



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	Experience
<p>Organization. Excellent organizational skills and an ability to multitask in a high pressure, fast-paced environment. A self-starter.</p> <p>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.</p> <p>Broadcast. Understanding, experience and exposure to TV and Radio broadcasting.</p> <p>Digital. A clear understanding of digital ad-tech platforms and how</p>	<p>CRM experience mandatory</p> <p>Some years' experience in leadership brand, marketing, digital or business leadership positions.</p> <p>Developing creative marketing solutions beyond a simple reach.</p> <p>Reporting to management, developing strong presentations.</p> <p>Experience in managing a National or Local client base.</p> <p>Experience in developing product and sales marketing presentations to clients (e.g., upfronts).</p>



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



PTO

Home

Formats Net News Mediabase Ratings Jobs Forums Directory VO Music Video Podcast People Columns Charts

You have 98 unread messages

Search by keyword

search

Home All Forums San Diego San Antonio

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, voicetracking, or other business plugs, please!

1 post • Page 1 of 1



Search this topic... Q

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.



PRO

[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 AC/Top 40](#)
- [News/Talk/Current](#)
- [Rock](#)
- [Top 40/CHR](#)
- [Top 40/Pop](#)
- [Tropic A](#)
- [Urban/AC](#)

Net News

- [Net News Home](#)

RSS

Jobs

- [Job Openings](#)
- [Submissions Wanted](#)
- [Wanted Jobs](#)
- [VO Imagery/Branding](#)

Mobile Content

- [Popular Apps](#)
- [Available Apps](#)
- [Available Premium Apps](#)
- [Available Widgets](#)

Columns

- [Cover Story](#)
- [The Charts](#)
- [The Insider](#)

Forums

- [Net Talk](#)
- [Promo/Marketing](#)
- [Industry General](#)
- [Sales & Shows](#)
- [Engineering/Label](#)
- [Research/Execs](#)

Social

- [AS on Facebook](#)
- [AS on Twitter](#)
- [AS on YouTube](#)

Ratings

- [Nielsen](#)
- [P-Chart](#)

Charts & Data

- [Mediabase](#)
- [Song Chart](#)
- [Airplay and Broadcast](#)
- [Genre Impact](#)
- [Social Pulse](#)
- [The Campaign](#)
- [Track Index](#)

SongDish

People

- [Industry Directory](#)
- [Press Profile](#)
- [Promo/Marketing](#)

All Access Music

My Account

- [Create My Account](#)

Contact Us

How can we help you?

- [I want to get on the radio](#)
- [I want to get on TV](#)
- [I want to get on YouTube](#)
- [I want to get on social media](#)
- [I want to get on the charts](#)
- [I want to get on the Billboard charts](#)
- [I want to get on the iTunes charts](#)
- [I want to get on the Amazon charts](#)
- [I want to get on the Spotify charts](#)
- [I want to get on the Pandora charts](#)

All Access Music Group

- [9333 Sunset Blvd](#)
- [Suite 1000](#)
- [Beverly Hills, CA 90210](#)
- [310-955-0010](#)

Date: 9/8/2021

Page: 19/32

KDLLD, 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 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:

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:

KDLD, 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)

KDLD, 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 BroadcastSource. If you want to change your contact details, please email Jose Gonzalez at 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

Date: 9/8/2021

From: Los Angeles,CA

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

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	www.mediagignow.com	No	MediaGigNow.com	1--	customerservice@mediagignow.com

Job Notification Details Report

From: Los Angeles,CA

Date: 9/8/2021

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

[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

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

KDLD, 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

KDLL, 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.superestrella.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

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

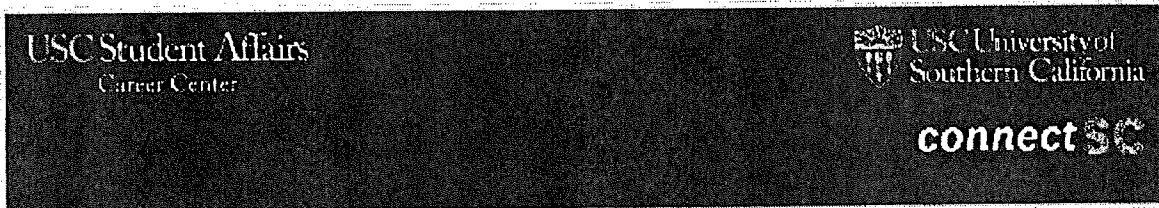


Jose Gonzalez <josegonzalez@entravision.com>

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.

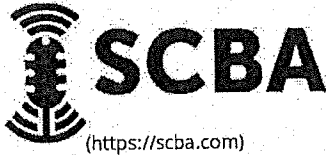
If you have any questions, please do not hesitate to contact the USC Career Center Employer Relations team at ocr@usc.edu or 213-740-9105.

