



August 20, 2014

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

**RE: Station WORD (AM), GREENVILLE, NC (Facility ID No. 71271)**

**Audit Letter**

Dear Mr. Pulley:

Entercom Greenville, LLC (“Entercom” or “Licensee”), licensee of Station WORD-AM (“WORD”) hereby submits the information and materials concerning Station’s EEO program requested by the Federal Communications Commission (“Commission”) the letters dated June 10, 2014 from the Media Bureau to WORD (“EEO Audit Letters”).

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

- WFBC-FM, Greenville, SC
- WSPA-FM, Spartanburg, SC
- WYRD-AM, Greenville, SC
- WROQ-FM, Anderson, SC
- WTPT-FM, Forest City, NC
- WYRD-FM, Simpsonville, SC

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

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

**Question 3: Audit Data Requested**

**Question 3(a):**

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

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The Employment Unit's 2013 (8/1/12 – 7/31/13) and 2014 (8/1/13 – 7/31/14) EEO public file reports, described in Section 73.2080(c)(6), are attached at Exhibit A.

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

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

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

**Question 3(b):**

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

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

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

**Question 3(c):**

The total number of interviewees for each vacancy and the referral source for each interviewee for all full-time Unit vacancies filled during the period covered by the above noted EEO public files and in accordance with Section 73.2080(c)(5)(v) are included in the Employment Unit's 2013 (8/1/12 – 7/31/13) and 2014 (8/1/13 – 7/31/14) EEO public file reports attached at Exhibit A.

**Question 3(d):**

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



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

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

### **Question 3(e): Discrimination Complaints**

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

Based upon and subject to the qualifications in this Exhibit, to the Licensee’s knowledge, relating to the license term, no pending or resolved complaints alleging unlawful discrimination in the employment practices of the employment unit have been filed before any federal, state or local governmental body.

### **Question 3(f): General EEO Program Requirements**

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

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

### **Questions 3(g): Employment Unit Self-Assessment**

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

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

**Questions 3(h): Employment Unit Self-Assessment**

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

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

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

**Question 3(h): Religious Broadcaster**


Licensee is not a religious broadcaster.

**Question 4: Time Brokerages**

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

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

Respectfully submitted,

  
Noreen McCormack  
Vice President/Human Resources

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Entercom Communications Corp.

I declare under penalty of perjury that the foregoing is true and correct. Executed on August 20, 2014.

  
\_\_\_\_\_  
Noreen McCormack

Enclosures



Federal Communications Commission  
Washington, D.C. 20554

WPET(AM) GREENSBORO, NC 71271  
ENTERCOM LICENSE, LLC  
401 E. CITY AVENUE  
SUITE 809  
BALA CYNWYD, PA 19004

June 10, 2014

Dear Licensee:

1. In accordance with 47 C.F.R. § 73.2080(f)(4) of the Commission's rules, the station employment unit (the "Unit") that includes your above-referenced station (the "Station") has been randomly selected for an audit of its Equal Employment Opportunity ("EEO") program. A copy of Section 73.2080 of the Commission's rules is enclosed for your reference.
2. If the Unit is not required under our rules to have an EEO recruitment program due to the nature of its full-time workforce (having fewer than five full-time employees, defined as employees regularly assigned to work 30 hours a week or more), you must still respond to this audit letter. However, in your response, you are required only to provide a list of the Unit's full-time employees, each noted by job title, the number of hours each is regularly assigned to work per week, and a response to Question 3(e) below. Also, in formulating your response, please see Questions 4(a)-(d) below regarding brokers and brokered stations for instructions for situations in which the applicable employment unit has fewer than five full-time employees.
3. **Audit Data Requested.** If the Unit employs five or more full-time employees (and all units, for Question 3(e)), provide the following information, including an explanation regarding any requested information that you are unable to provide:
  - (a) Copies of the Unit's two most recent EEO public file reports, described in Section 73.2080(c)(6). For any stations in the Unit that have websites, provide each web address. If the Unit's most recent EEO public file report is not included on or linked to on each of these websites, indicate each station involved and provide an explanation of why the report is not so posted or linked, as required by Section 73.2080(c)(6). In accordance with Section 73.2080(c)(5)(vi), provide the date of each full-time hire listed in each report provided. If the unit does not have its own website, but its corporate site contains a link to a site pertaining to the unit, then the unit's most recent EEO public file report must be linked to either the unit's site or the general corporate site, pursuant to 47 C.F.R. § 2080(c)(6).
  - (b) For each Unit full-time position filled during the period covered by the above EEO public file reports, or since your acquisition of the Station, if after that period, dated copies of all advertisements, bulletins, letters, faxes, e-mails, or other communications announcing the position, as described in Section 73.2080(c)(5)(iii). However, to reduce your burden of responding to this audit, if you have sent a job notice to multiple sources, you may send us only one copy of each such notice, along with a list of the sources to which you have sent the notice. In addition, indicate in your response whether you retain copies of all notices sent to all sources used, as required by Section 73.2080(c)(5)(iii). For on-air ads that aired multiple times, you may send us one log sheet indicating when the ad aired and tell us the other times it aired instead of providing multiple log sheets. Also, tell us whether you have retained all the log sheets for each

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

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

#### 4. Time Brokerage.

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

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

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

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

5. **Procedures.** Direct your response to EEO Staff, Policy Division, Media Bureau, Federal

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47 C.F.R. § 73.2080

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

§ 73.2080 Equal employment opportunities (EEO).

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

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

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

supervisory performance;

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

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

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

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

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

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

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



## 47 C.F.R. § 73.2080

## (4) Periodically analyze measures taken to:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

47 C.F.R. § 73.2080

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

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

47 C.F.R. § 73.3526

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

§ 73.3526 Local public inspection file of commercial stations.

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

47 C.F.R. § 73.3527

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

§ 73.3527 Local public inspection file of noncommercial educational stations

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

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EEO ANNUAL PUBLIC FILE REPORT  
 ENTERCOM GREENVILLE

This report covers full-time vacancy recruitment for the period of August 1, 2012 through July 31, 2013

*Exhibit A 2012 2013*

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

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

Title	Recruitment Source Referring Hiree	Recruitment Sources Utilized to Fill the Full-Time Vacancy ( See #2: "Recruitment Sources for Corresponding List )			Referral Source of Interviewees		
		Outreach Organizations	Company Postings	Advertising	Referral Source	Number Interviewed	New Interviewees
A General Sales Manager 8/13/12	LinkedIn.com	1-41	1 & 2	1-3	LinkedIn.com: 1 Employee Referral: 6 Current Employee: 3 Indeed.com: 3 Entercom.com: 1 Monster.com: 1	15	15
B Account Executive 8/20/12	Entercom.com	1-41	1 & 2	1-3	Indeed.com: 3 Entercom.com: 1 Employee Referral: 1 USC Upstate Job Board : 1	6	6



C	Account Executive 8/27/12	Entercom.com	1-41	1 & 2	1-3	AllAccess.com: 1 Employee Referral: 1 Indeed.com: 2 Entercom.com: 2	6	6
D	Account Executive 10/25/12	Employee Referral	1-41	1 & 2	1-3	Indeed.com: 4 Employee Referral: 1	5	5
E	Receptionist 11/12/12	Current Employee	1-41	1 & 2	1-3	Current Employee: 1 Indeed.com: 3 Employee Referral: 1 Entercom.com: 1 Craigslist: 1	7	7
F	Account Executive 11/26/12	USC Upstate	1-41	1 & 2	1-3	USC Upstate Job Posting: 1 Entercom.com: 3 Employee Referral: 1	5	5
G	On Air Personality 1/2/13	Current Employee	1-41	1 & 2	1-3	Employee Referral: 1 Allaccess.com: 1 Indeed.com: 2 Entercom.com: 1 Current Employee: 1	6	6
H	Account Executive 1/14/13	Employee Referral	1-41	1 & 2	1-3	Walk-in: 1 Indeed.com: 2 Employee Referral: 2 Entercom.com: 3 Allaccess.com: 3	11	11
I	Account Executive 1/14/13	Indeed.com	1-41	1 & 2	1-3	See Pool "H "	11	0



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J	Sales Assistant 2/4/13	LinkedIn.com	1-41	1 & 2	1-3	Employee Referral: 2 Indeed.com: 2 Entercom.com: 1 LinkedIn.com: 1	5	5
K	Account Executive 2/14/13	Entercom.com	1-41	1 & 2	1-3	Employee Referral: (1 repeat from pool "D") + 1 Entercom.com: 1 Client Referral: 1 Indeed.com: 1	5	4
L	Account Executive 3/4/13	Entercom.com	1-41	1 & 2	1-3	See Pool "K"	5	0
M	Promotions Associate 5/13/13	Current Employee	1-41	1 & 2	1 & 2	Current Employee: 2 Indeed.com: 1 LinkedIn.com: 1 Employee Referral: 1	5	5
N	General Manager 5/15/13	Industry Referral	Exception: Secret Search					
O	Receptionist 6/1/13	Current Employee	1-41	1 & 2	1 & 2	Craigslist: 3 Current Employee: 2	5	5
<b>Total # of new interviewees for full-time job vacancies during the reporting period:</b>								
								<b>81</b>

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## 2. Recruitment Sources

### OUTREACH ORGANIZATIONS

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



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11	Career Center Linda Robinson	College Of Charleston	160 Calhoun St B-28 <a href="mailto:robinsonl@cofc.edu">robinsonl@cofc.edu</a>	Charleston	SC	29424	843-953-5692	0	Yes	No
12	Cathy Gowan and Witney Fisher	Converse College	580 E Main St. <a href="mailto:Cathy.gowan@converse.edu">Cathy.gowan@converse.edu</a> <a href="mailto:Witney.fisher@converse.edu">Witney.fisher@converse.edu</a>	Spartanburg	SC	29302	864-596-9027	0	Yes	No
13	Robert Decker & Susan Schaefer	ECPI College of Technology	1001 Keys Drive #100 <a href="mailto:rdecker@ecpi.edu">rdecker@ecpi.edu</a> <a href="mailto:sschaefer@ecpi.edu">sschaefer@ecpi.edu</a>	Greenville	SC	29615	864-288-2828	0	Yes	No
14	Dusty New	Erskine College	2 Washington Street <a href="mailto:new@erskine.edu">new@erskine.edu</a>	Due West	SC	29639	864-275-2131	0	Yes	No
15	William Sanders	GA Association of Broadcasters	8010 Roswell Road, Ste 260 <a href="mailto:sandersb@gab.org">sandersb@gab.org</a>	Atlanta	GA	30350	770-395-7200	0	Yes	No
16	Josh Kelly	Goodwill Industries	115 Hayward Road <a href="mailto:jkelly@goodwillisc.org">jkelly@goodwillisc.org</a>	Greenville	SC	29607	864-351-0134	0	Yes	No
17	Rachel Angel	Greenville County Workforce Development	301 University Ridge, Ste 1500 <a href="mailto:rangel@greenvillecounty.org">rangel@greenvillecounty.org</a>	Greenville	SC	29601	864-467-8095	0	Yes	No
18	Patricia Sainz	Hispanic Communications Network	1126 16 <sup>th</sup> Street NW <a href="mailto:patricia.sainz@hcnmedia.com">patricia.sainz@hcnmedia.com</a>	Washington	DC	20036	202-637-8801	0	Yes	No
19	Amy Rusloski	ITT Technical Institute	Six Independence Point <a href="mailto:arusloski@itt-tech.edu">arusloski@itt-tech.edu</a>	Greenville	SC	29615	864-297-0930	0	Yes	No
20	Jennifer Pierce	Lander University	CPO Box 6052 320 Stanley Ave. <a href="mailto:jpierce@lander.edu">jpierce@lander.edu</a>	Greenwood	SC	29649	864-388-8243	0	Yes	No
21	Ileka Leaks	Limestone College	1115 College Drive <a href="mailto:ileaks@limestone.edu">ileaks@limestone.edu</a>	Gaffney	SC	29340	864-488-4557	0	Yes	No
22	Career Center	Minority Media and Telecommunications	3636 16th St NW Ste B-366 <a href="mailto:info@mmtonline.org">info@mmtonline.org</a>	Washington	DC	20010	202-332-0500	0	Yes	No
23	Career Services	Morehead College-Career SVCS.	830 Westview Dr. SW <a href="mailto:jobs@morehouse.edu">jobs@morehouse.edu</a>	Atlanta	GA	30314	404-215-2644	0	Yes	No
24	Margaret Bailey	Morris College	100 W College St. <a href="mailto:mrbailay@morris.edu">mrbailay@morris.edu</a>	Sumter	SC	29150	803-934-3200	0	Yes	No
25	Ann McKeighan	Native American Public Telecomm. Broadcasting Cons.	PO Box 83111 <a href="mailto:native@unl.eeu">native@unl.eeu</a>	Lincoln	NE	68501	402-472-3522	0	Yes	No



