

Development Associate

Department: Development

Classification: Non-Exempt

Reports to: Events Manager

Summary of Position:

This position supports the Events Manager in a wide variety of duties and responsibilities that are related to the planning and execution of CET's primary fund raising events– the multi-day *Action Auction* and a one night celebration/gala. The required tasks are those related to data management, oversight of event volunteers and handling the day-to-day details required to deliver a successful event. This position operates at a rapid pace. Clear communication, multitasking, critical thinking and advanced organizational skills are necessary for this position. The ideal candidate will be detail-oriented and be able to work effectively with others in a small office environment. May occasionally be required to work outside the core work hours to support events and meetings. This position includes a potential for growth within the Events Office.

Primary Duties:

- Work with Events Manager and Volunteers to be the primary data manager for CET fundraising events
- Assist Events Manager in organization and coordination of fundraising events
- Responsible for contacting a select list of major donors and sponsors to secure their participation in CET's fundraising events
- Collaborate with Events Manager, CET Staff and Volunteers on *Action Auction* procedures
- Produce weekly reports with data extracted from donor database
- Work cooperatively with volunteers to assure that their experience at CET is pleasant, positive and productive
- Monitor and order office supplies for the Events Office
- Setup meeting room with refreshments for monthly committee meetings
- Create and /or organize meeting materials for each committee meeting attendee
- Create meeting minutes for committee meetings and distribute to committee members
- Cover the receptionist position during lunch at least once a week
- Work to further the mission and goals of the organization
- Collaborate, as needed, with Development Associate located in Dayton on *Action Auction* details
- Support telemarketer working at CET in support of the *Action Auction*
- Support, as needed, other CET events

Requirements:

- A minimum of 3-5 years in a development position or nonprofit setting
- Work independently with minimal supervision
- Flexibility in hours of work as needed
- Ability to lift items up to 25 lbs.
- Ability to work independently with minimal supervision

Needed Skills:

- Superior organizational skills and ability to multi-task
- Proven ability to prioritize conflicting needs and address matters proactively and diplomatically
- Exceptional attention to detail
- Strong written and oral communication skills
- Ability to work, as a team, with volunteers
- Strong customer-service skills
- Computer skills – must be highly skilled in the use of Microsoft Office Suite: Word, Excel, Outlook, Publisher and Power Point

Elyssa Steffenson

From: noreply@airtable.com on behalf of Airtable <noreply@airtable.com>
Sent: Tuesday, January 11, 2022 2:49 PM
To: Elyssa Steffenson
Subject: Airtable forms: someone has responded to Web Request Form

Follow Up Flag: Follow up
Flag Status: Completed

Categories: 3-0 Completed, 0-1 CET



Someone has responded to **Web Request Form**. A record has been added to the **Upcoming Content** table in **Web Requests**.

Department

Administrative

Contact Name

Shelby Orr

Date of Submission_

1/11/2022

Due Date - MUST BE SEVEN DAYS OUT

1/18/2022

Type

Page Update

Site of Request

CET

If other, what site?

Please post job on Facebook

Cross-Promotion, if applicable

Section of Site

About

Description of Request

Please post the Development Associate role to company website and Facebook

File Location

Emailed to Kellie

Page Title

Development Associate

Target Keywords

na

Audience

Summary of Page

na

Does this page or update support the mission of Public Media Connect?

Yes

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Development Associate

Public Media Connect, the regional public television organization formed by the PBS stations of CET in Cincinnati and Think TV in Dayton has an opening for a Development Associate. The Development Associate position reports to the Director of Major and Planned Giving and is based in Dayton. The duties and requirements of this position are as follows:

Summary: The Development Associate will provide administrative support for the major, planned giving and mid-level giving programs, assist in the management and execution of fundraising events and other projects, and other day to day tasks supporting Major and Planned Giving (65%) and Auction (35%). On occasion, will require hours to be worked outside the normal work day.

Primary Duties:

Major Giving /Planned Giving Fundraising & Support

- Manage the major donor renewal, thank you and acquisition mailings.
- Make weekly phone calls to prospective or current donors to thank and schedule staff visits.
- Manage all major giving monthly gift tracking and reconcile dollars raised with the Finance team.
- Conduct prospect research using online tools and analysis on current/prospective individuals and foundations.
- Assist in the management of a mid-level and major donor program, and planned giving program, which includes assisting with writing and send donor touch point communications, annual recognition events, and tracking and maintaining donor lists.
- Perform a support role on the PMC planned and major giving team, attending meetings, e-mail interaction, calls, etc.
- Manage donor data and mailing list for all major giving and Visionary mailings (working with Receptionist as needed.)
- Create and/or update calendars for due dates of major gifts, projects, and grants.
- Assist with website updates and email messaging as related to donor fund raising.
- Develop and maintain a standard planned giving pipeline report.
- Assist in database annotation for major and planned giving donors and reference.
- Maintain Allegiance software with various donor and sponsor information.