Sincerely,

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

[follow on Twitter](#) | [follow on Facebook](#)

POWERED BY  **simplicity**




(<https://scba.com>)


Building
Brands,
Market
Share, and
Results

Shared Services Specialist

for
Southern
California
Advertiser

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/)



(hi)

Entravision Communication

Station/Call: KLYY-FM

Contact: Mildred Sibley

Contact Email: lajobs@entravision.com
(<mailto:lajobs@entravision.com>)

Contact Phone Number: (323) 900-6100

Experience needed: 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:



SCBA

This position is a self-paced environment. The position requires an individual to have the ability 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 entries and Finalization.
4. Reviewer.
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

- 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/))



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.



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

Print

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

<https://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/))

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

(tel:8057010031)

(805) 701-0031
(tel:8057010031)

13351 Riverside Dr,
#669,
Sherman Oaks, CA
91423

(<mailto:miles.sexton@scba.com>)



(ht

HOME ([HTTPS://SCBA.COM/](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

DESIGN SERVICES

<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

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

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

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 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

Home
Calendario

A&E

Careers

Comunidad

¡Expresate!

Forum

Gusto y sabor

Hollywood

People

Salud

Tecnología

El Editor's Blog

Submit stories and events

Advertise in LatinoLA

Join our mailing list

Publish your story on iLatinoLA!

Use this form to publish your stories and announcements on iLatinoLA!

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 **José González**

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. Data-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](#)


 [RSS Feeds](#)
© 1999-2014, LatinoCable, Inc



MAKE AN IMPACT ON YOUR FUTURE

Haz un Impacto en tu futuro

[Apply Now](#)

Refer Job: 

[Add to Saved Jobs](#)

[Back](#)

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**



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

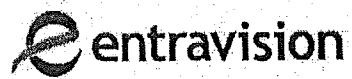
Reports directly to the VP of Traffic

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.



venly to commit work enginuity 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 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

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:

KDLL, 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:

Date: 9/8/2021

Page: 31/32

KDLLD, 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

KDLL, 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:

<u>Job Title (August 1, 2019 – July 31, 2020)</u>	
<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 20th Annual Diversity Employment Day

Recognized by

The Cities of Southern California

And the

Diversity Recruiters Network.org

On this

20th Day of November, 2020

This is to certify

Entravision Communications

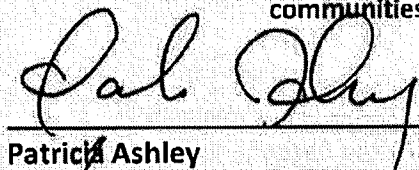
**Has actively participated in the 20th Annual Diversity Employment Day Career Fair
"Getting America Back to Work in 2020"**

**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@tlo.law>

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

Subject: CBA EEO Webinar Follow-up Information

To: Gregg Skall <GSkall@tlo.law>

Cc: Amy Wise <AWise@tlo.law>, Joe Berry (JBerry@yourCBA.com) <JBerry@yourcba.com>, Mark Powers (MPowers@yourCBA.com) <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 Slide 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@tlo.law

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

[V-Card](#) | [Bio](#) | www.tlo.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
1975-1981

TLP FCC EEO Manu...



Los Angeles' 21st Annual Diversity Employment Day

Recognized by

The Cities of Los Angeles

And the

Diversity Recruiters Network.org

On this

5th Day of March, 2021

This is to certify

Entravision

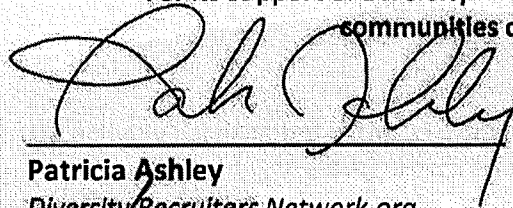
**Has actively participated in the 21st Annual Diversity Employment Day Career Fair
"Getting America Back to Work in 2021"**

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

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

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.



Joanne Dempsey <jdempsey@entravision.com>

FCC-EEO Rules

1 message

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

Wed, May 5, 2021 at 1:05 PM

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 (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

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 Adoremes on 5/6/2021 9:04 AM.

