

*Diversity Recruiters Network.org*



**Neal Morrison**

*City Career Fair*

----- Forwarded message -----

From: Gregg Skall <[Gskall@tjp.law](mailto:Gskall@tjp.law)>

Date: Thu, Mar 4, 2021 at 7:31 AM

Subject: CBA EEO Webinar Follow-up Information

To: Gregg Skall <[Gskall@tjp.law](mailto:Gskall@tjp.law)>

Cc: Amy Wise <[AWise@tjp.law](mailto:AWise@tjp.law)>, Joe Berry ([JBerry@yourCBA.com](mailto:JBerry@yourCBA.com)) <[JBerry@yourcba.com](mailto:JBerry@yourcba.com)>, Mark Powers ([MPowers@yourCBA.com](mailto:MPowers@yourCBA.com)) <[MPowers@you](mailto:MPowers@you)

Good afternoon!

As promised, below is a link to Tuesday's CBA EEO webinar recording.

[CBA EEO Webinar Recording 2021](#)

Passcode: e\$Yqe1ZX

The EEO Manual is attached and below are links to the Manual and the Side Deck from CBA.

[TLP EEO Manual](#)

[CBA 2021 EEO Slide Deck Presentation](#)

Best regards,

Gregg



**Gregg P. Skall, Member**

(o) 202.789.3121 | (m) 703.623.0600 | [gskall@tjp.law](mailto:gskall@tjp.law)

1025 Connecticut Ave, NW, Suite 1011, Washington DC 20036

V-Card | Bio | [www.tjp.law](http://www.tjp.law) (new domain)

This message is sent by a law firm and may contain information that is privileged or confidential. If you received this transmission in error, please notify the sender and delete the message and any attachments with



EEO Regulations  
for Broadcasters

TLP FCC EEO Manu...

# *Los Angeles' 21<sup>st</sup> Annual Diversity Employment Day*

Recognized by

**The Cities of Los Angeles**

And the

**Diversity Recruiters Network.org**

On this

**5<sup>th</sup> Day of March, 2021**

This is to certify

**Entravision**

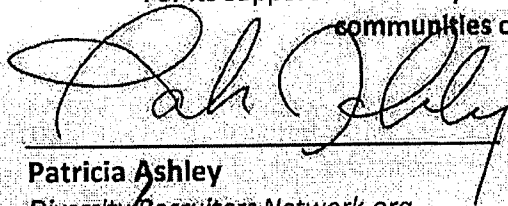
**Has actively participated in the 21<sup>st</sup> Annual Diversity Employment Day Career Fair  
"Getting America Back to Work in 2021"**

**This event brings together Los Angeles' major employers with thousands of qualified diverse professionals with the aim to recruit, promote and reaffirm their commitment to diversity in the workplace. Also represented at this event are professional organizations comprised of diverse and multi-ethnic residents.**

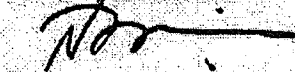
**With this certificate, we commend**

**Entravision**

**For its support of Diversity Employment Day and the diverse  
communities of Los Angeles.**



**Patricia Ashley**  
*Diversity Recruiters Network.org*



**Neal Morrison**  
*City Career Fair*



Jose Gonzalez <josegonzalez@entravision.com>

---

## Shoboy Show Intern

---

Andrea Becerra Prado <abecerra@entravision.com>  
To: Jose Gonzalez <josegonzalez@entravision.com>

Thu, Apr 15, 2021 at 1:44 PM

Her name is Kimberly Garcia  
School: Cal State Northridge  
Type of Internship: Virtual  
Hours per week: 10-20  
Internship start: March 8, 2021  
Internship End: May 17, 2021



**Andrea Prado**  
National Operations Director

5700 Wilshire Blvd. Suite 250  
Los Angeles, CA 90036  
O (323) 900-6302 M 818-223-1744  
abecerra@entravision.com



  [entravision.com](http://entravision.com)

---

Entravision (NYSE:EVC) is a leading media company that reaches and engages U.S. Latinos across acculturation levels and media channels, as well as consumers in Mexico. The company's comprehensive portfolio incorporates integrated media and marketing solutions comprised of acclaimed television, radio, digital properties, events, and data analytics services. Established in 1996, Entravision has corporate headquarters in Santa Monica, CA. [www.entravision.com](http://www.entravision.com)

This message contains information from Entravision Communications Corporation that may be confidential or privileged. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the contents of this information is prohibited. If you have received this transmission in error, please notify me immediately by telephone or electronic mail. Thank you.