15

26	Travis Ballenger	Newberry College	2100 College Street Travis.ballenger@newberry.edu	Newberry	SC	29108	803-276-5010	0	Yes	No
27	Dr. Linwood Hagin	North Greenville University	PO Box 1892 lahagin@ngu.edu	Tigerville	SC	29688	864-977-7137	0	Yes	Yes
28	Gary James	Ohio Center for Broadcasting	9000 Sweet Valley Dr. gary@beonair.com	Valley Drive	OH	44125	216-447-9117	0	Yes	No
29	Kita Graham	Regent University	1000 Regent Univ. Drive, COM 200 Kgraham@regent.edu	Virginia Beach	VA	23464	757-226-4746	0	Yes	No
30	Grey Parks	SC Employment Security Comm.	706 Pendleton Street bparks@dew.sc.gov	Greenville	SC	29601	864-242-3531	0	No	Yes
31	Anna Haigler	SC State University	PO Box 7127 ahaigler@scsu.edu or humanresources@scsu.edu	Orangeburg	SC	29117	803-536-7033	0	No	Yes
32	James Hallum	Sears Shelter Community Center	100 E Park Av jhallums@greenvillesc.gov	Greenville	SC	29601	864-467-4326	0	Yes	No
33	Yvonne Duckett	Southern Wesleyan University	PO Box 10204 yduckett@swu.edu	Central	SC	29360	864-644-5150	0	Yes	No
34	Harold Bell	Spelman College-Career Planning	350 Spelman Lane SW hbell@spelman.edu	Atlanta	GA	30314	404-681-3643	0	Yes	No
35	Jay Eubanks	UNC School of Journalism	Campus Box 3365 jeubank@email.unc.edu	Chapel Hill	NC	27599	919-962-4518	0	Yes	No
36	Carol Martin	Urban League of the Upstate	15 Regency Hill Dr. cmartin@julust.org	Greenville	SC	29607	864-244-3862	0	Yes	No
37	Sherry McAdams	USC-Upstate	800 University Way smcadams@uscupstate.edu	Spartanburg	SC	29303	864-503-5392	1	Yes	No
38	Johnny Smith	Western Carolina University	80 Mckee Building jsmith@isothermal.edu	Cullowhee	NC	28723	828-286-3636	0	Yes	No
39	Career Dev. Center	Winthrop University	129 Crawford alfordata@winthrop.edu	Rock Hill	SC	29733	803-953-5692	0	Yes	Yes
40	Lisa Ware	Wofford College	429 N. Church Street warelm@wofford.edu	Spartanburg	SC	29303	864-597-4261	0	Yes	Yes
41	Shirley LeGette	Women in Communications	PO Box 5264 president@awcgreenville.org	Greenville	SC	29606	864-234-2942	0	Yes	No





COMPANY WEBSITES AND POSTINGS						
1	Stephanie Gilson	Entercom Corp Website Entercom.com	<a href="http://www.entercom.com/careers">www.entercom.com/careers</a>	610-822-0857	14	N/A
2	Caitlyn Moore	Current Employees/Interns (Internal postings on Company Bulletin Boards) Or email to All Greenville Users	<a href="mailto:greenvillusers@entercom.com">greenvillusers@entercom.com</a>	864-241-4235	9	N/A

ADVERTISING					
1	AllAccess.com	<a href="http://www.allaccess.com">www.allaccess.com</a>		5	N/A
2	Craigslist.com	<a href="http://www.Craigslist.com">www.Craigslist.com</a>		4	N/A
3	Tvandradiojobs.com	<a href="http://www.tvandradiojobs.com">www.tvandradiojobs.com</a>		0	N/A

JOB FAIRS					
1	South Carolina/Georgia Virtual Career Fair	September 24, 2013-October 26, 2012 – See Supplemental Initiative #8		0	N/A
2	Clemson University Industry Night Career Fair	March 6, 2013 – See Supplemental Initiative #18		0	N/A
3	Rainbow Lake Middle School Career Fair	April 17, 2013 – See Supplemental Initiative #21		0	N/A

OTHER SOURCES					
-	Employee Referral			18	N/A
-	Indeed.com			23	N/A
-	LinkedIn.com			3	N/A
-	Monster.com			1	N/A
-	Client Referral			1	N/A
Total # of New Interviewees Referred				81	



### 3. Supplemental Recruitment Initiatives.

Initiatives	Date	Location	Description	Titles of Employees Involved
1 Internship Program	Periodically throughout the year	Entercom Greenville	Entercom Greenville offers internships at the radio stations in our Promotions and Programming departments. Interns must be college students and receive college credit for the internships. The Promotions Directors and the Programming Directors oversee the internships to evaluate the interns and ensure they are receiving information and education. Internships are ongoing throughout the year. Four interns participated in this program.	Program Directors Promotions Director
2 RAMP Sales Training Program	Periodically throughout the year	Entercom Greenville	Entercom Greenville participates in Entercom RAMP Training. RAMP is a comprehensive training program designed to teach the AEs about the company, the industry, the market, the station and solving their client's marketing challenges. The program consists of 12 weekly training sessions conducted by the Sales Managers of all of Entercom's stations. After completing the twelve weekly sessions, the AEs become RAMP graduates. Eight account executives graduated from this program during the annual reporting period.	Sales Managers Account Executives
3 Junior Achievement	March-April 2013	Greenville, SC	An Account Executive from Entercom Greenville volunteers to participate in the Junior Achievement Program at a local high school, Carolina Academy. The AE participates in 3 to 5 sessions per semester where he talks about his career in radio broadcasting and gives the students some real world insight on the "working world" and how to be successful.	Account Executive
4 Anderson Career and Technology Center Advisory Committee	September 18, 2012	Greenville, SC	Entercom's On Air Personality sits on the Anderson University Career and Technology Center Advisory Committee. He speaks with instructors and students about how the radio broadcasting industry has changed over the years. He advises them on the skills needed and how to be successful in the radio business today. He also discusses job opportunities and is available for the students or instructors for questions regarding curriculum.	On Air Personality
5 Virtual Career Fair	September 24, 2012-October 26 2012	Virtual Career Fair	Entercom Greenville participated in the 4th Annual South Carolina/Georgia Virtual Career Fair. This fair was open to students that attend Augusta State University, Lander University, Presbyterian College, South University, and University of South Carolina. Open positions were posted to Entercom's virtual booth where students could send their resumes and apply for open positions, as well as contact Entercom will any questions.	EEO Coordinator
6 Job Shadow	October 18, 2012	Greenville, SC	A student from Western Carolina University participated in a job shadow with Entercom's Operations Manager. The job shadow provided professional development and insight on how a radio broadcasting company is run. Shadowing was required for her media class and as a result the student was able to learn about the skills needed to work in radio. She also learned about future internship opportunities at Entercom.	Operations Manager



7	Boy Scout Tour	December 11, 2012	Greenville, SC	A tour of the station was given to Troop Tiger Cub. The 6 boys were provided with an in depth tour of each department and educated on the importance of each role in the station's success. They were given an understanding of the audience of Entercom and how we provide the top quality experience for both listeners and clients.	Sales Assistant
8	Girl Scout Tour	December 21, 2012	Greenville, SC	A tour of the station was given to girl scout troop 2490. The 8 girls were provided with an in depth tour of each department and educated on the importance of each role in the station's success. They were given an understanding of the audience of Entercom and how we provide the top quality experience for both listeners and clients.	Sales Assistant
9	WFBC Job Shadows Wren Middle School	February 2, 2013	Greenville, SC	Two students from Wren Middle School participated in a job shadow with the morning show on WFBC. They learned about the internal operations of Entercom as well as the different jobs that are available in radio. They were provided an overview of each department within a radio broadcasting company and a tour of the station.	On Air Personalities
10	Boy Scout Tour	February 2, 2013	Greenville, SC	The Blue Ridge Council Pack 700 Den #1 toured the station at 6:00pm. Their group of 12 was provided with an in depth tour of each department and educated on the importance of each role in the station's success. They were given an understanding of the audience of Entercom and how we provide the top quality experience for both listeners and clients.	Promotions Assistant
11	WFBC Job Shadow Walhalla Middle School	February 21, 2013	Greenville, SC	A student from Walhalla Middle School participated in a job shadow with the morning show on WFBC. She learned about the internal operations of Entercom as well as the different jobs that are available in radio. She was also provided an overview of each department within a radio broadcasting company and a tour of the station.	On Air Personalities
12	Station Tour	February 28, 2013	Greenville, SC	A station tour was provided to 20 homeschool students. They were provided with an in depth tour of each department and were educated on the importance of each role in the station's success. The Promotions Assistant also discussed future internships opportunities at Entercom.	Promotions Assistant
13	Job Shadows League Academy	March 1, 2013	Greenville, SC	Two students from League Academy participated in a job shadow with the morning show on WFBC. They learned about the internal operations of Entercom as well as the different jobs that are available in radio. They were also provided an overview of each department within a radio broadcasting company and a tour of the station.	On Air Personalities



14	Clemson University Industry Night Career Fair	March 6, 2013	Clemson, SC	This event is a "mini-career fair" held for senior marketing major students. Approximately 120 senior students attended and over 10 firms participated. Entercom set up a display table and networked with the students, as well as handed out job openings and collected resumes.	Senior Level Account Executives
15	WFBC Job Shadows Five Oaks Academy	March 26 & 28, 2013	Greenville, SC	A student from Five Oaks Academy shadowed the WFBC Morning show for two days. He learned about the internal operations of a radio broadcasting company including on air personalities, production, programming, promotions, sales and the business office. The On Air Personalities discussed different job opportunities within a radio broadcasting company and also provided him with internship opportunities for college students.	On Air Personalities
16	SCBA Job Fair	April 4, 2013	Columbia, SC	Entercom's Operations Manager and Program Director attended the South Carolina's Broadcasting Association job fair at the SC National Guard Armory in Columbia, SC. Entercom's representatives networked with job seekers, provided information on open positions, and collected resumes.	Operations Manager Program Director
17	Career Fair at Rainbow Lake Middle School	April 17, 2013	Chesnee, SC	Entercom's Promotions Director attended a career fair at Rainbow Lake Middle School. She spoke to the students about job opportunities within a radio broadcasting company. They also discussed school subjects, education and training, as well as future curriculum to focus on at the high school and college level. She also provided opportunities for job shadows and future internships.	Promotions Director
18	Mauldin Elementary Career Day	May 29, 2013	Mauldin, SC	Entercom's Account Executive attended the Mauldin Elementary School Career Day. He spoke with the students about radio jobs and what it takes to be successful in the real world. He gave them ideas about career paths and how to work toward their goals. They learned how the business side of radio works and encouraged them to learn about all aspects of the station.	Account Executive
19	EEO Breakfast	July 9, 2013	Entercom Greenville, SC	Entercom Greenville hosted a breakfast for our EEO Recruitment Source contacts. Managers discussed the opportunities available and provided an overview on their specific departments. Recruitment Sources were strongly encouraged to refer candidates for our open positions and available internship programs.	Promotions Director Sales Manager Continuity Manager Corporate HR Market VP Director of Engineering Programming Director



EEO ANNUAL PUBLIC FILE REPORT  
 ENTERCOM GREENVILLE

EXHIBIT A 2013-2014

This report covers full-time vacancy recruitment for the period of August 1, 2013 through July 31, 2014

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

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

Title	Recruitment Source Referring Hiree	Recruitment Sources Utilized to Fill the Full-Time Vacancy ( See #2: "Recruitment Sources for Corresponding List )			Referral Source of Interviewees		
		Outreach Organizations	Company Postings	Advertising (TalentQ)	Referral Source	Number Interviewed	New Interviewees
A Senior Account Executive 10/28/13	Employee Referral	1-39	1 & 2	1-67	Employee Referral: 3 Indeed.com: 1 Entercom.com: 1 All Access: 1	6	6
B Local Sales Manager 11/4/13	Employee Referral	1-39	1 & 2	1-67	Current Employee: 2 Employee Referral: 1 Entercom.com: 1 Indeed.com: 1	5	5
C Mega Sales Assistant 11/6/14	Indeed.com	1-39	1 & 2	1-67	Indeed.com: 2 Coastal Carolina College Posting: 1 Bright.com: 1 Employee Referral: 1	5	5

21 1



D	Mega Sales Assistant 2/3/14	Indeed.com	1-39	1 & 2	1-67	Indeed.com: 4 Ziprecruiter: 1 Employee Referral: 1	6	6
E	Promotions Manager 2/16/14	Current Employee (Part Time to Full Time)	1-39	1 & 2	1-67	Current Employee PT to FT: 1	1	1
F	Digital Traffic Control Manager 2/19/14	Employee Referral	1-39	1 & 2	1-67	Employee Referral: 1 Current Employee: 1 Entercom.com: 2 LinkedIn: 1	5	5
G	Receptionist 5/1/14	Current Employee	1-39	1 & 2	1-67	Craigslist: 2 Current Employee: 1 Indeed.com: 2	5	5
H	Account Executive 6/9/14	Entercom.com	1-41	1 & 2	1-67	Ziprecruiter: 1 Employee Referral: 2 Entercom.com: 2	5	5
<b>Total # of new interviewees for full-time job vacancies during the reporting period:</b>								<b>38</b>

22  
2



## 2. Recruitment Sources

### OUTREACH ORGANIZATIONS

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



23

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



24



30	Grey Parks	SC Employment Security Comm.	706 Pendleton Street bparks@dew.sc.gov	Greenville	SC	29601	864-242-3531	0	No	Yes
31	Anna Haigler	SC State University	PO Box 7127 ahaigler@scsu.edu or humanresources@scsu.edu	Orangeburg	SC	29117	803-536-7033	0	No	Yes
32	James Hallum	Sears Shelter Community Center	100 E Park Av jhallums@greenville.sc.gov	Greenville	SC	29601	864-467-4326	0	Yes	No
33	Yvonne Duckett	Southern Wesleyan University	PO Box 10204 yduckett@swu.edu	Central	SC	29360	864-644-5150	0	Yes	No
34	Harold Bell	Spelman College-Career Planning	350 Spelman Lane SW hbell@spelman.edu	Atlanta	GA	30314	404-681-3643	0	Yes	No
35	Jay Eubanks	UNC School of Journalism	Campus Box 3365 jeubank@email.unc.edu	Chapel Hill	NC	27599	919-962-4518	0	Yes	No
36	Carol Martin	Urban League of the Upstate	15 Regency Hill Dr. cmartin@ulust1.org	Greenville	SC	29607	864-244-3862	0	Yes	No
37	Sherry McAdams	USC-Upstate	800 University Way smcadams@uscupstate.edu	Spartanburg	SC	29303	864-503-5392	0	Yes	No
38	Johnny Smith	Western Carolina University	80 McKee Building jsmith@isothermal.edu	Cullowhee	NC	28723	828-286-3636	0	Yes	No
39	Shirley LeGette	Women in Communications	PO Box 5264 president@awcgreenville.org	Greenville	SC	29606	864-234-2942	0	Yes	No
40	Career Dev. Center	Winthrop University	129 Crawford alfordata@winthrop.edu	Rock Hill	SC	29733	803-953-5692	0	Yes	Yes
41	Lisa Ware	Wofford College	429 N. Church Street warelm@wofford.edu	Spartanburg	SC	29303	864-597-4261	0	Yes	Yes