Event Management

- Assist in the management and execution of community fundraising events in the Dayton region on an annual basis. (some events are off-site)
- Manage all invitation mailing lists, printing invites, and RSVP calls and lists. Produce event nametags.
- Manage event caterer and all event set-up and clean-up needs.
- Work with Art Director and Communications staff for all event graphic needs and promotional opportunities.
- May require evening and/or weekend work as needed for event management.

Auction Management

- Make phone calls to a minimum of 70 potential auction donors each week.
- In conjunction with the CET Auction Office, pick up any donated items that are not sent to ThinkTV or dropped off at ThinkTV. Manage the transportation of the items to CET in Cincinnati.
- Manage buyer pick up of purchased auction items in Dayton. May include evening or weekend.
- Work with the Director of Major and Planned Giving to establish and manage a Dayton Auction Committee that will assist in the solicitation of donated items in the region.
- Continuing research for new potential donors, as time allows.
- Participate in monthly auction committee meetings via teleconference.

Development Support

- Budget oversight: maintaining office supplies and materials for the major and planned giving department at Think TV.

Other

- Perform other duties as may be required from time to time.

Preferred Qualities:

- 3-5 years in an administrative position
- Non-profit development/fundraising experience preferred
- Detail oriented, strong time-management and organizational skills
- Ability to smoothly work with multiple objectives simultaneously
- Skilled in consistently meeting deadlines
- Ability to anticipate problems and quickly solve them
- Strong customer-service skills
- Excellent writing skills

- Database experience preferred
- Flexibility in hours of work as needed
- Ability to work independently with minimal supervision
- Proficiency with Microsoft Office Suite, including Word, and Excel

If interested and qualified, please send your resume to: hr@thinktv.org

Collapse



Help

Notifications 5

Messages

Public Media Connect
Owner: hr@thinktv.org

hr@thinktv.org

- + Create new >
- Jobs
- Campaigns
- Candidates
- Search resumes
- Interviews
- Analytics
- Tools

[← Back to jobs](#)

Development Associate

Public Media Connect – Dayton, OH

Clicks

■ Your job

Gathering data...

Check back tomorrow to see how your job is performing.



Clicks this week i

—

0	0	0
Views	Budget	Cost

[Sponsor job for more clicks](#)

Candidates

Awaiting review
0

Total (excluding rejected)
3

[44 Rejected](#)

Job description

Development Associate

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- Excellent writing skills
- Database experience preferred
- Flexibility in hours of work as needed
- Ability to work independently with minimal supervision
- Proficiency with Microsoft Office Suite, including Word, and Excel

Job Type: Full-time

Schedule:

- 8 hour shift
- Monday to Friday

Work Location: Hybrid remote in Dayton, OH 45402

Closed



[View public job page](#)

Application Settings

Application method

Email

Require resume

Yes

Application updates

hr@thinktv.org

Also send an individual email update each time someone applies.

Candidates contact you (email)

Yes, at email address provided

Details

Posted: October 14, 2022

Views: 0

Applications received: [47 total](#)

Budget

Job budget: Not sponsored

[View performance report](#)

Promote this job for more candidates:



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[Security](#) –

[Billing](#) –

[Contact](#)

From: Human Resources <HR@thinktv.org>
Sent: Tuesday, January 11, 2022 2:59 PM
To: ArtswaveJobs
Subject: Development Associate for Public Media Connect
Attachments: Development Associate.docx

Caution: This message originated outside of the ArtsWave email system. Use caution before downloading any attachments or clicking on any links.

Hello,

Public Media Connect (ThinkTV and CET) is looking for a Development Associate to join our team at the CET location. I have attached the job description for your review and would greatly appreciate it if the job could be posted on your website. If applicants are interested please have them email; hr@thinktv.org or call 937-220-1671.

If you have any questions please let me know.