5/5/2021

Entravision Communications Corporation Mail - FCC-EEO Rules - https://mail.google.com/mail/u/07?ik=7ed3b018a3&view=pt&search=all&...



Joanne Dempsey <jdempsey@entravision.com>

## FCC-EEO Rules

1 message

Wed, May 5, 2021 at 1:05 PM

alabrie@entravision.com <alabrie@entravision.com>  
To: bom@entravision.com

Hi BOM's – in advance of our 1:30pm pst call, attached you will find the 2003 revised FCC EEO recruiting rules to be used for your reference. In anticipation of our very exciting, yet mandatory review, we will be covering the three-pronged rules for broadcasters equal employment opportunity compliance.

Thank you,  
Alex



**Alexander La Brie**  
Executive Vice President  
Global HR and Risk Mgmt



2425 Olympic Blvd. Suite 6000 West  
Santa Monica, CA 90404  
O (310) 447-3870 M  
alabrie@entravision.com

[entravision.com](https://www.entravision.com)

Entravision (NYSE:EVC) is a leading media company that reaches and engages U.S. Latinos across acculturation levels and media channels, as well as consumers in Mexico. The company's comprehensive portfolio incorporates integrated media and marketing solutions comprised of acclaimed television, radio, digital properties, events, and data analytics services. Established in 1996, Entravision has corporate headquarters in Santa Monica, CA, [www.entravision.com](http://www.entravision.com)

This message contains information from Entravision Communications Corporation that may be confidential or privileged. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the contents of this information is prohibited. If you have received this transmission in error, please notify me immediately by telephone or electronic mail. Thank you.

**FCC EEO Revised Rules MEMO\_v2.pdf**  
99K

Broadcast1 Source Training with Terrie Knight - Meeting

File Meeting Insert Format Text Review Help Tell me what you want to do

Save & Close Delete Copy to My Calendar

Appointment Scheduling

Accept Tentative Decline Propose New Time Respond Options Tags Add a meeting Google Meet

Accepted by Jennifer Adoremos on 5/6/2021 9:04 AM. Sent Wed 5/5/2021 1:22 PM

Organizer sshourle@entravision.com

Subject Broadcast1 Source Training with Terrie Knight

Location

Start time Thu 5/20/2021 10:00 AM All day event

End time Thu 5/20/2021 11:30 AM

Hi BOMs,  
 Terrie Knight with Broadcast1 Source will be hosting a training session for us. Please let me know in advance any questions you have and/or issues you might be experiencing so she can address them during the training.  
 Thanks!

Please do not edit this section of the description.

This event has a video call.  
 Join: <https://meet.google.com/rdh-fjdj-cnw>  
 (US) +1 636-498-4313 PIN: 506482762#  
 View more phone numbers: <https://tel.meet/rdh-fjdj-cnw?pin=1238311090600&hs=7>

T Terrie Gura is presenting

## Jennifer Adoremos

---

**From:** Sharishta Pearson <[spearson@entravision.com](mailto:spearson@entravision.com)> on behalf of Sharishta Pearson  
**Sent:** Friday, May 21, 2021 12:11 PM  
**To:** Denise Sanseverino; Jennifer Adoremos; Jose Gonzalez; Jesus Mendoza; Joanne Dempsey; Leonides Leo Vasquez; Maria Juarez; Martha Tomassilli; Pam Sanchez; Rachel Mather; Rich Reid; Tonya Meyer  
**Cc:** Alex La Brie; Ashraf Miqbel  
**Subject:** Fwd: Follow-up to Broadcast1Source training

Hi All,  
Thanks again for attending yesterday's training! I hope you learned something new/helpful to help with your reporting. Please use the email below as proof of yesterday's training for Prong 3.  
If you have any questions please let me know.

Thank you!  
Sharishta



**Sharishta Pearson**  
Human Resources Manager

2425 Olympic Blvd. Suite 6000 West  
Santa Monica, CA 90404  
O (310) 447-3872  
[spearson@entravision.com](mailto:spearson@entravision.com)



---

Entravision (NYSE:EVC) is a leading media company that reaches and engages U.S. Latinos across acculturation levels and media channels, as well as consumers in Mexico. The company's comprehensive portfolio incorporates integrated media and marketing solutions comprised of acclaimed television, radio, digital properties, events, and data analytics services. Established in 1996, Entravision has corporate headquarters in Santa Monica, CA. [www.entravision.com](http://www.entravision.com)

This message contains information from Entravision Communications Corporation that may be confidential or privileged. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the contents of this information is prohibited. If you have received this transmission in error, please notify me immediately by telephone or electronic mail. Thank you.