Organizer: sshourle@entravision.com Sent: Wed 5/5/2021 1:22 PM

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> 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



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

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>
Date: Thu, May 20, 2021 at 1:30 PM
Subject: Follow-up to Broadcast1Source training
To: Sharishta Pearson <spearson@entravision.com>

Good afternoon, Sharishta,

West Hollywood's 21st Annual Diversity Employment Day

Recognized by

The City of West Hollywood

And the

Diversity Recruiters Network.org

On this

23rd Day of June, 2021

This is to certify

Entravision

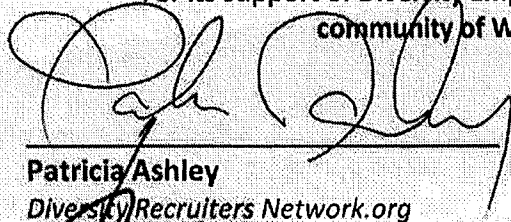
Has actively participated in the 21st Annual Diversity Employment Day Career Fair
"Getting America Back to Work in 2021"

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

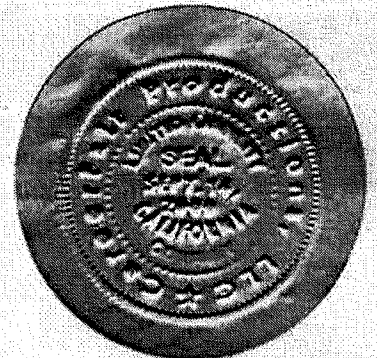
For its support of Diversity Employment Day and the diverse
community of West Hollywood.



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

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

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

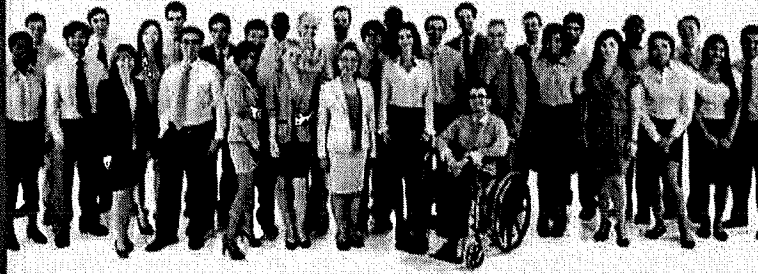
562-863-9042

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 taking place across the US yearly. It's an honor to help facilitate the sharing of best practices within the workplace for the promotion of Diversity and Inclusion! - CityCareerFair.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 ADI pilot which expands the mediation program to provide greater access to resolve workplace disputes more efficiently and effectively.

Co-Sponsored by:



Hosted by:



City Career Fair
PROVIDING

DIVERSITY
RECRUITERS
NETWORK

Cherry-Marie B. DeSura, 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://us32web.zoom.us/j/81271234567>
webinar/register?MID=...
ajx=OSF6alMDqVEGUqG

Virtual Video Annual Diversity Employment Day Career Fair

10 am - 4 pm • info@citycareerfair.com

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

2021PRT0521W1



21st Annual **VIRTUAL VIDEO AND 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, LGBTQ, Mature Workers and Veteran communities.

50 Huge Diversity Career Fairs Nationwide

Featuring

- The Diversity Spirit Achievement Award™ presented by the Diversity Recruiters Network
- The Diversity Practitioners Roundtable™
- Best Practices EEOC/OFCEP Updates
- Keynote Speakers

Virtual Video Diversity Employment Day Career Fair

Wednesday, June 23, 2021

10 a.m. - 4 p.m.

Join America's Very Best & Largest Career Fair!

Current and Past Exhibitors Include: Azusa Pacific University, Bentley Fence Street, CA - EEO, CA Army National Guard, CHP, Callitex, Citrus Corp., City of Compton, Guardmark, Herbalife International, ITT Corporation, Kurt Sizer, LA Da by Nines, La Cienega, LA City Fire Department, Louis Vuitton, Loyola Marymount University, Pasadena, Queer Diagnostics, Rubio Snack, St. Francis Medical Center, State Farm, Tritelop Financial, AET, AON, CA Prison Health Care Services, Del Monte Foods, MitraMaki Foods, Alameda Federal Credit Union, Kraft Foods, Pinesy Shores, US Border Patrol, US Marine Corps, Anheuser-Busch, Ashley Furniture, AIA Advisors, CBS Radio, Coca Cola, County of LA, Hilton, Kaiser Permanente, Lakeshore Learning Materials, LAPD, Northern California State Board of Equalization, University of Phoenix and many more!

DIVERSITY UNITES US!

Helping employers to build workforce that reflects all communities best served. We connect our local diversity partners and congratulate the over 5,000 hired candidates.



Stay Informed!

562-409-0056
prebook@citycareerfair.com
facebook.com/citycareerfair
[@citycareerfair](https://twitter.com/citycareerfair)
www.citycareerfair.com

AMERICA'S VERY BEST & LARGEST CAREER FAIR!