Thank you,
Shelby Orr
Human Resource Manager

PUBLIC MEDIA CONNECT



(P.)937-220-1671

Development Associate

Department: Development

Classification: Non-Exempt

Reports to: Events Manager

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PROJECT ASSISTANT, OHIO LEARNS 360 (CET)

The Project Assistant for Ohio Learns 360 (Project Assistant) is a grant-funded position through September 2024, with possible extension. The Project Assistant is responsible for supporting the Project Manager and a statewide team in the implementation of Ohio Learns 360, in conjunction with Ohio's eight PBS stations. The right individual for this position will have a basic understanding of project management, the ability to react quickly to changing conditions, and will display strong communication skills.

DEGREE AND REQUIRED SKILLS

- Minimum of 3-5 years in a project management role
- Bachelor's degree required, preferably in Communications or Education
- Strong overall computer skills, proficient with word processing, spreadsheet and presentation software
- Ability to multi task in a high volume, fast paced work environment with very tight deadlines

DESIRABLE QUALIFICATIONS

- Demonstrated experience working in a position that requires problem solving, project and asset management, and an attention to detail
- Experience in a non-profit or education setting

PRINCIPAL DUTIES

- Liaising with project stakeholders concerning project details and deliverables
- Assisting in the planning and implementation of project deliverables
- Helping to coordinate and manage project tasks and deliverables
- Analyzing data as required
- Conducting administrative duties, such as setting up meetings, ensuring logistical details are met, and maintaining project records
- Tracking and reporting project progress
- Performing other duties assigned by the Project Manager in an orderly and efficient manner

ADDITIONAL INFORMATION

This position will require the ability to work some evenings and weekends and to travel around the region for trainings and partner meetings, as projects warrant. Some statewide travel for partner meetings will be an opportunity.

Elyssa Steffenson

From: noreply@airtable.com on behalf of Airtable <noreply@airtable.com>
Sent: Thursday, March 10, 2022 12:43 PM
To: Elyssa Steffenson
Subject: Airtable forms: someone has responded to Web Request Form

Follow Up Flag: Follow up
Flag Status: Completed

Categories: 3-0 Completed, 0-1 CET, 0-2 TTV



Someone has responded to **Web Request Form**. A record has been added to the **Upcoming Content** table in **Web Requests**.

Department

Administrative

Contact Name

Shelby Orr

Date of Submission_

3/10/2022

Due Date - MUST BE SEVEN DAYS OUT

3/17/2022

Type

Page Update

Site of Request

Both

If other, what site?

Cross-Promotion, if applicable

Section of Site

About

Description of Request

Please post Project Assistant role on company website and post on Facebook please!

File Location

Emailed job description to Elyssa

Page Title

Project Assistant

Target Keywords

na

Audience

na

Summary of Page

na

Does this page or update support the mission of Public Media Connect?

Yes

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PROJECT ASSISTANT, OHIO LEARNS 360 (CET)

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Public Media Connect is an equal opportunity employer. We are committed to diversity and an inclusive environment for all employees. Inclusion is one of our core values, wherein we respect the broad diversity of our communities and strive to reflect it in our programs, services, board, and staff.

Collapse



Public Media Connect
Owner: hr@thinktv.org

hr@thinktv.org

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- Campaigns
- Candidates
- Search resumes
- Interviews
- Analytics
- Tools

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Project Assistant

Public Media Connect – Cincinnati, OH

Clicks

■ Your job

Gathering data...

Check back tomorrow to see how your job is performing.



Clicks this week i



0	0	0
Views	Budget	Cost

[Sponsor job for more clicks](#)

Candidates

Awaiting review
0

Total (excluding rejected)
2

[33 Rejected](#)

Job description

PROJECT ASSISTANT, OHIO LEARNS 360 (CET)

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Job Types: Contract, Full-time

Schedule:

- 8 hour shift

Work Location: In person

Closed ▼

[View public job page](#)

Application Settings

Application method

Email

Require resume

Yes

Application updates

hr@thinktv.org

Also send an individual email update each time someone applies.

Candidates contact you (email)

Yes, at email address provided

Details

Posted: March 10, 2022

Views: 0

Applications received: [35 total](#)

Budget

Job budget: Not sponsored

 [View performance report](#)

Promote this job for more candidates:



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[Security](#) –

[Billing](#) –

[Contact](#)

From: Shelby Orr <sorr@thinktv.org>
Sent: Thursday, March 10, 2022 2:34 PM
To: ArtswaveJobs
Subject: Project Assistant at Public Media Connect
Attachments: Project Assistant Job Description.pdf

Caution: This message originated outside of the ArtsWave email system. Use caution before downloading any attachments or clicking on any links.

Hello!