----- Forwarded message -----

**From:** Terrie Knight Gura <[tgura@bc1source.com](mailto:tgura@bc1source.com)>  
**Date:** Thu, May 20, 2021 at 1:30 PM  
**Subject:** Follow-up to Broadcast1Source training  
**To:** Sharishta Pearson <[spearson@entravision.com](mailto:spearson@entravision.com)>

Good afternoon, Sharishta,

# *West Hollywood's 21<sup>st</sup> Annual Diversity Employment Day*

Recognized by  
**The City of West Hollywood**  
And the  
**Diversity Recruiters Network.org**

On this  
**23<sup>rd</sup> Day of June, 2021**

This is to certify

**Entravision**

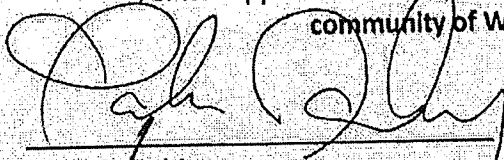
Has actively participated in the 21<sup>st</sup> Annual Diversity Employment Day Career Fair  
"Getting America Back to Work in 2021"


This event brings together West Hollywood's major employers with thousands of qualified diverse professionals with the aim to recruit, promote and reaffirm their commitment to diversity in the workplace. Also represented at this event are professional organizations comprised of diverse and multi-ethnic residents.

With this certificate, we commend

**Entravision**

For its support of Diversity Employment Day and the diverse  
community of West Hollywood.

  
\_\_\_\_\_  
**Patricia Ashley**  
Diversity Recruiters Network.org

  
\_\_\_\_\_  
**Neal Morrison**  
City Career Fair



SHARE:

[Join Our Email List](#)



**City Career Fair**  
productions

Hello Recruiters and Employers,

As we begin to reopen our workplaces and environs, the EEO and CA DOR would like to share Best Practices for doing so successfully.

This very informative webinar will take place on Wednesday, June 23, 2021, starting at 1 PM and concluding at 2 PM. The promo below has all the exciting details. Make sure to share this FREE opportunity with your associates. And please don't forget to register asap, as you may know, our Diversity Practitioners Roundtables always fill up quickly.

You are invited to a Zoom webinar.

When: Jun 23, 2021 01:00 PM Pacific Time (US and Canada)

Topic: US EEOC AND CA DOR SHARE UPDATES FOR EMPLOYERS POST COVID 19 PERIOD

Register in advance for this webinar:

[https://us02web.zoom.us/webinar/register/WN\\_jv\\_ajxsOSF6aLMDqVEGUqQ](https://us02web.zoom.us/webinar/register/WN_jv_ajxsOSF6aLMDqVEGUqQ)

After registering, you will receive a confirmation email containing information about joining the webinar.

And if you would like to visit or know of a candidate seeking employment please use this link

**<https://cfplus.page.link/Qytn>**

to register and set up virtual online video interviews with employers at the Annual Diversity Employment Day Career Fair for West Hollywood and LA County - Wednesday, June 23, 10 AM to 4PM. Registration is open now.

**For any questions, please contact [Eli@citycareerfair.com](mailto:Eli@citycareerfair.com)**

Thank you for supporting Diversity in the Workplace and Community,

**Neal**

Neal Morrison

Diversity Outreach Director

City Career Fair

20th Annual Diversity Employment Day Career Fair and Roundtables

[nmorrison@citycareerfair.com](mailto:nmorrison@citycareerfair.com)

562-863-9042

**Diversity Unites US!**

# VIRTUAL VIDEO WEBINAR & CAREER FAIR

## 21st Annual Diversity Practitioners Roundtable

City Career Fair Hosts the Annual Diversity Practitioners Roundtable along with each of its 60 Virtual Video and In Person Annual Diversity Employment Day Career Fairs. These events address the US yearly 15% increase in job vacancies. The purpose of this event is to facilitate the sharing of best practices with the workforce for the purpose of Diversity and Inclusion DayCareers.com.