COMPANY WEBSITES AND POSTINGS						
1	Stephanie Gilson	Entercom Corp Website	<a href="http://www.entercom.com/careers">www.entercom.com/careers</a>	610-822-0857	6	N/A
2	Caitlynn Moore	Current Employees/Interns (Internal postings on Company Bulletin Boards/Email to All Greenville Users)	<a href="mailto:greenvilleusers@entercom.com">greenvilleusers@entercom.com</a>	864-241-4235	5	N/A

JOB FAIRS					
1	Spartanburg Community College Job Fair	March 11, 2014 – Supplemental Initiatives #10		0	N/A
2	USC Upstate Job Fair	March 24, 2014 – Supplemental Initiatives #11		0	N/A
3	Rainbow Lake School Career Fair	April 2, 2014 – Supplemental Initiatives #12		0	N/A
4	SCBA Career Fair	April 10, 2014 – Supplemental Initiatives #13		0	N/A

OTHER SOURCES					
-	Employee Referral			9	N/A
-	<a href="http://www.bright.com">www.bright.com</a>			1	N/A



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

Website Posting	Number Interviewed	Website Posting	Number Interviewed	Website Posting	Number Interviewed	Website Posting	Number Interviewed
<a href="http://www.indeed.com">www.indeed.com</a>	10	<a href="http://www.latpro.com">www.latpro.com</a>	0	<a href="http://www.jobApplicationSearch.com">www.jobApplicationSearch.com</a>	0		
<a href="http://www.craigslist.com">www.craigslist.com</a>	2	<a href="http://www.backpage.com">www.backpage.com</a>	0	<a href="http://www.neuvoo.com">www.neuvoo.com</a>	0		
<a href="http://wwwSimplyHired.com">wwwSimplyHired.com</a>	0	<a href="http://www.trovit.com">www.trovit.com</a>	0	<a href="http://www.vbench.com">www.vbench.com</a>	0		
<a href="http://www.glassdoor.com">www.glassdoor.com</a>	0	<a href="http://www.jobdiagnosis.com">www.jobdiagnosis.com</a>	0	<a href="http://www.JobSite.com">www.JobSite.com</a>	0		
<a href="http://www.ebay.com">www.ebay.com</a>	0	<a href="http://www.poodle.com">www.poodle.com</a>	0	<a href="http://www.helpwanted.com">www.helpwanted.com</a>	0		
<a href="http://www.ZipRecruiter.com">www.ZipRecruiter.com</a>	2	<a href="http://www.wowjobs.ca">www.wowjobs.ca</a>	0	<a href="http://www.dieseljobsearch.com">www.dieseljobsearch.com</a>	0		
<a href="http://www.juju.com">www.juju.com</a>	0	<a href="http://www.JustJobs.com">www.JustJobs.com</a>	0	<a href="http://www.veterancareer.com">www.veterancareer.com</a>	0		
<a href="http://www.DiversityJobs.com">www.DiversityJobs.com</a>	0	<a href="http://www.careerbliss.com">www.careerbliss.com</a>	0	<a href="http://www.skipta.com">www.skipta.com</a>	0		
<a href="http://www.Job.com">www.Job.com</a>	0	<a href="http://www.careerjet.com">www.careerjet.com</a>	0	<a href="http://www.JobTonic.com">www.JobTonic.com</a>	0		
<a href="http://www.TopUSAJobs.com">www.TopUSAJobs.com</a>	0	<a href="http://www.jobvertise.com">www.jobvertise.com</a>	0	<a href="http://www.mitula.com">www.mitula.com</a>	0		
<a href="http://www.Linkedin.com">www.Linkedin.com</a>	1	<a href="http://www.jobs2careers.com">www.jobs2careers.com</a>	0	<a href="http://www.techfetch.com">www.techfetch.com</a>	0		
<a href="http://www.google.com">www.google.com</a>	0	<a href="http://www.nSphere.com">www.nSphere.com</a>	0	<a href="http://www.wantedanalytics.com">www.wantedanalytics.com</a>	0		
<a href="http://www.employmentcrossing.com">www.employmentcrossing.com</a>	0	<a href="http://www.jobinventory.com">www.jobinventory.com</a>	0	<a href="http://www.theclassifiedpost.com">www.theclassifiedpost.com</a>	0		
<a href="http://www.theroadcode.com">www.theroadcode.com</a>	0	<a href="http://www.CareerVitals.com">www.CareerVitals.com</a>	0	<a href="http://www.rbr.com">www.rbr.com</a>	0		
<a href="http://www.twitter.com">www.twitter.com</a>	0	<a href="http://www.TipTopJob.com">www.TipTopJob.com</a>	0	<a href="http://www.tvbr.com">www.tvbr.com</a>	0		
<a href="http://www.TheLadders.com">www.TheLadders.com</a>	0	<a href="http://www.jobHat.com">www.jobHat.com</a>	0	<a href="http://www.radioonline.com">www.radioonline.com</a>	0		
<a href="http://www.geebbo.com">www.geebbo.com</a>	0	<a href="http://www.flexjobs.com">www.flexjobs.com</a>	0	<a href="http://www.allaccess.com">www.allaccess.com</a>	1		
<a href="http://www.jobble.com">www.jobble.com</a>	0	<a href="http://www.recruit.net">www.recruit.net</a>	0	<a href="http://www.tvandradijobs.com">www.tvandradijobs.com</a>	0		
<a href="http://www.jobg8.com">www.jobg8.com</a>	0	<a href="http://www.BetterJobs.com">www.BetterJobs.com</a>	0	<a href="http://www.mynewjobsearch.com">www.mynewjobsearch.com</a>	0		
<a href="http://www.Yakaz.com">www.Yakaz.com</a>	0	<a href="http://www.purejobs.com">www.purejobs.com</a>	0	<a href="http://www.jobsnprofiles.com">www.jobsnprofiles.com</a>	0		
<a href="http://www.jobrapido.com">www.jobrapido.com</a>	0	<a href="http://www.cognius.com">www.cognius.com</a>	0	<a href="http://www.adzuna.com">www.adzuna.com</a>	0		
<a href="http://www.JobsRadar.com">www.JobsRadar.com</a>	0	<a href="http://www.JobUnlocker.com">www.JobUnlocker.com</a>	0	<a href="http://www.forthirejobs.com">www.forthirejobs.com</a>	0		
<a href="http://www.startwire.com">www.startwire.com</a>	0	<a href="http://www.DirectEmployers.com">www.DirectEmployers.com</a>	0				

**Total # of New Interviewees Referred**

**38**



### 3. Supplemental Recruitment Initiatives.

Initiatives	Date	Location	Description	Titles of Employees Involved
1 Internship Program	Periodically throughout the year	Entercom Greenville	Entercom Greenville offers internships at the radio stations in our Promotions and Programming departments. Interns must be college students and receive college credit for the internships. The Promotions Directors and the Programming Directors oversee the internships to evaluate the interns and ensure they are receiving information and education. Internships are ongoing throughout the year. Ten (10) interns participated in this program.	Program Directors Promotions Director
2 RAMP Sales Training Program	Periodically throughout the year	Entercom Greenville	Entercom Greenville participates in Entercom RAMP Training. RAMP is a comprehensive training program designed to teach the AEs about the company, the industry, the market, the station and solving their client's marketing challenges. The program consists of 12 weekly training sessions conducted by the Sales Managers of all of Entercom's stations. After completing the twelve weekly sessions, the AEs become RAMP graduates. Two account executives graduated from this program during the annual reporting period.	Sales Managers Account Executives
3 On-Air EEO Policy and Invitation to Receive Job Openings	Periodically throughout the year	Entercom Greenville	Periodically throughout the year, Entercom Greenville airs recruitment advertisements on all stations, seeking applicants across all departments. Advertisements inform the Greenville area of Entercom's EOE policy and invite all organizations to be a part of our recruitment process.	EEO Coordinator
4 Scene on 7	Periodically throughout the year	Greenville, SC	An Account Executive from Entercom Greenville participates on a local news show, WSPA Channel 7, each month. As a guest he is there to represent himself in the radio broadcasting industry by discussing his job as an Account Executive. He also represents our News Radio Station WORD 106.3.	Account Executive
5 Station Tours	Periodically throughout the year	Entercom Greenville	Periodically throughout the year, our Promotions Department provides station tours to local organizations such as Boy Scout and Girl Scout troops. The tours provide an overview of each department within a radio broadcasting company, and the various jobs that are available at Entercom. Six (6) station tours were provided throughout the year.	Promotions Directors
6 Job Shadows	February – March 2014	Entercom Greenville	Entercom's Morning Show Hosts participated in several student job shadow programs from February through March 2014. The On Air Personalities provided the students with first-hand knowledge and experience in the radio broadcasting industry. In addition to learning about jobs in programming, the students received an overview of all jobs and departments within Entercom. Eight students participated in the Job Shadow experience.	On Air Personalities
7 EEO Policy and Compliance Training	February 12, 2014	Conference Call	Entercom's Vice President of Human Resources facilitated our annual EEO Policy and Compliance Training. She reviewed the FCC's EEO guidelines as well as our internal practices and procedures to ensure a successful EEO Program. The training was facilitated for all EEO Coordinators and shared with management.	VP/Human Resources EEO Coordinators



8	Junior Achievement	March – April 2014	Greenville, SC	An Account Executive from Entercom Greenville participates in the Junior Achievement Program at a local high school, Carolina Academy. The AE participates in 3 to 5 sessions per semester where he talks about his career in radio broadcasting and gives the students some real world insight on the "working world" and how to be successful.	Account Executive
9	Spartanburg Community College Job Fair	March 11, 2014	Spartanburg, SC	Entercom representatives participated in a job fair at Spartanburg Community College. Applications, open position lists, and business cards were distributed to the students who attended the job fair. The students were also encouraged to ask questions about the different departments and jobs within Entercom.	Promotions Directors
10	USC Upstate Job Fair	March 24, 2014	Spartanburg, SC	Entercom representatives participated in a job fair at USC Upstate. Applications, open position lists, and business cards were distributed to the students who attended the job fair. The students were also encouraged to ask questions about the different departments and jobs within Entercom.	Promotions Directors
11	Rainbow Lake Middle School Career Fair	April 2, 2014	Chesnee, SC	An On Air Personality from WTP1-FM attended a career fair at Rainbow Lake School Middle School. The Entercom representative discussed the radio broadcasting industry and the different jobs that are available in radio.	On Air Personality
12	SCBA Career Fair	April 10, 2014	Columbia, SC	Entercom representatives attended the South Carolina Broadcaster's Association Career Fair. Applications, open position lists, and business cards were distributed to the job fair attendees.	Promotions Directors
13	Georgia Association of Broadcasters Convention	June 24, 2014	Athens, GA	An On Air Personality from Entercom spoke at a broadcasting convention at the University of Georgia. He educated rising Juniors, seniors, and graduates on the radio broadcasting industry. He spoke about his experience in radio, and how he became successful. Internship and job opportunities were also discussed.	On Air Personality



Stephanie Gilson



**From:** Stephanie Gilson  
**Sent:** Thursday, May 24, 2012 5:02 PM  
**To:** Aaron Goldsmith Bob Jones University (careerdevelopment@bju.edu); Alyson Young Carolina School of Broadcasting (alyson@nakatv.com); Amy Rusiloski at ITT ARusiloski@itt-tech.edu; Ann McKeighan, Native Amer. Public Telecomm. native@unl.edu; Anna Haigler (ahaigler@scsu.edu); Career Center (careercenter@scsu.edu); Career Development Center (alforda@winthrop.edu); Career Services (jobs@morehouse.edu); Carol Karnes Anderson College (ckarnes@ac.edu); Urban League Upstate Carol Martin cmartin@ulus1.org; Cathy Gowan (cathy.gowan@converse.edu); Col Schrader (admissions@camdenmilitary.com); Dusty New (new@erskine.edu); Gary James (gary@beonair.com); Grey Parks (bparks@dew.sc.gov); Harold Bell (hbell@spelman.edu); Brown Mackie College, Hayden Bracknell hbracknell@brownmackie.edu; Ileka Leaks (ileaks@limestone.edu); Sears Shelter James Hallums jhallums@greenvillesc.gov; Jay Eubank (jeubank@email.unc.edu); Lander University (Jennifer Pierce); Johnny Smith (jsmith@isothermal.edu); Goodwill Industries, Josh Kelly; Regent University Kita Graham (kgraham@regent.edu); Linda Robinson College of Charleston (robinsonl@cofc.edu); Linwood Hagin (lahagin@ngu.edu); Wofford College Lisa Ware (warelm@wofford.edu); Margaret Bailey (mbailey@morris.edu); Asheville Buncom Tech Michele Hathcock (mhathcock@abtech.edu); Minority Media and Telecommunications (info@mmtconline.org); Hispanic Comm Network Patricia Sainz (patricia.sainz@hcnmedia.com); Asheville Buncombe Tech PBulla@abtech.edu; President (aauwjobs@aauw.org); R. Angel (rangel@greenvillecounty.org); Robert Decker (rdecker@ecpi.edu); Rodney Embler Asheville Buncombe Tech (rodney.embler@buncombecounty.org); Sherry McAdams (smcadams@uscupstate.edu); Shirley LeGette (president@awcgreenville.org); Claflin College shirley Nichols shnichols@claflin.edu; Sonja Johnson Benedict College (johnsons@benedict.edu); South Carolina State University (humanresources@scsu.edu); ECPI Schaefer, Suzanne(Greenville); Travis Ballenger (travis.ballenger@newberry.edu); William Sanders (sandersb@gab.org); Witney Fisher (witney.fisher@converse.edu); Yvonne Duckett (yduckett@swu.edu); Yvonne Lasane, Coastal Carolina (yvonne@coastal.edu)  
**Cc:** Corporate EEO  
**Subject:** Current Open Positions at Entercom Greenville  
**Attachments:** May 24, 2012.doc

Exhibit

(B)

2012-  
2013

Dear Recruitment Source:

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

Attached is our current list of job openings for you to post. (2 new openings)

Your referrals are critical to our recruitment success.