I have attached a job description for Public Media Connect. This role is for a new role that we have open as a Project Assistant within our Education Department. This role will also be located within our CET station.

All interested applicants can apply by emailing hr@thinktv.org with a resume.

Thank you!

Shelby Orr
Human Resource Manager

PUBLIC MEDIA CONNECT



(P.)937-220-1671

PROJECT ASSISTANT, OHIO LEARNS 360 (CET)

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EDUCATION AND ENGAGEMENT COORDINATOR (ThinkTV)

ThinkTV is seeking an Education and Engagement Coordinator to join our team of creative multimedia educators in support of the Ohio Learns 360 summer and afterschool program. This is a grant-funded position through June 2024, with possible extension.

The Education and Engagement Coordinator at ThinkTV is a dynamic, collaborative, life-long learner, experienced in K-5 education and out-of-school time programming. In support of ThinkTV Education Services, the Education and Engagement Coordinator will play a key role in communications and community engagement activities that drive both awareness and utilization of Ohio Learns 360 resources. The Program Coordinator will support ThinkTV's commitment to educational equity, diversity and inclusion.

DEGREE AND REQUIRED SKILLS

- Bachelor's degree in Education, Marketing, Communications or a closely related field.
- At least two years of experience in formal or informal K-12 education.
- Experience in creating digital content and communications for web and social media.
- Ability to work collaboratively on project teams and independently with minimal supervision or direction.

DESIRABLE QUALIFICATIONS

- Experience organizing family and community events.
- Strong writing, editing and proofreading skills.
- Proficiency with Adobe Creative Suite is a plus.
- Fluency in a language other than English is a plus.
- Familiarity with the educational resources of PBS, PBS KIDS and PBS LearningMedia.

PRINCIPAL DUTIES

- Support Ohio Learns 360 learning activities including afterschool camps, educator training, family programming and events.
- Coordinate communications efforts in support of educational projects.
- Cultivate and maintain partnerships with out-of-school programs: educators, libraries, community partners, school districts, and others.
- Collaborate with ThinkTV education, development, production and communication colleagues to maintain a consistent voice and experience for our users across products and content areas.
- Ensure that work products and organizational interactions engage diverse perspectives.
- Assist with other ThinkTV educational initiatives as needed.

- Other duties as assigned.

ADDITIONAL INFORMATION

Must be capable of lifting and carrying loads up to 25 lbs. and assisting with event set-ups.

This position will require the ability to work some evenings and weekends with occasional statewide travel.

This position will require occasional travel to and from our CET station in Cincinnati.

If interested please email hr@thinktv.org with your resume.

Elyssa Steffenson

From: noreply@airtable.com on behalf of Airtable <noreply@airtable.com>
Sent: Monday, August 15, 2022 12:27 PM
To: Elyssa Steffenson
Subject: Airtable forms: someone has responded to Web Request Form

Follow Up Flag: Follow up
Due By: Wednesday, August 17, 2022 3:30 PM
Flag Status: Completed

Categories: 3-0 Completed, 0-2 TTV



Someone has responded to **Web Request Form**. A record has been added to the **Upcoming Content** table in **Web Requests**.

Department
Administrative

Contact Name
Shelby Orr

Date of Submission_
8/15/2022

Due Date - MUST BE SEVEN DAYS OUT
8/22/2022

Type
Page Update

Site of Request

ThinkTV

If other, what site?

If it could be posted on linkedIN and facbook that would be great!

Cross-Promotion, if applicable

Section of Site

About

Description of Request

Please post job description of Education and Engagement Coordinator

File Location

emailed to Elyssa

Page Title

Education and Engagement Coordinator

Target Keywords

n/a

Audience

Summary of Page

n/a

Does this page or update support the mission of Public Media Connect?

Yes

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Elyssa Steffenson

From: noreply@airtable.com on behalf of Airtable <noreply@airtable.com>
Sent: Tuesday, October 25, 2022 3:43 PM
To: Elyssa Steffenson
Subject: Airtable forms: someone has responded to Web Request Form

Follow Up Flag: Follow up
Flag Status: Completed

Categories: 3-0 Completed, 0-2 TTV



Someone has responded to **Web Request Form**. A record has been added to the **Upcoming Content** table in **Web Requests**.

Department

Administrative

Contact Name

Shelby Orr

Date of Submission_

10/25/2022

Due Date - MUST BE SEVEN DAYS OUT

11/1/2022

Type

Page Update

Site of Request

ThinkTV

If other, what site?