Virtual Webinar Roundtable  
Wednesday,  
June 23, 2021  
1 - 2 pm



West Hollywood, California

### Diversity Practitioners Roundtable

US Equal Employment Opportunity Commission  
State of California's Department of Rehabilitation

Your Front Line Representatives from the US EEOC and State of California's DOR will share a very beneficial information session including a Question and Answer period. Both agencies will present their newest and best services to assist you - the employer, including an update on best practices for reopening your work environments post COVID. This includes "Post Pandemic Preparedness in the Workplace and the Americans with Disabilities Act". Along with a preview of the new ADR pilot which expands the mediation program to provide greater access to resolve workplace disputes more efficiently and effectively.

Co-Sponsored by:



Hosted by:



**Cherry-Maria B. Deetura, Esq.** Supervisory ADR Attorney for the Los Angeles District Office of the Equal Employment Opportunity Commission (EEOC), Alternative Dispute Resolution Unit. The EEOC enforces federal laws which prohibit discrimination in the workplace. As such, she oversees the mediation program within the Los Angeles District which includes Central and Southern California, Southern Nevada, the state of Hawaii, and the United States Pacific territories.

**Scott Levine**, Business Employment Specialist and Cognitive Behavioral Counselor who has been working with a diverse population of job-seekers for years.

Before assisting individuals with disabilities find employment in his current position with the California State Department of Rehabilitation, Scott worked for a non-profit employment agency and led group cognitive-behavioral therapy for chronically unemployed individuals who suffered anxiety disorders.

Today Scott combines his job search skills with his counseling skills to help introduce viable, accomplished candidates with employers who are seeking good people.

Roundtable Zoom link:

<https://us02.zoom.us/j/91811111111>  
<https://www.zoom.us/j/91811111111>  
<https://cfplus.page.link/Qytn>

Virtual Video Annual Diversity Employment Day Career Fair

10 am - 4 pm • [info@citycareerfair.com](mailto:info@citycareerfair.com)

DED Career Fair Registration - <https://cfplus.page.link/Qytn>

2021PRT0521V1



VIRTUAL VIDEO IN PERSON CAREER FAIRS

# WEST HOLLYWOOD, CALIFORNIA DIVERSITY EMPLOYMENT DAY CAREER FAIR & Roundtables

City Career Fair salutes its over 5,000 satisfied corporate, government, and non-profit clients for ACTIVELY supporting their Diversity Recruitment Initiatives.

We invite you to recruit along with most major employers at our upcoming Virtual Video and In Person Diversity Career Fairs for top talent from the Multicultural, Women, People with Disabilities, LGRTG, Mature Workers and Veteran communities.

50 Huge  
Diversity  
Career Fairs  
Nationwide

### Featuring

The Diversity Skills Assessment Awards  
Presented by the  
Diversity Recruiters Network  
The Diversity Roundtable Roundtable  
Best Practices BEST/OSOP Updates  
Keynote Speeches

**Join  
America's  
Very Best  
& Largest  
Career Fair!**

Current and Past Exhibitors Include: Azusa Pacific University, Bentley Press, Sierra, CA - LEO, CA Army National Guard, CHP, Callisto, Civitas Corp., City of Compton, Gishamart, Hebelife International, ITT Corporation, Kirt Sierz, LA Daily News, La Cerritos, LA City Fire Department, Louis Vuitton, Loyola Marymount University, Premier, Quest Diagnostics, Rolo Snack, St. Francis Medical Center, State Farm, Trilogy Therapeutics, AER, AGN, CA Prison Health Care Services, DeJ Mente Foods, Multinational Foods, Winco Federal Credit Union, Kraft Foods, Pinsky Brown, US Border Patrol, US Marine Corps, Anheuser-Busch, Ashley Furniture, JVA Advisors, CBS Radio, Coca-Cola, County of LA, Hilton, Kaiser Permanente, Lakeshore Learning Materials, LAPD, Northing, Oronimo, State Board of Equalization, University of Piacenza and many more!