For questions I may be contacted at 610-822-0857. However, I am requesting that all resumes be directed to [www.entercom.com/careers](http://www.entercom.com/careers).

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

*Stephanie Gilson*

Human Resources



## General Sales Manager

Entercom Greenville radio stations have an excellent opportunity for an experienced General Sales Manager. This position is responsible for developing and growing revenue for our five radio stations.

### Primary Responsibilities

- Hit or exceed all revenue goals and annual expectations while outperforming the market.
- Recruit, develop, train and retain top level Account Executive talent.
- Lead a sales team through daily activities that keep the team focused, accountable, motivated, inspired and engaged.
- Inventory management, pricing strategy and accurate revenue forecasting.
- Establish and grow relationships with high level decision makers in the marketplace.
- Develop station depth of contact within all key and target accounts.
- Create and develop new business opportunities, events and assets for the radio station.
- Keep abreast of current marketing trends and be ready to maximize opportunity from those trends.
- Maintains detailed knowledge of station products including Digital assets and features as well as corporate capabilities and initiatives.
- Working experience with a variety of radio formats (Rock, Classic Rock, News-Talk, CHR, AC, Sports related sales).

### Qualifications and Skills:

- 5 years experience in media sales management
- Strong recruitment track-record
- Excellent interpersonal, verbal and written communications skills
- Leadership qualities and a consistent history of success
- Welcomes accountability and sweats the details
- Entrepreneurial spirit and the ability to work collaboratively across an organization to achieve results.
- Must be computer literate and competent in all basic software and traffic systems.

To apply for this position, please go to [www.Entercom.com](http://www.Entercom.com) and click on "Careers." No Phone calls. Entercom Greenville is an Equal Opportunity Employer.

## Senior Level Account Executive

You are the best of the best. You are self-motivated, creative, a pro-active problem solver, tenacious, detail-oriented, money-motivated and approach this job as if you are your own CEO. You are a self-starter, organized, detail-oriented and have the ability to work without much direct supervision. Entercom has the latest tools and technology, the most knowledgeable management and is known for offering the best work environment for selling radio advertising in the industry. Nobody in the Greenville market can offer more to their clients than Entercom Greenville.

### Successful candidates are experts in:

- Strategic targeting of clients
- Prospecting and relationship building
- Setting face to face appointments

- Thoroughly analyzing customer needs
- Creatively designing marketing campaign
- Strategically selling compelling concepts to key local and regional decision makers



**Experience:**

- Media or Broadcast sales strongly preferred
- Digital sales background preferred
- Successful track record of new business development
- Proven track record in meeting and exceeding defined sales goals
- Strategic multi-level selling

As an Account Executive with Entercom, you will also represent some of the largest sports teams and talent in the entertainment world. In keeping with the other members of the Entercom Teams, the #1 trait we hire for is "WINNING ATTITUDE". We are looking for driven individuals who refuse to lose or compromise their level of success even in an unsteady economy. If this describes YOU, please forward your resume and career success stories today. To apply for this position, please go to [www.Entercom.com](http://www.Entercom.com) and click on "Careers." No Phone calls. Entercom Greenville is an Equal Opportunity Employer.

**Account Executive**

Entercom Greenville is seeking an entry level Account Executives in the Greenville/Spartanburg area. If you have high career aspirations, enjoy challenges, and have no reservations about hard work...if you're comfortable in a fast-paced environment, have a proven track record in working with local and regional agencies, and success in new business development...then what are you waiting for? The right individuals will need basic business knowledge, good follow-up performance, excellent communication skills, a strong desire to see clients succeed, and the ability to think on their feet. Being customer focused, self-motivated, and having an insatiable desire to win are key. You must be creative, energetic and goal oriented with a college degree. Entercom offers a great benefits package including a base salary and commissions for the first year of your employment. Join our winning team! To apply for this position, please go to [www.Entercom.com](http://www.Entercom.com) and click on "Careers." No Phone calls. Entercom Greenville is an Equal Opportunity Employer.

**ON AIR TALENT – Greenville (possible future openings)**

To be considered for this position, please apply online at [www.entercom.com](http://www.entercom.com) and click on "Careers." Entercom Greenville is an Equal Opportunity Employer.

**Internships**

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

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

**E-Verify**



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(A)

**Stephanie Gilson**

---

**From:** Stephanie Gilson  
**Sent:** Thursday, May 24, 2012 5:05 PM  
**To:** Stephanie Gilson; GREENVILLE USERS  
**Cc:** Corporate EEO  
**Subject:** Current Open Positions at Entercom Greenville  
**Attachments:** May 24, 2012.doc

Hi all,

Attached is the open position list for your reference and referrals.  
Entercom Greenville is an Equal Opportunity Employer.

Thanks!

*Stephanie Gilson*

Human Resources  
Entercom Communications Corp.  
401 City Avenue, Suite 809  
Bala Cynwyd, PA 19004  
☎ 610.822.0857 | ✉ [sgilson@entercom.com](mailto:sgilson@entercom.com)  
Fax: 1-610-672-9644





Entercom Greenville, LLC  
25 GARLINGTON ROAD  
GREENVILLE, SC 29615  
Current Open Positions 5/24/12

## General Sales Manager

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34

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**E-Verify**



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Contact Us

[Home](#) > Careers

*Company Posting  
Entercom.com*

### General Sales Manager

Location:  
Department:

Greenville, SC  
Sales Management

### Description

Entercom Greenville radio stations have an excellent opportunity for an experienced General Sales Manager. This position is responsible for developing and growing revenue for our five radio stations.

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- Entrepreneurial spirit and the ability to work collaboratively across an organization to achieve results.
  - Must be computer literate and competent in all basic software and traffic systems.

Entercom Greenville is an Equal Opportunity Employer.

[Apply for this Position](#)

[Send to a Friend](#)

### Are you a returning applicant?

Previous Applicants:

Email:

Password:

[Add to My Jobs](#)

*36*



[craigslist](#) > manage posting

[log in to your account](#)

[\(Apply for Account\)](#)

Your posting can be seen at  
<http://greenville.craigslist.org/sls/3036051249.html>.

Edit this Posting

You can make changes to the content of your post.

Delete this Posting

This will remove your posting from active listing.

[greenville craigslist](#) > [jobs](#) > [sales jobs](#)

## General Sales Manager (Greenville, SC)

Date: 2012-05-24, 5:08PM EDT

Reply to: see below

### General Sales Manager

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37



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To apply for this position, please go to [www.Entercom.com](http://www.Entercom.com) and click on "Careers." No Phone calls. Entercom Greenville is an Equal Opportunity Employer.

- Location: Greenville, SC
- Compensation: DOE
- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.

PostingID: 3036051249

**No contact info?**

if the poster didn't include a phone number, email, or other contact info, craigslist can notify them via email. [Send Note!](#)

38

Heather Buvalla



**From:** Stephanie Gilson  
**Sent:** Tuesday, August 07, 2012 3:47 PM  
**To:** Aaron Goldsmith Bob Jones University (careerdevelopment@bjv.edu); Alyson Young Carolina School of Broadcasting (alyson@nakatv.com); Amy Rusiloski at ITT ARusiloski@itt-tech.edu; Ann McKeighan, Native Amer. Public Telecomm. native@unl.edu; Anna Haigler (ahaigler@scsu.edu); Career Center (careercenter@scsu.edu); Career Development Center (alforda@winthrop.edu); Career Services (jobs@morehouse.edu); Carol Karnes Anderson College (ckarnes@ac.edu); Urban League Upstate Carol Martin cmartin@ulus1.org; Cathy Gowan (cathy.gowan@converse.edu); Col Schrader (admissions@camdenmilitary.com); Dusty New (new@erskine.edu); Gary James (gary@beonair.com); Grey Parks (bparks@dew.sc.gov); Harold Bell (hbell@spelma.edu); Brown Mackie College, Hayden Bracknell hbracknell@brownmackie.edu; Ileka Leaks (ileaks@limestone.edu); Sears Shelter James Hallums jhallums@greenvillesc.gov; Jay Eubank (jeubank@email.unc.edu); Lander University (Jennifer Pierce); Johnny Smith (jsmith@isothermal.edu); Goodwill Industries, Josh Kelly; Regent University Kita Graham (kgraham@regent.edu); Linda Robinson College of Charleston (robinsonl@cofc.edu); Linwood Hagin (lahagin@ngu.edu); Wofford College Lisa Ware (warelm@wofford.edu); Margaret Bailey (mbailey@morris.edu); Asheville Buncom Tech Michele Hathcock (mhathcock@abtech.edu); Minority Media and Telecommunications (info@mmtconline.org); Hispanic Comm Network Patricia Sainz patricia.sainz@hcnmedia.com; Asheville Buncombe Tech PBulla@abtech.edu; President (aauwjobs@aauw.org); R. Angel (rangel@greenvillecounty.org); Robert Decker (rdecker@ecpi.edu); Rodney Embler Asheville Buncombe Tech (rodney.embler@buncombcounty.org); Sherry McAdams (smcadams@uscupstate.edu); Shirley LeGette (president@awcgreenville.org); Claflin College shirley Nichols shnichols@claflin.edu; Sonja Johnson Benedict College (johnsons@benedict.edu); South Carolina State University (humanresources@scsu.edu); ECPI Schaefer, Suzanne(Greenville); Travis Ballenger (travis.ballenger@newberry.edu); William Sanders (sandersb@gab.org); Witney Fisher (witney.fisher@converse.edu); Yvonne Duckett (yduckett@swu.edu); Yvonne Lasane, Coastal Carolina (yvonne@coastal.edu)  
**Cc:** Corporate EEO; Heather Buvalla  
**Subject:** Current Open Positions at Entercom Greenville  
**Attachments:** August 7, 2012 Posting.doc

Dear Recruitment Source:

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

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

Your referrals are critical to our recruitment success.

For questions I may be contacted at 610-822-0857. However, I am requesting that all resumes be directed to [www.entercom.com/careers](http://www.entercom.com/careers).

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

*Stephanie Gilson*

Human Resources



Entercom Greenville, LLC  
25 GARLINGTON ROAD  
GREENVILLE, SC 29615  
Current Open Positions 8/7/12

B C  
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### Director of Sales Administration

Entercom Greenville is seeking a Director of Sales Administration to help maximize revenue from the market's perishable inventory. This position reports to our VP/Market Manager and has daily interaction with market's Sales and Traffic Managers and Account Executives. The primary role of this position is to assist sales management by compiling and interpreting inventory and performance data, make pricing recommendations, manage the market's CRM and AE accountability tools, and to assist AEs with reports in order to free up their time for outside sales calls.

#### Primary Responsibilities:

- Compile **management reports** including: AE accountability, pitched & pending, and scorecard data to assist management in preparing for AE one-on-one meetings.
- Compile and review **inventory utilization reports**, including historical sellout, average unit rate and client segmentation data to identify trends and packaging practices.
- Compile and update rate cards and **provide pricing recommendations** to achieve effective inventory utilization, including packaging and remnant/network opportunities and strategies for high yield accounts.
- Manage **CRM database**, including account lists and activity in WideOrbit Sales, and work with Account Executives and management to maximize system's potential.
- **Manage** sales support staff and traffic department.

#### Other duties include:

- Collaborate with Sales, Traffic, and Management to maximize revenue opportunities.
- Pull ratings and research information to assist in development of client marketing strategy.
- Provide diagnostic system reports as requested and review those findings with Sales Management, and recommend pricing for periods of high and low demand.
- Analyze revenue forecasts based on current revenue, pipeline reports and available inventory.
- Review and monitor clock programming and assess inventory avails based on historical sales and revenue potential, and ensure compliance with corporate inventory directives.
- Assess annual rates and long-term client strategies, and monitor those on-going commitments.
- Monitor political window requirements and effect on political rate cards.
- Identify inventory management issues and perform deep dives to determine causes and opportunities for improvement, and provide feedback to management as necessary.

#### Job Requirements:

- Strong understanding of both product sales and supply and demand pricing/yield management.
- Degree in related field (business, statistics, marketing, media or communications) preferred.
- Previous sales experience or revenue management experience required.
- Experience w/ automated CRM program a must, and WideOrbit or other traffic software experiences a plus.
- Exceptional organizational, problem solving and computer skills, with a proficiency in Microsoft Excel.
- Detail oriented, time management skills and ability to work independently in a deadline driven environment.
- Excellent communication skills to effectively relate to both subordinates and upper management.
- Resourceful and self motivated.