Cross-Promotion, if applicable

Section of Site

About

Description of Request

Please post the Education and Engagement Coordinator job description back on the website

File Location

Emailed to Elyssa

Page Title

Education and Engagement Coordinator

Target Keywords

na

Audience

Summary of Page

na

Does this page or update support the mission of Public Media Connect?

Yes

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THE
ONIRU
GROUP™

PUBLIC MEDIA CONNECT



June 3, 2021

Lee Weinel, Chief Operating Officer/Chief Financial Officer
Public Media Connect
110 S. Jefferson St.
Dayton, OH 45402

Re: **Human Resources Consultation Agreement**

Dear Lee:

Thank you for partnering with The Oniru Group (OG) to provide your organization with Human Resources consultative services. Our purpose is to optimize human performance in the workplace for the betterment of the organization and the employees selected to ensure the completion of its mission.

OG is faith-based HR & Leadership Performance Lab. The OG provides small businesses with much needed HR expertise in an outsourced manner. The OG provides large businesses with existential HR strategies to augment their current HR team's effectiveness in their organization. Services include:

- Diversity, Equity and Inclusion Strategy
- Talent Acquisition and Management
- Employee Relations & Performance Mgmt.
- Organizational Development, Learning/Leadership Development and Coaching
- Employee Engagement Strategy
- Compensation and Benefits Consultation
- Resume Writing and Interview Preparation

We believe in you, your vision and your team; and we are confident that we have the expertise and passion for your success needed to make this plan a reality.

Respectfully,

Keith L. Jenkins

Keith L. Jenkins, SHRM-SCP
President



Services Provided and Fee Structure:

The following are descriptions of on-going HR consultative services that will be provided and the associated fee structure:

1. Provide Talent Acquisition services as directed, which includes sourcing for candidates, posting positions and screening qualified candidates for specified positions.
2. Develop a greater presence in diversity, equity and inclusion for PMC.
3. Develop and implement performance management tools and related processes for PMC leaders and staff.
4. Develop and implement an onboarding experience that is user-friendly and effectively acclimates new hires into the PMC family.
5. Other potential services could include policy administration, benefits administration, employee engagement initiatives and employee relations.

6. Total Cost = \$xxxxxx/month

Terms and Agreement:

- ❖ Both parties have the option of terminating this agreement with 30 days’ written notice. However, payment for all work performed by will be prorated based on percentage of project work completed and payable within 14 days. Any work completed must be provided to PMC within 14 days of the notice.
- ❖ Elements of this proposal may be amended upon collaboration between, Kitty Lensman, Lee Weinel and Keith L. Jenkins.

Acceptance:

Your signature below indicates acceptance of this proposal and entrance into a contractual agreement with The Oniru Group beginning on the signature date below:

PUBLIC MEDIA CONNECT

THE ONIRU GROUP

Approved by: Lee Weinel

Approved by: Keith L. Jenkins

Signature & Date:

Signature & Date:

Collapse



Public Media Connect
Owner: hr@thinktv.org

hr@thinktv.org

- + Create new >
- Jobs
- Campaigns
- Candidates
- Search resumes
- Interviews
- Analytics
- Tools

[← Back to jobs](#)

Manager of Grant Writing

Public Media Connect – Cincinnati, OH

Clicks

■ Your job

Gathering data...

Check back tomorrow to see how your job is performing.



Clicks this week ⓘ



0	0	0
Views	Budget	Cost

[Sponsor job for more clicks](#)

Candidates

Awaiting review
0

Total (excluding rejected)
1

[13 Rejected](#)

Job description

POSITION SUMMARY: The Manager of Grant Writing at CET/ThinkTV is a new, full-time position on a collaborative, supportive, and passionate development team (with the potential for growth within the company) The position is responsible for securing funding for CET and ThinkTV Public Television needs through prospect research, writing and timely submission of high-quality, compelling letters of inquiry, proposals and grant reports to new and existing corporate and private funders. In addition to writing grants, this position may assist with planning small events and carrying a small portfolio of individual donors.

Reporting to the Director of Major & Planned Giving, this position is based in Cincinnati but will also secure grants for the Greater Dayton region, too.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for conducting the full range of duties required to research, prepare, submit, and manage grant proposals and reports to public and private grant sources.
- Perform prospect research on foundations and corporations to identify potential sources of funding and evaluate prospects.