**2 for 1  
Special**

1-VV + 1-IP OR 2-VV

OLD CAREER FAIRS FOR  
THE PRICE OF ONE

MAY RUN IN 2021 OR 2022

Virtual Video  
In Person

2021

January 28 - Seattle, WA	February 23 - Seattle, WA
January 29 - Seattle, WA	February 24 - Seattle, WA
January 30 - Seattle, WA	February 25 - Seattle, WA
February 1 - Seattle, WA	February 26 - Seattle, WA
February 2 - Seattle, WA	February 27 - Seattle, WA
February 3 - Seattle, WA	February 28 - Seattle, WA
February 4 - Seattle, WA	February 29 - Seattle, WA
February 5 - Seattle, WA	February 30 - Seattle, WA
February 6 - Seattle, WA	February 31 - Seattle, WA
February 7 - Seattle, WA	February 32 - Seattle, WA
February 8 - Seattle, WA	February 33 - Seattle, WA
February 9 - Seattle, WA	February 34 - Seattle, WA
February 10 - Seattle, WA	February 35 - Seattle, WA
February 11 - Seattle, WA	February 36 - Seattle, WA
February 12 - Seattle, WA	February 37 - Seattle, WA
February 13 - Seattle, WA	February 38 - Seattle, WA
February 14 - Seattle, WA	February 39 - Seattle, WA
February 15 - Seattle, WA	February 40 - Seattle, WA
February 16 - Seattle, WA	February 41 - Seattle, WA
February 17 - Seattle, WA	February 42 - Seattle, WA
February 18 - Seattle, WA	February 43 - Seattle, WA
February 19 - Seattle, WA	February 44 - Seattle, WA
February 20 - Seattle, WA	February 45 - Seattle, WA
February 21 - Seattle, WA	February 46 - Seattle, WA
February 22 - Seattle, WA	February 47 - Seattle, WA
February 23 - Seattle, WA	February 48 - Seattle, WA
February 24 - Seattle, WA	February 49 - Seattle, WA
February 25 - Seattle, WA	February 50 - Seattle, WA
February 26 - Seattle, WA	February 51 - Seattle, WA
February 27 - Seattle, WA	February 52 - Seattle, WA
February 28 - Seattle, WA	February 53 - Seattle, WA
February 29 - Seattle, WA	February 54 - Seattle, WA
February 30 - Seattle, WA	February 55 - Seattle, WA
February 31 - Seattle, WA	February 56 - Seattle, WA
February 32 - Seattle, WA	February 57 - Seattle, WA
February 33 - Seattle, WA	February 58 - Seattle, WA
February 34 - Seattle, WA	February 59 - Seattle, WA
February 35 - Seattle, WA	February 60 - Seattle, WA
February 36 - Seattle, WA	February 61 - Seattle, WA
February 37 - Seattle, WA	February 62 - Seattle, WA
February 38 - Seattle, WA	February 63 - Seattle, WA
February 39 - Seattle, WA	February 64 - Seattle, WA
February 40 - Seattle, WA	February 65 - Seattle, WA
February 41 - Seattle, WA	February 66 - Seattle, WA
February 42 - Seattle, WA	February 67 - Seattle, WA
February 43 - Seattle, WA	February 68 - Seattle, WA
February 44 - Seattle, WA	February 69 - Seattle, WA
February 45 - Seattle, WA	February 70 - Seattle, WA
February 46 - Seattle, WA	February 71 - Seattle, WA
February 47 - Seattle, WA	February 72 - Seattle, WA
February 48 - Seattle, WA	February 73 - Seattle, WA
February 49 - Seattle, WA	February 74 - Seattle, WA
February 50 - Seattle, WA	February 75 - Seattle, WA
February 51 - Seattle, WA	February 76 - Seattle, WA
February 52 - Seattle, WA	February 77 - Seattle, WA
February 53 - Seattle, WA	February 78 - Seattle, WA
February 54 - Seattle, WA	February 79 - Seattle, WA
February 55 - Seattle, WA	February 80 - Seattle, WA
February 56 - Seattle, WA	February 81 - Seattle, WA
February 57 - Seattle, WA	February 82 - Seattle, WA
February 58 - Seattle, WA	February 83 - Seattle, WA
February 59 - Seattle, WA	February 84 - Seattle, WA
February 60 - Seattle, WA	February 85 - Seattle, WA
February 61 - Seattle, WA	February 86 - Seattle, WA
February 62 - Seattle, WA	February 87 - Seattle, WA
February 63 - Seattle, WA	February 88 - Seattle, WA
February 64 - Seattle, WA	February 89 - Seattle, WA
February 65 - Seattle, WA	February 90 - Seattle, WA
February 66 - Seattle, WA	February 91 - Seattle, WA
February 67 - Seattle, WA	February 92 - Seattle, WA
February 68 - Seattle, WA	February 93 - Seattle, WA
February 69 - Seattle, WA	February 94 - Seattle, WA
February 70 - Seattle, WA	February 95 - Seattle, WA
February 71 - Seattle, WA	February 96 - Seattle, WA
February 72 - Seattle, WA	February 97 - Seattle, WA
February 73 - Seattle, WA	February 98 - Seattle, WA
February 74 - Seattle, WA	February 99 - Seattle, WA
February 75 - Seattle, WA	February 100 - Seattle, WA