To apply for this position, please go to [www.Entercom.com](http://www.Entercom.com) and click on "Careers." No phone calls please. Entercom Greenville is an Equal Opportunity Employer.

#### Account Executive - SMB Team

Entercom Upstate, home to 5 of the Upstate's best radio stations – B 93.7, Magic 98.9, NewsRadio WORD, Rock 101, & 93.3 The Planet, is currently accepting resumes from motivated, energetic self-starters for a full-time sales position.

40



This sales position will be focused on cold calling on small to medium sized local businesses and providing them with measurable marketing solutions based on their individual goals. These marketing solutions include but are not limited to e-commerce (PERKS), social networking and database growth marketing opportunities.

The SMB Account Executive will have ongoing coaching and training and will be accountable for following a prescriptive sales process of prospecting, cold calling and selling.

Successful candidates must possess exceptional communication, presentation and negotiation skills with the ability to multi-task in a fast paced environment.

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**Responsibilities and duties include:**

- Achieving sales goals
- Cold calling and prospecting business
- Present marketing solutions to new businesses weekly
- Maintain customer base of business
- Conduct presentations in person and over the phone
- Ability to create new revenue ideas for clients
- Planning and execution of client needs

**Qualifications:**

- Previous sales or marketing experience in media or a highly competitive industry is a plus, but not required
- Cold calling with proven success
- Proficient in Microsoft Power Point, Excel, Word and Outlook
- Strong customer service skills and an ability to work in a fast paced environment
- Responsible, dependable and hardworking with a positive attitude

This position offers a base salary plus commission, the ability to grow professionally and a comprehensive benefits package.

To apply for this position, please go to [www.Entercom.com](http://www.Entercom.com) and click on "Careers." No phone calls please. Entercom Greenville is an Equal Opportunity Employer.

**Senior Level Account Executive**

You are the best of the best. You are self-motivated, creative, a pro-active problem solver, tenacious, detail-oriented, money-motivated and approach this job as if you are your own CEO. You are a self-starter, organized, detail-oriented and have the ability to work without much direct supervision. Entercom has the latest tools and technology, the most knowledgeable management and is known for offering the best work environment for selling radio advertising in the industry. Nobody in the Greenville market can offer more to their clients than Entercom Greenville.

**Successful candidates are experts in:**

- Strategic targeting of clients
- Prospecting and relationship building
- Setting face to face appointments
- Thoroughly analyzing customer needs
- Creatively designing marketing campaign
- Strategically selling compelling concepts to key local and regional decision makers

**Experience:**

- Media or Broadcast sales strongly preferred
- Digital sales background preferred
- Successful track record of new business development
- Proven track record in meeting and exceeding defined sales goals
- Strategic multi-level selling

As an Account Executive with Entercom, you will also represent some of the largest sports teams and talent in the entertainment world. In keeping with the other members of the Entercom Teams, the #1 trait we hire for is "WINNING ATTITUDE". We are looking for driven individuals who refuse to lose or compromise their level of success even in an unsteady economy. If this describes YOU, please forward your resume and career success stories today. To apply for this position, please go to [www.Entercom.com](http://www.Entercom.com) and click on "Careers." Entercom Greenville is an Equal Opportunity Employer.

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**ON AIR TALENT – Greenville (possible future openings)**

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B-C-D

**Internships**

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

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

**E-Verify**



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**Heather Buvalla**

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**From:** Stephanie Gilson  
**Sent:** Tuesday, August 07, 2012 3:48 PM  
**To:** GREENVILLE USERS  
**Cc:** Corporate EEO; Heather Buvalla  
**Subject:** Current Open Positions at Entercom Greenville  
**Attachments:** August 7, 2012 Posting.doc

B-ED

Hi all,

Attached is the open position list for your reference and referrals.  
Entercom Greenville is an Equal Opportunity Employer.

Thanks!

*Stephanie Gilson*

Human Resources  
Entercom Communications Corp.  
401 City Avenue, Suite 809  
Bala Cynwyd, PA 19004  
☎ 610.822.0857 | ✉ [sgilson@entercom.com](mailto:sgilson@entercom.com)  
Fax: 1-610-672-9644





Contact Us

[Home](#) › [Careers](#)

B-C-D

### Senior Account Executive

Location: **Greenville, SC**  
Department: **Sales**

#### Description

You are the best of the best. You are self-motivated, creative, a pro-active problem solver, tenacious, detail-oriented, money-motivated and approach this job as if you are your own CEO. You are a self-starter, organized, detail-oriented and have the ability to work without much direct supervision. Entercom has the latest tools and technology, the most knowledgeable management and is known for offering the best work environment for selling radio advertising in the industry. Nobody in the Greenville market can offer more to their clients than Entercom Greenville.

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- Thoroughly analyzing customer needs
- Creatively designing marketing campaign
- Strategically selling compelling concepts to key local and regional decision makers

Experience:

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- Successful track record of new business development
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Entercom Greenville is an Equal Opportunity Employer

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#### Are you a returning applicant?

Previous Applicants:

Email:

Password:

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B-C-D

Account Executives

Account Executives email this posting to a friend greenville craigslist > jobs > sales jobs  
please flag with care: [?]

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prohibited

spam/overpost

best of craigslist

Avoid scams and fraud by dealing locally! Beware any deal involving western Union, Moneygram, wire transfer, cashier check, money order, shipping, escrow, or any promise of transaction protection/certification/guarantee. More info Account Executives (Greenville, SC)

Date: 2012-08-07, 4:06PM EDT  
Reply to: see below [Errors when replying to ads?]

Account Executive - SMB Team

Entercom Upstate, home to 5 of the Upstate's best radio stations -- B 93.7, Magic 98.9, NewsRadio WORD, Rock 101, & 93.3 The Planet, is currently accepting resumes from motivated, energetic self-starters for a full-time sales position. This sales position will be focused on cold calling on small to medium sized local businesses and providing them with measurable marketing solutions based on their individual goals. These marketing solutions include but are not limited to e-commerce (PERKS), social networking and database growth marketing opportunities.

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- Present marketing solutions to new businesses weekly
- Maintain customer base of business
- Conduct presentations in person and over the phone
- Ability to create new revenue ideas for clients
- Planning and execution of client needs

Qualifications:

- Previous sales or marketing experience in media or a highly competitive industry is a plus, but not required
  - Cold calling with proven success
  - Proficient in Microsoft Power Point, Excel, word and Outlook
  - Strong customer service skills and an ability to work in a fast paced environment
  - Responsible, dependable and hardworking with a positive attitude
- This position offers a base salary plus commission, the ability to grow professionally and a comprehensive benefits package.

To apply for this position, please go to [www.Entercom.com](http://www.Entercom.com) and click on

Aug  
7  
2012

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B.C-D

Account Executives

"Careers." No phone calls please. Entercom Greenville is an Equal Opportunity Employer.

Senior Level Account Executive

You are the best of the best. You are self-motivated, creative, a pro-active problem solver, tenacious, detail-oriented, money-motivated and approach this job as if you are your own CEO. You are a self-starter, organized, detail-oriented and have the ability to work without much direct supervision. Entercom has the latest tools and technology, the most knowledgeable management and is known for offering the best work environment for selling radio advertising in the industry. Nobody in the Greenville market can offer more to their clients than Entercom Greenville.

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Location: Greenville, SC

Compensation: DOE

Principals only. Recruiters, please don't contact this job poster.

Please, no phone calls about this job!

Please do not contact job poster about other services, products or commercial interests.

PostingID: 3190354687

No contact info? if the poster didn't include a phone number, email, or other contact info, craigslist can notify them via email.

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Heather Buvalla

E.F

**From:** Heather Buvalla  
**Sent:** Monday, October 15, 2012 4:12 PM  
**To:** 'Aaron Goldsmith Bob Jones University (careerdevelopment@bju.edu)'; 'Alyson Young Carolina School of Broadcasting (alyson@nakatv.com)'; 'Amy Rusiloski at ITT ARusiloski@itt-tech.edu'; 'Ann McKeighan, Native Amer. Public Telecomm. native@unl.edu'; 'Anna Haigler (ahaigler@scsu.edu)'; 'Career Center (careercenter@scsu.edu)'; 'Career Development Center (alforda@winthrop.edu)'; 'Career Services (jobs@morehouse.edu)'; 'Carol Karnes Anderson College (ckarnes@ac.edu)'; 'Urban League Upstate Carol Martin cmartin@ulus1.org'; 'Cathy Gowan (cathy.gowan@converse.edu)'; 'Col Schrader (admissions@camdenmilitary.com)'; 'Dusty New (new@erskine.edu)'; 'Gary James (gary@beonair.com)'; 'Grey Parks (bparks@dew.sc.gov)'; 'Harold Bell (hbell@spelman.edu)'; 'Brown Mackie College, Hayden Bracknell hbracknell@brownmackie.edu'; 'Ileka Leaks (ileaks@limestone.edu)'; 'Sears Shelter James Hallums jhallums@greenvillesc.gov'; 'Jay Eubank (jeubank@email.unc.edu)'; 'Lander University (Jennifer Pierce)'; 'Johnny Smith (jsmith@isothermal.edu)'; 'Goodwill Industries, Josh Kelly'; 'Regent University Kita Graham (kgraham@regent.edu)'; 'Linda Robinson College of Charleston (robinsonl@cofc.edu)'; 'Linwood Hagin (lahagin@ngu.edu)'; 'Wofford College Lisa Ware (warelm@wofford.edu)'; 'Margaret Bailey (mbailey@morris.edu)'; 'Asheville Buncom Tech Michele Hathcock (mhathcock@abtech.edu)'; 'Minority Media and Telecommunications (info@mmtconline.org)'; 'Hispanic Comm Network Patricia Sainz patricia.sainz@hcnmedia.com'; 'Asheville Buncombe Tech PBulla@abtech.edu'; 'President (aauwjobs@aauw.org)'; 'R. Angel (rangel@greenvillecounty.org)'; 'Robert Decker (rdecker@ecpi.edu)'; 'Rodney Embler Asheville Buncombe Tech (rodney.embler@buncombecounty.org)'; 'Sherry McAdams (smcadams@uscupstate.edu)'; 'Shirley LeGette (president@awcgreenville.org)'; 'Claflin College shirley Nichols shnichols@claflin.edu'; 'Sonja Johnson Benedict College (johnsons@benedict.edu)'; 'South Carolina State University (humanresources@scsu.edu)'; 'ECPI Schaefer, Suzanne(Greenville)'; 'Travis Ballenger (travis.ballenger@newberry.edu)'; 'William Sanders (sandersb@gab.org)'; 'Witney Fisher (witney.fisher@converse.edu)'; 'Yvonne Duckett (yduckett@swu.edu)'; 'Yvonne Lasane, Coastal Carolina (yvonne@coastal.edu)'  
**Cc:** Corporate EEO  
**Subject:** Current Open Positions at Entercom Greenville  
**Attachments:** October 15 2012 Posting.doc

Dear Recruitment Source:

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

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

Your referrals are critical to our recruitment success.

For questions, I can be reached at 864-271-9200. However, I am requesting that all resumes be directed to [www.entercom.com/careers](http://www.entercom.com/careers).

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Heather Buvalla  
Receptionist • Entercom Upstate



Entercom Greenville, LLC  
25 GARLINGTON ROAD  
GREENVILLE, SC 29615  
Current Open Positions 10/15/12

EF

### Receptionist

Entercom Greenville is looking for a top-notch receptionist. Duties include but are not limited to: handling all incoming calls cheerfully and enthusiastically on a multi-line phone system, greeting all guests, clients, and listeners in a professional and courteous manner; creating a system of smooth communication with the entire staff; and assisting with various business office functions such as opening mail, ordering office supplies, maintaining the record label database, helping with invoices and statements, entering barter orders, and managing our EEO Files. The person we're looking for will create a positive and memorable experience for each person they encounter, whether in person or on the phone. The ideal candidate will present a professional appearance, be computer literate and able to multi-task in a fast paced, professional environment. In addition to the duties listed, this position has potential to grow and expand by assisting other departments within a radio broadcasting company. We are looking for someone who displays the willingness to learn, and has a "team player" attitude. 1-2 years prior experience is preferred. To be considered for this position, please indicate your salary requirements when submitting your resume and cover letter. To apply for this position, please go to [www.entercom.com](http://www.entercom.com) and click on "careers." Entercom Greenville is an Equal Opportunity Employer

### Senior Level Account Executive

You are the best of the best. You are self-motivated, creative, a pro-active problem solver, tenacious, detail-oriented, money-motivated and approach this job as if you are your own CEO. You are a self-starter, organized, detail-oriented and have the ability to work without much direct supervision. Entercom has the latest tools and technology, the most knowledgeable management and is known for offering the best work environment for selling radio advertising in the industry. Nobody in the Greenville market can offer more to their clients than Entercom Greenville.

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### ON AIR TALENT – Greenville (possible future openings)

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### Internships

Internships are available for all stations in many departments: Promotions, Programming, Production, Sales and Web Development. Entercom Greenville offers an opportunity for students to apply classroom theory to practical work experience. Our internship program allows students to experience firsthand the reality of working in the radio broadcasting industry. Interns can test their creative talent, exercise their analytical skills and increase their understanding of broadcasting operations and trends. Internships are available year-round, and are 12-15 hours per week, with specific days and times agreed upon in advance. All interns must be enrolled in a College or University and receiving college credit. Students are expected to obtain and complete any

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forms necessary to receive credit for the internship experience. INTERNS ARE NON-PAID POSITIONS. To apply for this position, please go to [www.Entercom.com](http://www.Entercom.com) and click on "Careers." Entercom Greenville is an Equal Opportunity Employer.