2 for 1 Special

1-VV + 1-IP OR 2-VV
 DED CAREER FAIRS FOR THE PRICE OF ONE.
 MAY BE IN 2021 OR 2022

Virtual Video
 In Person

2021

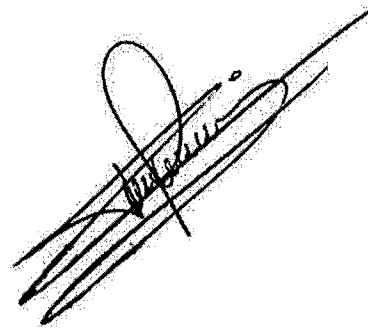
- January 20 - Seattle 1 HR
- January 22 - Seattle 1 HR
- January 27 - Bay Area 1 HR
- January 28 - Bay Area 1 HR
- February 3 - Atlanta 1 HR
- February 10 - Portland 1 HR
- February 12 - Portland 1 HR
- February 17 - Denver 1 HR
- February 18 - Denver 1 HR
- March 3 - Los Angeles 1 HR
- March 5 - Los Angeles 1 HR
- March 17 - Dallas 1 HR
- March 18 - Dallas 1 HR
- March 31 - DC / Virginia 1 HR
- April 2 - DC / Virginia 1 HR
- April 7 - San Francisco 1 HR
- April 9 - San Francisco 1 HR
- April 21 - Chicago 1 HR
- April 23 - Chicago 1 HR
- May 5 - Boston 1 HR
- May 7 - Boston 1 HR
- May 13 - New York 1 HR
- May 14 - New York 1 HR
- May 19 - Phoenix 1 HR
- May 23 - Phoenix 1 HR
- June 2 - Atlanta 1 HR
- June 4 - Atlanta 1 HR
- June 9 - Sacramento 1 HR
- June 11 - Sacramento 1 HR
- June 18 - Silicon Valley 1 HR
- June 18 - Silicon Valley 1 HR
- June 23 - West Hollywood 1 HR
- June 25 - West Hollywood 1 HR
- July 14 - Seattle 2 HR
- July 16 - Seattle 2 HR
- July 20 - Orange County 1 HR
- July 20 - Orange County 1 HR
- August 4 - Denver 3 HR
- August 6 - Denver 3 HR
- August 19 - Portland 2 HR
- August 20 - Portland 2 HR
- August 25 - Inland Empire 1 HR
- August 27 - Inland Empire 1 HR
- September 1 - Chicago 2 HR
- September 3 - Chicago 2 HR
- September 8 - Bay Area 2 HR
- September 15 - Bay Area 2 HR
- September 15 - Milwaukee 1 HR
- September 17 - Milwaukee 1 HR
- September 22 - Los Angeles 1 HR
- September 26 - Los Angeles 1 HR
- October 5 - Phoenix 2 HR
- October 7 - Phoenix 2 HR
- October 13 - San Diego 1 HR
- October 15 - San Diego 1 HR
- October 20 - San Francisco Valley 1 HR
- October 22 - San Francisco Valley 1 HR
- November 3 - Long Beach 1 HR
- November 5 - Long Beach 1 HR

**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' 20th Annual Diversity Employment Day

Recognized by

Diversity Recruiters Network.org

On this

4th Day of March, 2020

This is to certify

Entravision Communications


Has actively participated in the 20th 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

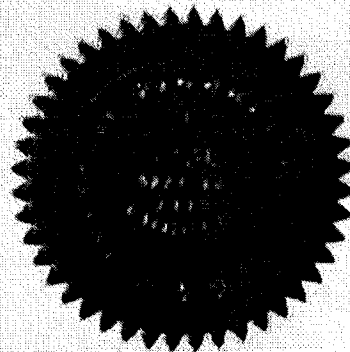
For its support of Diversity Employment Day and the diverse
communities of Los Angeles, CA.



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

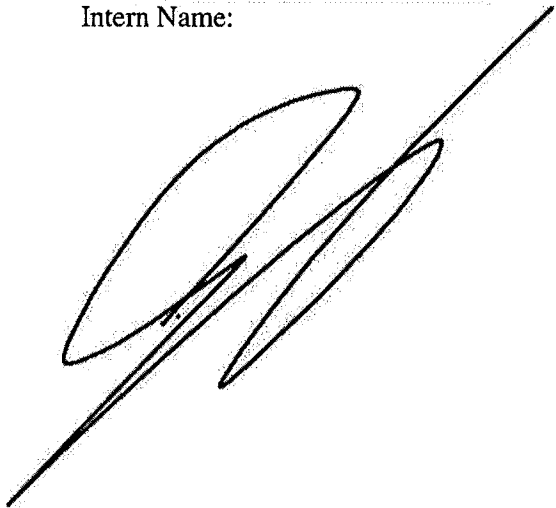
Acknowledged and Agreed to:

Grecia Arriaga

Intern Name:

01/21/2020

Date

A large, stylized handwritten signature in black ink, consisting of several overlapping loops and a long, sweeping tail that extends towards the bottom left of the page.

Item 2(b)(v)

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.