**Stay Informed!**

562-806-0056  
production@citycareerfair.com  
info@citycareerfair.com  
www.citycareerfair.com

**AMERICA'S VERY BEST & LARGEST CAREER FAIR!**

Download DIVERSITY EMPLOYMENT DAY CALENDAR

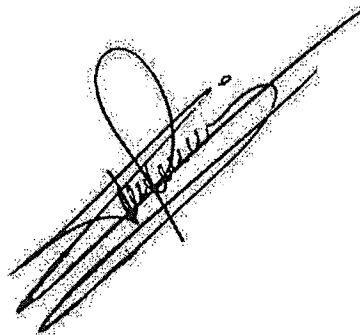


**ENTRAVISION HOLDINGS, LLC  
COMPLIANCE OFFICER'S CERTIFICATE**

I, the undersigned, Vice President of Integrated Operations and Compliance Officer of Entravision Holdings, LLC (the "Company"), do hereby certify that:

Stations KSSC, KSSD, KSSE, KLYY, KDLD, KDLE employees and management were provided with their annual training pursuant to the Compliance Plan for the Company on November 19, 2019.

IN WITNESS WHEREOF, the undersigned has executed this Certificate as of November 19, 2019.

A handwritten signature in black ink, appearing to read 'Federico Gagliardone', is written over a horizontal line. The signature is stylized and slanted.

---

Name: Federico Gagliardone,  
Title: Vice President of Integrated Operations and  
Compliance Officer

# *Los Angeles' 20<sup>th</sup> Annual Diversity Employment Day*

Recognized by

**Diversity Recruiters Network.org**

On this

**4<sup>th</sup> Day of March, 2020**

This is to certify

**Entravision Communications**

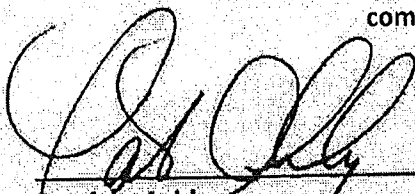
Has actively participated in the 20<sup>th</sup> Annual Diversity Employment Day Career Fair  
"Getting America Back to Work in 2020"

This event brings together Los Angeles' major employers with thousands of qualified diverse professionals with the aim to recruit, promote and reaffirm their commitment to diversity in the workplace. Also represented at this event are professional organizations comprised of diverse and multi-ethnic Los Angeles residents.

With this certificate, we commend

**Entravision Communications**

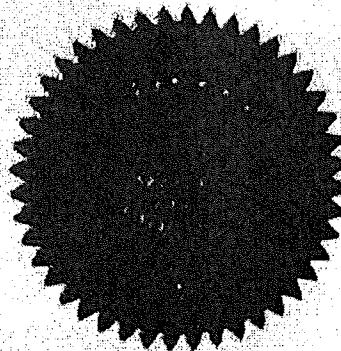
For its support of Diversity Employment Day and the diverse  
communities of Los Angeles, CA.



Patricia Ashley  
Diversity Recruiters Network.org



Neal Morrison  
City Career Fair





2425 Olympic Blvd., Suite 6000 West, Santa Monica, CA 90404

January 21, 2020

Dear **Grecia Arriaga**:

We are pleased to offer you an internship (the "Internship") with Entravision Communications Corporation ("Entravision") as a [**Sales Marketing**] intern in Entravision's [**Marketing Department**]. The purpose of this Internship is for you to learn about the Entravision's business and to gain valuable insight and experience. This letter describes certain key terms of your Internship. You will be located in our **Los Angeles** office and will report to **Karina Cerda, SVP Marketing & Sales Development** of Entravision.

1. **Term.** The term of this Internship begins on **January 28, 2020** and ends on **April 21, 2020**.

2. **Nature of Internship.** By signing below, you acknowledge that you have consented to participate in this Internship. You further acknowledge that: (1) the Internship is similar to training that would be given in an educational environment; (2) the Internship is for your benefit to receive training and mentoring, and valuable experience for your future job selection, application, and performance; (3) you agree to work under the close supervision of Entravision staff; (4) Entravision will not derive an immediate advantage from the activities you will perform as an intern; (5) unless advised otherwise, you are not entitled to a job at the conclusion of your Internship; (6) you are not entitled to wages or other compensation other than your experience and learning for the time spent as an intern for Entravision; and (7) you agree that the Internship does not create an "employment" relationship under the Fair Labor Standards Act ("FLSA") or any other definition, and the FLSA's minimum wage and overtime provisions do not apply.