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**E-Verify**

E-F



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## Heather Buvalla

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**From:** Heather Buvalla  
**Sent:** Tuesday, October 16, 2012 11:48 AM  
**To:** GREENVILLE USERS  
**Cc:** Corporate EEO  
**Subject:** Current Open Positions  
**Attachments:** October 15 2012 Posting.doc

E-F

Hello everyone,

Attached is the open position list for your reference and referrals.  
Entercom Greenville is an Equal Opportunity Employer.

Thank you!

## Heather Buvalla

Receptionist • Entercom Upstate



☎ :: 864.271.9200

✉ :: [hbuvala@Entercom.com](mailto:hbuvala@Entercom.com)

☒ :: 25 Garlington Road • Greenville SC 29615

Click & Listen Online

[Magic 98.9](#) | [B93.7](#) | [WORD 106.3](#) | [The Planet 93.3](#) | [Rock 101](#) | [Get My PERKS](#)

50

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## Receptionist (Greenville, SC)

Date: 2012-10-15, 4:19PM EDT

Reply to: see below

E-F

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- Location: Greenville, SC
- Compensation: DOE
- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.

PostingID: 3341092927

#### No contact info?

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Avoid scams and fraud by dealing locally! Beware any deal involving Western Union, Moneygram, wire transfer, cashier check, money order, shipping, escrow, or any promise of transaction protection/certification/guarantee. [More info](#)

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## Account Executive (Greenville, SC)

E-K

Date: 2012-10-11, 3:51PM EDT

Reply to: see below

10/11/12

### Senior Level Account Executive

You are the best of the best. You are self-motivated, creative, a pro-active problem solver, tenacious, detail-oriented, money-motivated and approach this job as if you are your own CEO. You are a self-starter, organized, detail-oriented and have the ability to work without much direct supervision. Entercom has the latest tools and technology, the most knowledgeable management and is known for offering the best work environment for selling radio advertising in the industry. Nobody in the Greenville market can offer more to their clients than Entercom Greenville.

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- Proven track record in meeting and exceeding defined sales goals
- Strategic multi-level selling

As an Account Executive with Entercom, you will also represent some of the largest sports teams and talent in the entertainment world. In keeping with the other members of the Entercom Teams, the #1 trait we hire for is "WINNING ATTITUDE". We are looking for driven individuals who refuse to lose or compromise their level of success even in an unsteady economy. If this describes YOU, please forward your resume and career success stories today. To apply for this position, please go to [www.Entercom.com](http://www.Entercom.com) and click on "Careers." Entercom Greenville is an Equal Opportunity Employer.

- Location: Greenville, SC

52

- Compensation: DOE
- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.

E-17

PostingID: 3332197036

**No contact info?**

if the poster didn't include a phone number, email, or other contact info, craigslist can notify them via email.

---

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53

E-F

You have 121 unread Net News stories.

search by keyword ...

Home > All Forums > Job Market > Job Openings

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## Senior Level Account Executive- Greenville, SC

### 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!

Search this topic...    Search

1 post • Page 1 of 1

[Edit post \(. /posting.php?mode=edit&f=10&p=35122&sid=5f28386ee7f393a2123e453fb4b27e09\)](#)

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[Report this post \(. /report.php?f=10&p=35122&sid=5f28386ee7f393a2123e453fb4b27e09\)](#)

## Senior Level Account Executive- Greenville, SC (#p35122)

By sgilson • Thu Oct 11, 2012 1:02 pm

### Senior Level Account Executive

You are the best of the best. You are self-motivated, creative, a pro-active problem solver, tenacious, detail-oriented, money-motivated and approach this job as if you are your own CEO. You are a self-starter, organized, detail-oriented and have the ability to work without much direct supervision. Entercom has the latest tools and technology, the most knowledgeable management and is known for offering the best work environment for selling radio advertising in the industry. Nobody in the Greenville market can offer more to their clients than Entercom Greenville.

Successful candidates are experts in:

- Strategic targeting of clients
- Prospecting and relationship building
- Setting face to face appointments
- Thoroughly analyzing customer needs
- Creatively designing marketing campaign
- Strategically selling compelling concepts to key local and regional decision makers

Experience:

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- Digital sales background preferred
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To apply for this position, please go to <http://www.Entercom.com> (<http://www.Entercom.com>) and click on "Careers." Entercom Greenville is an Equal Opportunity Employer.

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**ATTENTION TALENT!**

Whether you are

**Searching for a new gig**

or

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Contact  
**Lee Strasser**  
Grand Visions, Inc.  
lkstrasser@gmail.com  
561-371-0323

574

## Caitlynn Moore

---

**From:** Stephanie Gilson  
**Sent:** Tuesday, July 08, 2014 4:39 PM  
**To:** Caitlynn Moore  
**Subject:** FW: Current Open Positions at Entercom Greenville  
**Attachments:** December 12 2012.doc

G, H, I

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**From:** Corporate EEO  
**Sent:** Tuesday, July 08, 2014 4:38 PM  
**To:** Caitlynn Moore  
**Subject:** FW: Current Open Positions at Entercom Greenville

December Posting

**From:** Stephanie Gilson  
**Sent:** Wednesday, December 12, 2012 10:56 AM  
**To:** Stephanie Gilson; Aaron Goldsmith Bob Jones University ([careerdevelopment@bjv.edu](mailto:careerdevelopment@bjv.edu)); Alyson Young Carolina School of Broadcasting ([alyson@nakatv.com](mailto:alyson@nakatv.com)); Amy Rusiloski at ITT ([ARusiloski@itt-tech.edu](mailto:ARusiloski@itt-tech.edu)); Ann McKeighan, Native Amer. Public Telecomm. ([native@unl.edu](mailto:native@unl.edu)); Anna Haigler ([ahaigler@scsu.edu](mailto:ahaigler@scsu.edu)); Career Center ([careercenter@scsu.edu](mailto:careercenter@scsu.edu)); Career Development Center ([alforda@winthrop.edu](mailto:alforda@winthrop.edu)); Career Services ([jobs@morehouse.edu](mailto:jobs@morehouse.edu)); Carol Karnes Anderson College ([ckarnes@ac.edu](mailto:ckarnes@ac.edu)); Urban League Upstate Carol Martin ([cmartin@ulus1.org](mailto:cmartin@ulus1.org)); Cathy Gowan ([cathy.gowan@converse.edu](mailto:cathy.gowan@converse.edu)); Col Schrader ([admissions@camdenmilitary.com](mailto:admissions@camdenmilitary.com)); Dusty New ([new@erskine.edu](mailto:new@erskine.edu)); Gary James ([gary@beonair.com](mailto:gary@beonair.com)); Grey Parks ([bparks@dew.sc.gov](mailto:bparks@dew.sc.gov)); Harold Bell ([hbells@spelman.edu](mailto:hbells@spelman.edu)); Brown Mackie College, Hayden Bracknell ([hbracknell@brownmackie.edu](mailto:hbracknell@brownmackie.edu)); Ileka Leaks ([ileaks@limestone.edu](mailto:ileaks@limestone.edu)); Sears Shelter James Hallums ([jhallums@greenvillesc.gov](mailto:jhallums@greenvillesc.gov)); Jay Eubank ([jeubank@email.unc.edu](mailto:jeubank@email.unc.edu)); Lander University (Jennifer Pierce); Johnny Smith ([jsmith@isothermal.edu](mailto:jsmith@isothermal.edu)); Goodwill Industries, Josh Kelly; Regent University Kita Graham ([kgraham@regent.edu](mailto:kgraham@regent.edu)); Linda Robinson College of Charleston ([robinsonl@cofc.edu](mailto:robinsonl@cofc.edu)); Linwood Hagin ([lahagin@ngu.edu](mailto:lahagin@ngu.edu)); Wofford College Lisa Ware ([warelm@wofford.edu](mailto:warelm@wofford.edu)); Margaret Bailey ([m Bailey@morris.edu](mailto:m Bailey@morris.edu)); Minority Media and Telecommunications ([info@mmtconline.org](mailto:info@mmtconline.org)); Asheville Buncomb Tech ([NMoore@abtech.edu](mailto:NMoore@abtech.edu)); Hispanic Comm Network Patricia Sainz ([patricia.sainz@hcnmedia.com](mailto:patricia.sainz@hcnmedia.com)); Asheville Buncombe Tech PBulla@abtech.edu; President ([aauwjobs@aauw.org](mailto:aauwjobs@aauw.org)); R. Angel ([rangel@greenvillecounty.org](mailto:rangel@greenvillecounty.org)); Robert Decker ([rdecker@ecpi.edu](mailto:rdecker@ecpi.edu)); Rodney Embler Asheville Buncombe Tech ([rodney.embler@buncombecounty.org](mailto:rodney.embler@buncombecounty.org)); Sherry McAdams ([smcadams@uscupstate.edu](mailto:smcadams@uscupstate.edu)); Shirley LeGette ([president@awcgreenville.org](mailto:president@awcgreenville.org)); Claflin College shirley Nichols ([shnichols@claflin.edu](mailto:shnichols@claflin.edu)); Sonja Johnson Benedict College ([johnsons@benedict.edu](mailto:johnsons@benedict.edu)); South Carolina State University ([humanresources@scsu.edu](mailto:humanresources@scsu.edu)); ECPI Schaefer, Suzanne(Greenville); Travis Ballenger ([travis.ballenger@newberry.edu](mailto:travis.ballenger@newberry.edu)); William Sanders ([sandersb@gab.org](mailto:sandersb@gab.org)); Witney Fisher ([witney.fisher@converse.edu](mailto:witney.fisher@converse.edu)); Yvonne Duckett ([yduckett@swu.edu](mailto:yduckett@swu.edu)); Yvonne Lasane, Coastal Carolina ([yvonne@coastal.edu](mailto:yvonne@coastal.edu))  
**Cc:** Corporate EEO  
**Subject:** Current Open Positions at Entercom Greenville

Dear Recruitment Source:

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

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

Your referrals are critical to our recruitment success.

For questions I may be contacted at 610-822-0857. However, I am requesting that all resumes be directed to [www.entercom.com/careers](http://www.entercom.com/careers).

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

*Stephanie Gilson*

Human Resources  
Entercom Communications Corp.  
401 City Avenue, Suite 809  
Bala Cynwyd, PA 19004  
☎ 610.822.0857 | ✉ [sgilson@entercom.com](mailto:sgilson@entercom.com)  
Fax: 1-610-672-9644

GHI







25 GARLINGTON ROAD  
GREENVILLE, SC 29615  
Current Open Positions 12/12/12

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### Senior Level Account Executive

You are the best of the best. You are self-motivated, creative, a pro-active problem solver, tenacious, detail-oriented, money-motivated and approach this job as if you are your own CEO. You are a self-starter, organized, detail-oriented and have the ability to work without much direct supervision. Entercom has the latest tools and technology, the most knowledgeable management and is known for offering the best work environment for selling radio advertising in the industry. Nobody in the Greenville market can offer more to their clients than Entercom Greenville.

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### Account Executive - SMB Team

Entercom Upstate, home to 5 of the Upstate's best radio stations – B 93.7, Magic 98.9, NewsRadio WORD, Rock 101, & 93.3 The Planet, is currently accepting resumes from motivated, energetic self-starters for a full-time sales position. This sales position will be focused on cold calling on small to medium sized local businesses and providing them with measurable marketing solutions based on their individual goals. These marketing solutions include but are not limited to e-commerce (PERKS), social networking and database growth marketing opportunities.

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Successful candidates must possess exceptional communication, presentation and negotiation skills with the ability to multi-task in a fast paced environment.

#### **Responsibilities and duties include:**

- Achieving sales goals
- Cold calling and prospecting business
- Present marketing solutions to new businesses weekly
- Maintain customer base of business
- Conduct presentations in person and over the phone
- Ability to create new revenue ideas for clients
- Planning and execution of client needs

#### **Qualifications:**

- Previous sales or marketing experience in media or a highly competitive industry is a plus, but not required
- Cold calling with proven success
- Proficient in Microsoft Power Point, Excel, Word and Outlook
- Strong customer service skills and an ability to work in a fast paced environment
- Responsible, dependable and hardworking with a positive attitude

This position offers a base salary plus commission, the ability to grow professionally and a comprehensive benefits package. **To apply for this position, please go to [www.Entercom.com](http://www.Entercom.com) and click on "Careers."** No phone calls please. Entercom Greenville is an Equal Opportunity Employer.

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**On Air Personality**

Magic 98.9, Today's Lite Rock, Greenville-Spartanburg, S.C. is searching for a creative adult communicator for an on air talent position. Can you make "eye contact" and engage adults 25-54 with topical, relatable, local interesting content? Do you have the "sparkle", up-beat energy and positive attitude that can be heard and felt through the speakers? The ideal candidate will also have music scheduling skills with RCS Selector, creative imaging skills; social networking skills and a positive attitude listeners and co-workers in the building can feel. Live and work in one of America's fastest growing, high quality life style, affordable Southern cities. **To apply for this position, please go to [www.entercom.com](http://www.entercom.com) and click on "Careers."** Entercom Greenville is an Equal Opportunity Employer.

**On Air Personality**

News Radio WORD, is looking for a full-time reporter/anchor to add to its award-winning news staff. This is a rare opening for one of Greenville's most respected news departments. Candidates must show efficient yet effective writing skills, creativity, and the ability to think on their feet in case of breaking news coverage.