- Work directly with all essential staff and employees to gain relevant information for proposals needed or required for each grant submittal.
- Lead and maintain a proposal calendar and annual grants strategy.
- Create and maintain up-to-date language regarding the organization and the organization's programs.
- Maintain current records in the donor database and in physical files, including grant tracking and reporting.
- Actively participate in Development Team meetings, projects, and activities.
- Assist with community events during occasional evenings and weekends.

Knowledge /sKILLS:

- Outstanding organizational and multi-tasking skills, with proven track record of meeting deadlines.
- Superior written and verbal communication skills and ability to work under minimal guidance.
- Strong organizational skills and attention to details.
- Exhibit strong expository writing skills and a high-level command of grammar and spelling.
- Demonstrated prospect research, analytical and planning skills.
- High-level computer literacy skills, including knowledge of Microsoft Word and Excel, and experience with internet research techniques.
- Self-starter wanting to take initiative on projects

Training and Experience:

- Minimum of a Bachelor's degree in Communications, Business, or equivalent experience.
- 3+ years minimum experience in development, grant writing and strategic fundraising in securing grants up to \$100,000 or more
- OR 3+ years minimum experience working in a non- profit, volunteer, or fundraising

Job Type: Full-time

Schedule:

- 8 hour shift
- Monday to Friday

Work Location: In person

Closed 

[View public job page](#)

Application Settings

Application method

Email

Require resume

Yes

Application updates

hr@thinktv.org

Also send an individual email update each time someone applies.

Candidates contact you (email)

Yes, at email address provided

Details

Posted: November 15, 2021

Views: 0

Applications received: [14 total](#)

Budget

Job budget: Not sponsored

 [View performance report](#)

Promote this job for more candidates:



©2023 Indeed

[Cookies, privacy and terms](#) –

[Privacy center](#) –

[Your privacy choices](#)   –

[Security](#) –

[Billing](#) –

[Contact](#)

Elyssa Steffenson

From: noreply@airtable.com on behalf of Airtable <noreply@airtable.com>
Sent: Thursday, November 11, 2021 8:18 AM
To: Elyssa Steffenson
Subject: Airtable forms: someone has responded to Web Request Form

Follow Up Flag: Follow up
Flag Status: Completed

Categories: 3-0 Completed, 0-2 TTV, 0-1 CET



Someone has responded to **Web Request Form**. A record has been added to the **Upcoming Content** table in **Web Requests**.

Department
Administrative

Contact Name
Shelby Orr

Date of Submission_
11/11/2021

Due Date - MUST BE SEVEN DAYS OUT
11/17/2021

Type
Page Update

Site of Request

Both

If other, what site?

Cross-Promotion, if applicable

Section of Site

Community

Description of Request

Please post job description on CET/ Thinktv website, Facebook, and LinkedIn

File Location

Emailed to Kellie May

Page Title

Grants Writing Manager

Target Keywords

..

Audience

Summary of Page

..

Does this page or update support the mission of Public Media Connect?

Yes

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[Visit our help center](#)

[Update notification preferences for this form](#)



THE
ONIRU
GROUP™

PUBLIC MEDIA CONNECT



June 3, 2021

Lee Weinel, Chief Operating Officer/Chief Financial Officer
Public Media Connect
110 S. Jefferson St.
Dayton, OH 45402

Re: **Human Resources Consultation Agreement**

Dear Lee:

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PUBLIC MEDIA CONNECT

THE ONIRU GROUP

Approved by: Lee Weinel

Approved by: Keith L. Jenkins

Signature & Date:

Signature & Date:

Elyssa Steffenson

From: noreply@airtable.com on behalf of Airtable <noreply@airtable.com>
Sent: Friday, July 23, 2021 11:39 AM
To: Elyssa Steffenson
Subject: Airtable forms: someone has responded to Web Request Form

Follow Up Flag: Follow up
Due By: Tuesday, July 27, 2021 3:30 PM
Flag Status: Completed

Categories: 3-0 Completed, 0-2 TTV, 0-1 CET



Someone has responded to **Web Request Form**. A record has been added to the **Upcoming Content** table in **Web Requests**.

Department

Education

Contact Name

Jason Dennison

Date of Submission_

7/23/2021

Due Date - MUST BE SEVEN DAYS OUT

7/30/2021

Type

Page Update

Site of Request

Both

If other, what site?

Cross-Promotion, if applicable

Section of Site

About

Description of Request

About>>Employment Job Description for School Readiness Coordinator

File Location

I will send the text in a document via Slack

Page Title

N/A

Target Keywords

N/A

Audience

Summary of Page

N/A

Does this page or update support the mission of Public Media Connect?

Yes

[View in Airtable](#)

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