3. **Required Documentation.** This Internship is contingent upon Entravision's receipt of proper documentation confirming that you are a student from an accredited university or college and that you are receiving scholarly credit for this Internship.

4. **Confidentiality.** In connection with your Internship, Entravision has disclosed or may disclose to you confidential business information, software programs, databases, technical information, or other proprietary information of Entravision ("Proprietary Information"). In consideration for your Internship, and disclosure of the Proprietary Information, you agree as follows:

a. You will hold in confidence and not possess, use, or disclose any Proprietary Information except information you can document (i) is in the public domain through no fault of yours, (ii) was properly known to you, without restriction, prior to disclosure by Entravision, or (iii) was properly disclosed to you by another person without restriction, and you will not reverse engineer or attempt to derive the composition or underlying information, structure or ideas of any Proprietary Information. The foregoing does not grant you a license in or to any of the Proprietary Information.

b. At the end of your Internship with Entravision, you will promptly return all Proprietary Information and all copies, extracts, and other objects or items in which it may be contained or embodied.

c. You will promptly notify Entravision of any unauthorized release of Proprietary Information within your control.

d. You agree that all intellectual property rights, including copyright, in all works of authorship created in the scope of your internship are owned by Entravision. All such works or portions of works created by you are "works made for hire" as defined in 17 U.S.C. § 201.

5. **At-Will Agreement.** Your Internship is "at-will", meaning that either you or Entravision may terminate the Internship at any time for any reason whatsoever or for no reason, with or without notice. This letter merely sets forth certain terms of your Internship with Entravision, for such time as you are an intern with Entravision.

6. **Use of Name, Photographs and Recordings.** Interns may be photographed, videotaped or recorded while on company premises, participating in company events or otherwise in the performance of their Internship duties. Entravision has the right to use such photographs and recordings throughout the world in perpetuity in any and all media now known or hereafter devised in connection with its business. Employees shall have no right to inspect or approve such photographs and recordings, and any use of such photographs and recordings shall be without compensation to employees. You release Entravision from all liability arising out of the use of your name and the photographs and recordings.

7. **Release.** You voluntarily assume full responsibility for any and all risks, injuries, or loss, including the risk of injury and death, in any way related to this Internship. In consideration of the opportunity afforded to you to participate in the Internship, you, your assignees, heirs, guardians, and legal representatives hereby waive and release any rights, actions, or causes of action against Entravision or any of its affiliated entities, or either of their employees, officers or directors, collectively or individually (the "Entravision Entities"); resulting from personal injury or death to you, or damage to your property, sustained in connection with your participation in the Internship. *[Delete the following sentences if not in California:]* You understand and agree that all of my rights under California Civil Code Section 1542 are expressly waived. You understand that Section 1542 provides as follows: "A general release does not extend to claims which a creditor does not know or suspect to exist in his favor at the time of executing the release, which if known by him, must have materially affected his settlement with the debtor."

8. **Miscellaneous.** In performing your Internship duties, you agree to abide by all applicable federal, state and local laws, as well as Entravision's rules, regulations and policies, as may be in effect from time to time. This letter constitutes the entire agreement and understanding between the parties hereto with respect to the subject matter hereof and supersedes any and all prior or contemporaneous, express or implied, written or oral agreements, representations and conditions between the parties with respect thereto. This letter may not be amended or modified except by a writing signed by Entravision. This letter will be governed by, construed and enforced in accordance with the laws of the State of **[Insert State]**, and without the aid of any canon, custom or rule of law requiring construction against the draftsman. If any provision hereof is found to be invalid or unenforceable by any court, the remaining provisions hereof will remain in effect unless such partial invalidity or unenforceability would defeat an essential business purpose of this letter. This letter may be executed in counterpart originals, may be signed by electronic signature and

exchanged by facsimile, e-mail or other electronic form, with the same legal effect as if all signatures had appeared in original handwriting on the same physical document.

We look forward to your contributions to Entravision! If you have any questions, please contact me at (323) 900-6112.