The candidate should also be familiar with computerized news gathering tools, social network postings and usage, and be flexible in dealing with breaking news situations. Previous news reporting and/or anchoring required. If you are passionate about reporting the news, and you have what it takes, please submit your resume, cover letter, and a sample of your work. **To apply for this position, please visit <http://www.entercom.com> and click on "careers."**

**Internships**

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

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

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**E-Verify**



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**Caitlynn Moore**

---

**From:** Stephanie Gilson  
**Sent:** Tuesday, July 08, 2014 4:39 PM  
**To:** Caitlynn Moore  
**Subject:** FW: Entercom Greenville Openings  
**Attachments:** December 12, 2012.doc

GHI

Internal Posting

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**From:** Stephanie Gilson  
**Sent:** Wednesday, December 12, 2012 10:55 AM  
**To:** Renee Brown  
**Cc:** Corporate EEO  
**Subject:** Entercom Greenville Openings

Hi Renee,  
Will you print and post a copy of December's job openings?

Thanks!

*Stephanie Gilson*

Human Resources  
Entercom Communications Corp.  
401 City Avenue, Suite 809  
Bala Cynwyd, PA 19004  
☎ 610.822.0857 | ✉ [sgilson@entercom.com](mailto:sgilson@entercom.com)  
Fax: 1-610-672-9644



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We found 1 matching ad. Now displaying the final ad.

## WORD News Radio Reporter

Categories: **Radio**

Ad **125997**

Number:

Date **12/26/2012**

Posted:

Contact: **Caitlynn  
Greenville, SC**

Telephone:

E-Mail: [cmoore@entercom.com](mailto:cmoore@entercom.com)

Web Site:

### Description

News Radio WORD, is looking for a full-time reporter/anchor to add to its award-winning news staff. This is a rare opening for one of Greenville's most respected news departments. Candidates must show efficient yet effective writing skills, creativity, and the ability to think on their feet in case of breaking news coverage.

The candidate should also be familiar with computerized news gathering tools, social network postings and usage, and be flexible in dealing with breaking news

situations. Previous news reporting and/or anchoring required. If you are passionate about reporting the news, and you have what it takes, please submit your resume, cover letter, and a sample of your work. To apply for this position, please visit [www.entercom.com](http://www.entercom.com) and click on "careers."

As you know, Entercom Greenville is an Equal Employment Opportunity

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[prohibited](#)  
[spam/overpost](#)  
[best of craigslist](#)

## WORD News Radio Reporter (Greenville, SC)

GHI

Date: 2012-12-26, 11:38AM EST

Reply to: see below

News Radio WORD, is looking for a full-time reporter/anchor to add to its award-winning news staff. This is a rare opening for one of Greenville's most respected news departments. Candidates must show efficient yet effective writing skills, creativity, and the ability to think on their feet in case of breaking news coverage. The candidate should also be familiar with computerized news gathering tools, social network postings and usage, and be flexible in dealing with breaking news situations. Previous news reporting and/or anchoring required. If you are passionate about reporting the news, and you have what it takes, please submit your resume, cover letter, and a sample of your work. To apply for this position, please visit [www.entercom.com](http://www.entercom.com) and click on "careers."

Entercom Upstate in Greenville, SC

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

- Location: Greenville, SC
- Compensation: DOE
- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.

PostingID:3501758978

**No contact info?**

if the poster didn't include a phone number, email, or other contact info, craigslist can notify them via email.

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search by keyword ...

You have 51 unread Net News stories.

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Forums

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Account Executive

Forum rules

You can only post the job opening once in any 24 hour period. Please print your job opening for EOE records. Job

ATTENTION TALENT!



Edit post Delete post Report this post

Account Executive

By sgilson » Wed Jan 02, 2013 7:35 am

Account Executive - SMB Team

Entercom Upstate, home to 5 of the Upstate's best radio stations - B 93.7, Magic 98.9, NewsRadio WORD, Rock 101, & 93.3 The Planet, is currently accepting resumes from motivated, energetic self-starters for a full-time sales position. This sales position will be focused on cold calling on small to medium sized local businesses and providing them with measurable marketing solutions based on their individual goals. These marketing solutions include but are not limited to e-commerce (PERKS), social networking and database growth marketing opportunities.

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- Planning and execution of client needs

Qualifications:

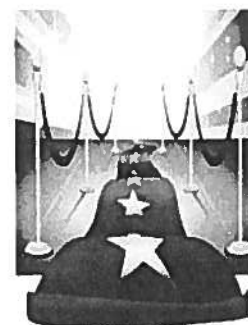
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- Cold calling with proven success
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- Responsible, dependable and hardworking with a positive attitude

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Greenville, SC sgilson

Posts: 120 Joined: Thu Apr 21, 2011 9:31 am Private message Top



Contact Lee Strasser Grand Visions, Inc. lkstrasser@gmail.com 561-371-0323

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prohibited
spam/overpost
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Account Executive (Greenville SC)

GHJ

Date: 2013-01-02, 9:48AM EST

Reply to: see below

Account Executive - SMB Team

Entercom Upstate, home to 5 of the Upstate's best radio stations -- B 93.7, Magic 98.9, NewsRadio WORD, Rock 101, & 93.3 The Planet, is currently accepting resumes from motivated, energetic self-starters for a full-time sales position.

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Entercom Greenville is an Equal Opportunity Employer.

- Location: Greenville SC
Compensation: DOE
Principals only. Recruiters, please don't contact this job poster.

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[Main Menu](#)

We found 1 matching ad. Now displaying the final ad.

## Account Executive

Categories: **Radio**

Ad Number: **126363**

Number:

Date: **01/02/2013**

Posted:

Contact: **Caitlynn  
Greenville, SC**

Telephone:

E-Mail: [cmoore@entercom.com](mailto:cmoore@entercom.com)

Web Site:

### Description

Account Executive - SMB Team

Entercom Upstate, home to 5 of the Upstate's best radio stations – B 93.7, Magic

98.9, NewsRadio WORD, Rock 101, & 93.3 The Planet, is currently accepting resumes from motivated, energetic self-starters for a full-time sales position.

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## New Search

### Sports Broadcasting School

"If you've never worked in sports broadcasting before, these guys will get you the necessary experience and training you'll need for your first job. Strongly recommended".

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Mike Patrick -webmaster  
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## Caitlynn Moore

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**From:** Stephanie Gilson  
**Sent:** Tuesday, July 08, 2014 5:18 PM  
**To:** Caitlynn Moore  
**Subject:** FW: Current Openings at Entercom Greenville  
**Attachments:** January 7 1013 Posting-2.doc

J, K, L

Attached is the posting from January 2013

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**From:** Caitlynn Moore  
**Sent:** Monday, January 07, 2013 9:20 AM  
**To:** ~~Corporate EEO; Aaron Goldsmith~~ ([careerdevelopment@bj.edu](mailto:careerdevelopment@bj.edu)); Alyson Young ([alyson@nakatv.com](mailto:alyson@nakatv.com)); Amy Rusiloski ([ARusiloski@itt-tech.edu](mailto:ARusiloski@itt-tech.edu)); Ann McKeighan ([native@unl.edu](mailto:native@unl.edu)); Anna Haigler ([ahaigler@scsu.edu](mailto:ahaigler@scsu.edu)); Asheville Buncombe Tech ([PBulla@abtech.edu](mailto:PBulla@abtech.edu)); Asheville Buncombe Tech Rodney Embler ([rodney.embler@buncombecounty.org](mailto:rodney.embler@buncombecounty.org)); Asheville Buncomb Tech ([NMoore@abtech.edu](mailto:NMoore@abtech.edu)); Brown Mackie College Hayden Bracknell ([hbracknell@brownmackie.edu](mailto:hbracknell@brownmackie.edu)); Career Center ([careercenter@scsu.edu](mailto:careercenter@scsu.edu)); Career Services ([jobs@morehouse.edu](mailto:jobs@morehouse.edu)); Carol Karnes ([ckarnes@ac.edu](mailto:ckarnes@ac.edu)); Cathy Gowan ([cathy.gowan@converse.edu](mailto:cathy.gowan@converse.edu)); Claflin College Shirley Nichols ([shnichols@claflin.edu](mailto:shnichols@claflin.edu)); Coastal Carolina Yvonne Lasane ([yvonne@coastal.edu](mailto:yvonne@coastal.edu)); Col Schrader ([admissions@camdenmilitary.com](mailto:admissions@camdenmilitary.com)); Dusty New ([new@erskine.edu](mailto:new@erskine.edu)); Gary James ([gary@beonair.com](mailto:gary@beonair.com)); Grey Parks ([bparks@dew.sc.gov](mailto:bparks@dew.sc.gov)); Harold Bell ([hbells@spelman.edu](mailto:hbells@spelman.edu)); Hispanic Comm Network Patricia Sainz ([patricia.sainz@hcnmedia.com](mailto:patricia.sainz@hcnmedia.com)); Ileka Leaks ([ileaks@limestone.edu](mailto:ileaks@limestone.edu)); Jay Eubank ([jeubank@email.unc.edu](mailto:jeubank@email.unc.edu)); Jennifer Pierce ([jpierce@lander.edu](mailto:jpierce@lander.edu)); Johnny Smith ([jsmith@isothermal.edu](mailto:jsmith@isothermal.edu)); Josh Kelly ([jkelly@goodwillsc.org](mailto:jkelly@goodwillsc.org)); Linda Robinson College of Charleston ([robinsonl@cofc.edu](mailto:robinsonl@cofc.edu)); Linwood Hagin ([lahagin@nqu.edu](mailto:lahagin@nqu.edu)); Margaret Bailey ([m Bailey@morris.edu](mailto:m Bailey@morris.edu)); Minority Media and Telecommunications ([info@mmtconline.org](mailto:info@mmtconline.org)); President ([aa uwjobs@aa uw.org](mailto:aa uwjobs@aa uw.org)); R. Angel ([rangel@greenvillecounty.org](mailto:rangel@greenvillecounty.org)); Regent University Kita Graham ([kgraham@regent.edu](mailto:kgraham@regent.edu)); Robert Decker ([rdecker@ecpi.edu](mailto:rdecker@ecpi.edu)); Sears Shelter James Hallums ([jhallums@greenvillesc.gov](mailto:jhallums@greenvillesc.gov)); Sherry Mack Michael SC State University ([smgladden@scsu.edu](mailto:smgladden@scsu.edu)); Sherry McAdams ([smcadams@uscupstate.edu](mailto:smcadams@uscupstate.edu)); Shirley LeGette ([president@awcgreenville.org](mailto:president@awcgreenville.org)); Sonja Johnson Benedict College Sonja Johnson ([johnsons@benedict.edu](mailto:johnsons@benedict.edu)); South Carolina State University ([humanresources@scsu.edu](mailto:humanresources@scsu.edu)); Suzanne Schaefer ([sschaefer@ecpi.edu](mailto:sschaefer@ecpi.edu)); Travis Ballenger ([travis.ballenger@newberry.edu](mailto:travis.ballenger@newberry.edu)); Urban League Upstate Carol Martin ([cmartin@ulus1.org](mailto:cmartin@ulus1.org)); William Sanders ([sandersb@gab.org](mailto:sandersb@gab.org)); Witney Fisher ([witney.fisher@converse.edu](mailto:witney.fisher@converse.edu)); Wofford College Lisa Ware ([warelm@wofford.edu](mailto:warelm@wofford.edu)); Yvonne Duckett ([yduckett@swu.edu](mailto:yduckett@swu.edu))  
**Subject:** Current Openings at Entercom Greenville

Dear Recruitment Source:

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

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

Your referrals are critical to our recruitment success.

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

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

66



25 GARLINGTON ROAD  
GREENVILLE, SC 29615  
Current Open Positions 1/7/2013

JKL

**Account Executive - SMB Team**

Entercom Upstate, home to 5 of the Upstate's best radio stations – B 93.7, Magic 98.9, NewsRadio WORD, Rock 101, & 93.3 The Planet, is currently accepting resumes from motivated, energetic self-starters for a full-time sales position. This sales position will be focused on cold calling on small to medium sized local businesses and providing them with measurable marketing solutions based on their individual goals. These marketing solutions include but are not limited to e-commerce (PERKS), social networking and database growth marketing opportunities. The SMB Account Executive will have ongoing coaching and training and will be accountable for following a prescriptive sales process of prospecting, cold calling and selling. Successful candidates must possess exceptional communication, presentation and negotiation skills with the ability to multi-task in a fast paced environment.

**Responsibilities and duties include:**

- Achieving sales goals
- Cold calling and prospecting business
- Present marketing solutions to new businesses weekly
- Maintain customer base of business
- Conduct presentations in person and over the phone
- Ability to create new revenue ideas for clients
- Planning and execution of client needs

**Qualifications:**

- Previous sales or marketing experience in media or a highly competitive industry is a plus, but not required
- Cold calling with proven success
- Proficient in Microsoft Power Point, Excel, Word and Outlook
- Strong customer service skills and an ability to work in a fast paced environment
- Responsible, dependable and hardworking with a positive attitude

This position offers a base salary plus commission, the ability to grow professionally and a comprehensive benefits package. To apply for this position, please go to [www.Entercom.com](http://www.Entercom.com) and click on "Careers." No phone calls please. Entercom Greenville is an Equal Opportunity Employer.

**Small Business Sales Assistant**

Entercom Broadcasting is developing an exciting new small business sales team and needs an ultra-focused sale assistant to help. This position will include helping the sales team with presentations, prospecting leads, developing commercial copy, scheduling sale orders and assisting the sales managers with reports. Qualified candidates will have college experience, enjoy solving problems, enjoy a fast paced environment and have an understanding of Facebook, texting, and database marketing. This position will report to the retail sales manager. Entercom Greenville is an Equal Opportunity Employer.