Sincerely,

**Karina Cerda**  
**SVP Marketing & Sales Development**

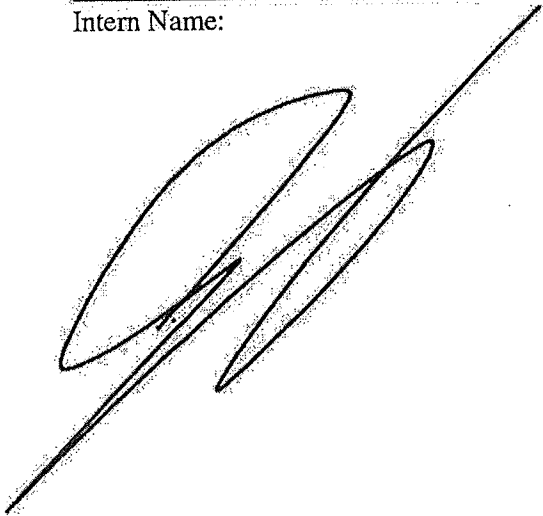
*Acknowledged and Agreed to:*

Grecia Arriaga

Intern Name:

01/21/2020

Date

A large, stylized handwritten signature in black ink, appearing to be 'Grecia Arriaga', written over a horizontal line.

**UNIT'S EEO COMPLAINT STATUS**

To the best of Entravision Holdings, LLC's knowledge, its Los Angeles Employment Unit is not the subject of any EEO complaints that are currently pending or were resolved during the Employment Unit's current license term.

## MANAGEMENT RESPONSIBILITIES

The responsibilities of each level of management, applicable to the Los Angeles Employment Unit, to ensure enforcement of EEO policies are as follows:

President/Chief Operating Officer    Jeffery A. Liberman

Oversees the operations and policies of the broadcast operations of the Company.

Executive Vice President/Global Human Resources and Global Risk Management  
Alexander LaBrie

Annually reviews the EEO policy of the Company. Notifies all local Business Operations Managers of any new changes and requirements for EEO compliance. Annually, distributes Company handbooks to be reviewed and acknowledged by all current employees, which include the Company EEO policy. Reviews compliance efforts by individual Stations and Employment Units.

Local Business Operations Manager    Jennifer Adoremos

Informs Employment Unit members as to the existence of the electronic EEO handbook and their obligations to review and understand. The BOM is also responsible for the Station's direct EEO compliance and management of hiring decisions.

Administers EEO policy by providing EEO information to the Unit's personnel and ensures that personnel electronically verify their receipt of the Company's policies. Prepares the annual EEO Report for the Public File. Arranges for job postings for open positions, both internally and externally, ensuring that potential applicants are equally considered.

How EEO information is disseminated:

As indicated above, the Company has an electronic employee handbook that contains its EEO policies and is provided to each employee of the Unit. In the case of any advertising or other external employment communications, the Unit indicates that they comply with EEO requirements.

**EEO RECRUITMENT POLICY ANALYSIS**

Where Entravision is engaging in recruitment efforts during a calendar quarter, Entravision, through its Business Operations Managers and Executive Vice President for Global Human Resources and Risk Management, undertake a regular review of each Employment Unit's efforts in order to be certain that recruitment process is carried out in a manner that assures equal opportunity outreach. The analysis involves a review of the Employment Unit's open positions, the recruitment efforts to fill them, and the selection procedures for the hire, if a hire has occurred. Entravision management has determined, based on its reviews and analysis of its employee and management population, that its outreach to the general population is an effective one which is confirmed by the wide range of applicants for various positions and the diverse population of Entravision's employees and managers.



**STATEMENT CONCERNING EMPLOYMENT UNIT PRACTICES AND PROCEDURES**

The Business Operations Manager of the Employment Unit, supervised by Entravision's Executive Vice President/ Global Human Resources and Risk Management and the Company's Chief Operating Officer, are responsible for analyzing the EEO, hiring, compensation, and retention activities of the Employment Unit.

In addition to regular Employment Unit and corporate reviews of hiring, staffing and compensation, the Entravision provides the Employment Unit with data from such sources as state labor departments, private compensation consultants, and publicly available compensation database that allow it to ensure that there are no inequities in compensation or benefits among the Employment Unit's personnel.

All promotions are initially proposed by the Unit Business Operations Manager and then are considered by the Executive Vice President/ Global Human Resources and Risk Management and, finally, the Chief Operating Officer of Entravision.

The Employment Unit and Entravision are sensitive to EEO issues. Entravision submits that the significant minority and female component of its workforce reflects well on its concern for ensuring EEO compliance and its efforts to recruit and retain both women and minorities on the Unit's staff.

The Employment Unit is not represented by a labor union.