**Internships**

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

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

E-Verify

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**Caitlynn Moore**

---

**From:** Stephanie Gilson  
**Sent:** Tuesday, July 08, 2014 5:19 PM  
**To:** Caitlynn Moore  
**Subject:** FW: Entercom Greenville Openings  
**Attachments:** January 7 1013 Posting-2.doc

JKL

January 2013 Posting

---

**From:** Stephanie Gilson  
**Sent:** Monday, January 07, 2013 9:31 AM  
**To:** Caitlynn Moore  
**Cc:** Corporate EEO  
**Subject:** Entercom Greenville Openings

Hi Caitlynn,  
Will you print and post a copy of January's job openings?

Thanks!

*Stephanie Gilson*

Human Resources  
Entercom Communications Corp.  
401 City Avenue, Suite 809  
Bala Cynwyd, PA 19004  
☎ 610.822.0857 | ✉ [sgilson@entercom.com](mailto:sgilson@entercom.com)  
Fax: 1-610-672-9644



b8

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☆ You have 126 unread Net News stories.

search by keyword ...

Home > All Forums > Job Market > Job Openings

**Forums**

Search Forum Rules FAQ

User Control Panel (0 new messages) • View your posts

## Small Business Sales Assistant

### Forum rules

You can only post the job opening once in any 24 hour period. Please print your job opening for EOE records. Job

PUT DOWN the highlighter!

Edit post  
Delete post  
Report this post

## Small Business Sales Assistant

By sgilson » Mon Jan 07, 2013 1:24 pm

Entercom Broadcasting is developing an exciting new small business sales team and needs an ultra-focused sales assistant to help. This position will include helping the sales team with presentations, prospecting leads, developing commercial copy, scheduling sale orders and assisting the sales managers with reports. Qualified candidates will have college experience, enjoy solving problems, enjoy a fast paced environment and have an understanding of Facebook, texting, and database marketing. This position will report to the Director of Sales Administration. To apply for this position, please visit [www.entercom.com](http://www.entercom.com) and click on "careers."

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

Greenville, SC  
sgilson

Posts: 122  
Joined: Thu Apr 21, 2011 9:31 am  
Private message  
Top

1 post • Page 1 of 1

Return to Job Openings

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Contact  
**Lee Strasser**  
Grand Visions, Inc.  
lstrasser@gmail.com  
561-371-0323

69

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JILL

## Small Business Sales Assistant (Greenville, SC)

Date: 2013-01-07, 3:22PM EST

Reply to: see below

### Small Business Sales Assistant

Entercom Broadcasting is developing an exciting new small business sales team and needs an ultra-focused sales assistant to help. This position will include helping the sales team with presentations, prospecting leads, developing commercial copy, scheduling sale orders and assisting the sales managers with reports.

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

- Location: Greenville, SC
- Compensation: DOE
- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.

PostingID:3529216024

#### No contact info?

if the poster didn't include a phone number, email, or other contact info, craigslist can notify them via email.

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We found 1 matching ad. Now displaying the final ad.

## Small Business Sales Assistant

Categories: **Radio**

Ad Number: **126659**

Number:

Date: **01/07/2013**

Posted:

Contact: **Caitlynn  
Greenville, SC**

Telephone:

E-Mail: [cmoore@entercom.com](mailto:cmoore@entercom.com)

Web Site:

### Description

Small Business Sales Assistant

Entercom Broadcasting is developing an exciting new small business sales team

and needs an ultra-focused sales assistant to help. This position will include helping the sales team with presentations, prospecting leads, developing commercial copy, scheduling sale orders and assisting the sales managers with reports.

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You have 51 unread NetNews stories.

search by keyword ...

Home > All Forums > Job Market > Job Openings

**Forums**

Search Forum Rules FAQ

User Control Panel (0 new messages) • View your posts

**Account Executive**

Forum rules

You can only post the job opening once in any 24 hour period. Please print your job opening for EOE records. Job

**ATTENTION  
TALENT!**



- Edit post
- Delete post
- Report this post

**Account Executive**

By sgilson » Wed Jan 02, 2013 7:35 am

Account Executive - SMB Team

Entercom Upstate, home to 5 of the Upstate's best radio stations – B 93.7, Magic 98.9, NewsRadio WORD, Rock 101, & 93.3 The Planet, is currently accepting resumes from motivated, energetic self-starters for a full-time sales position. This sales position will be focused on cold calling on small to medium sized local businesses and providing them with measurable marketing solutions based on their individual goals. These marketing solutions include but are not limited to e-commerce (PERKS), social networking and database growth marketing opportunities.

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- Ability to create new revenue ideas for clients
- Planning and execution of client needs

Qualifications:

- Previous sales or marketing experience in media or a highly competitive industry is a plus, but not required
- Cold calling with proven success
- Proficient in Microsoft Power Point, Excel, Word and Outlook
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- Responsible, dependable and hardworking with a positive attitude

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To apply for this position, please go to [www.Entercom.com](http://www.Entercom.com) and click on "Careers." No phone calls please. Entercom Greenville is an Equal Opportunity Employer.



Contact  
**Lee Strasser**  
 Grand Visions, Inc.  
[lkstrasser@gmail.com](mailto:lkstrasser@gmail.com)  
 561-371-0323

Greenville, SC  
sgilson

Posts: 120  
 Joined: Thu Apr 21, 2011 9:31 am  
 Private message  
 Top

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1 post • Page 1 of 1



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[spam/overpost](#)

[best of craigslist](#)

## Account Executive (Greenville SC)

JILL

Date: 2013-01-02, 9:48AM EST

Reply to: see below

### Account Executive - SMB Team

Entercom Upstate, home to 5 of the Upstate's best radio stations -- B 93.7, Magic 98.9, NewsRadio WORD, Rock 101, & 93.3 The Planet, is currently accepting resumes from motivated, energetic self-starters for a full-time sales position.

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Qualifications:

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- Responsible, dependable and hardworking with a positive attitude

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To apply for this position, please go to [www.Entercom.com](http://www.Entercom.com) and click on "Careers." No phone calls please.

Entercom Greenville is an Equal Opportunity Employer.

- Location: Greenville SC
- Compensation: DOE
- Principals only. Recruiters, please don't contact this job poster.

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We found 1 matching ad. Now displaying the final ad.

## Account Executive

Categories: Radio

Ad Number: 126363

Number:

Date: 01/02/2013

Posted:

Contact: Caitlynn  
Greenville, SC

Telephone:

E-Mail: [cmoore@entercom.com](mailto:cmoore@entercom.com)

Web Site:

### Description

Account Executive - SMB Team

Entercom Upstate, home to 5 of the Upstate's best radio stations – B 93.7, Magic

98.9, NewsRadio WORD, Rock 101, & 93.3 The Planet, is currently accepting resumes from motivated, energetic self-starters for a full-time sales position. This sales position will be focused on cold calling on small to medium sized local businesses and providing them with measurable marketing solutions based on

their individual goals. These marketing solutions include but are not limited to e-commerce (PERKS), social networking and database growth marketing opportunities.

The SMB Account Executive will have ongoing coaching and training and will be accountable for following a prescriptive sales process of prospecting, cold calling and selling.

Successful candidates must possess exceptional communication, presentation

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negotiation skills with the ability to multi-task in a fast paced environment.  
Responsibilities and duties include:

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- Planning and execution of client needs

JKL

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### New Search

#### Sports Broadcasting School

"If you've never worked in sports broadcasting before, these guys will get you the necessary experience and training you'll need for your first job. Strongly recommended".

#### Request Any Service or Product You'd Like to See On This Site



"Need reliable, inexpensive hosting?"

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Mike Patrick -webmaster  
[TVandRadioJobs.com](http://TVandRadioJobs.com)

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Caitlynn Moore

M

April 2013

**From:** Caitlynn Moore  
**Sent:** Monday, April 29, 2013 5:11 PM  
**To:** Aaron Goldsmith (careerdevelopment@bj.edu); Alyson Young (alyson@nakatv.com); Amy Rusiloski (ARusiloski@itt-tech.edu); Ann McKeighan (native@unl.edu); Anna Haigler (ahaigler@scsu.edu); Asheville Buncombe Tech (PBulla@abtech.edu); Asheville Buncombe Tech Rodney Embler (rodney.embler@buncombecounty.org); Ashville Buncomb Tech (NMoore@abtech.edu); Brown Mackie College Hayden Bracknell (hbracknell@brownmackie.edu); Career Center (careercenter@scsu.edu); Career Services (jobs@morehouse.edu); Carol Karnes (ckarnes@ac.edu); Cathy Gowan (cathy.gowan@converse.edu); Claflin College Shirley Nichols (shnichols@clafin.edu); Coastal Carolina Yvonne Lasane (yvonne@coastal.edu); Col Schrader (admissions@camdenmilitary.com); Dusty New (new@erskine.edu); 'Erin Emory'; Gary James (gary@beonair.com); Grey Parks (bparks@dew.sc.gov); Harold Bell (hbell@spelman.edu); Hispanic Comm Network Patricia Sainz (patricia.sainz@hcnmedia.com); Ileka Leaks (ileaks@limestone.edu); Jay Eubank (jeubank@email.unc.edu); Jennifer Pierce (jpierce@lander.edu); Johnny Smith (jsmith@isothermal.edu); Josh Kelly (jkelly@goodwillsc.org); Linda Robinson College of Charleston (robinsonl@cofc.edu); Linwood Hagin (lahagin@ngu.edu); Margaret Bailey (mbailey@morris.edu); Minority Media and Telecommunications (info@mmtconline.org); President (aauwjobs@aauw.org); R. Angel (rangel@greenvillecounty.org); Regent University Kita Graham (kgraham@regent.edu); Robert Decker (rdecker@ecpi.edu); Sears Shelter James Hallums (jhallums@greenvillesc.gov); Sherry Mack Michael SC State University (smgladden@scsu.edu); Sherry McAdams (smcadams@uscupstate.edu); Shirley LeGette (president@awcgreenville.org); Sonja Johnson Benedict College Sonja Johnson (johnsons@benedict.edu); South Carolina State University (humanresources@scsu.edu); Suzanne Schaefer (sschaefer@ecpi.edu); Travis Ballenger (travis.ballenger@newberry.edu); Urban League Upstate Carol Martin (cmartin@ulus1.org); William Sanders (sandersb@gab.org); Witney Fisher (witney.fisher@converse.edu); Yvonne Duckett (yduckett@swu.edu)  
**Cc:** Corporate EEO  
**Subject:** New position added  
**Attachments:** April 29 Openings.doc

Promotions position added

Dear Recruitment Source:

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

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

Your referrals are critical to our recruitment success.

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

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

Thank you!

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25 GARLINGTON ROAD  
GREENVILLE, SC 29615  
Current Open Positions 4/29/13

M

### Senior Level Account Executive

You are the best of the best. You are self-motivated, creative, a pro-active problem solver, tenacious, detail-oriented, money-motivated and approach this job as if you are your own CEO. You are a self-starter, organized, detail-oriented and have the ability to work without much direct supervision. Entercom has the latest tools and technology, the most knowledgeable management and is known for offering the best work environment for selling radio advertising in the industry. Nobody in the Greenville market can offer more to their clients than Entercom Greenville.

#### **Successful candidates are experts in:**

- Strategic targeting of clients
- Prospecting and relationship building
- Setting face to face appointments
- Thoroughly analyzing customer needs
- Creatively designing marketing campaign
- Strategically selling compelling concepts to key local and regional decision makers

#### **Experience:**

- Media or Broadcast sales strongly preferred
- Digital sales background preferred
- Successful track record of new business development
- Proven track record in meeting and exceeding defined sales goals
- Strategic multi-level selling

As an Account Executive with Entercom, you will also represent some of the largest sports teams and talent in the entertainment world. In keeping with the other members of the Entercom Teams, the #1 trait we hire for is "WINNING ATTITUDE". We are looking for driven individuals who refuse to lose or compromise their level of success even in an unsteady economy. If this describes YOU, please forward your resume and career success stories today. **To apply for this position, please go to [www.entercom.com](http://www.entercom.com) and click on "Careers."** Entercom Greenville is an Equal Opportunity Employer.

### IT/Broadcast Engineer

Entercom Greenville is looking for a qualified applicant to fill an immediate need for an IT/Broadcast Engineer. Applicant needs to be proficient with Audio circuits both Analog and Digital, along with editing software and support systems. Applicant needs the ability to troubleshoot Analog and Digital audio systems and associated control surfaces. Must excel in Networking and be familiar with Windows 2000/2003, XP (both Home and Pro), and Windows 7. Be verse with Outlook and Office 2007. A working knowledge of AM and FM frequencies and operational characteristics is a plus. Be able to lift more than 50 pounds. Needs to work well with other members of a team and be able to operate alone on mission critical tasks. **To apply for this position, please go to [www.Entercom.com](http://www.Entercom.com) and click on "Careers". No phone calls please.** Entercom Greenville is an Equal Opportunity Employer.

### On Air Personality

Magic 98.9, Today's Lite Rock, Greenville-Spartanburg, S.C. is searching for a creative adult communicator for an on air talent position. Can you make "eye contact" and engage adults 25-54 with topical, relatable, local interesting content? Do you have the "sparkle", up-beat energy and positive attitude that can be heard and felt through the speakers? The ideal candidate will also have music scheduling skills with RCS Selector, creative imaging skills; social networking skills and a positive attitude listeners and co-workers in the building can feel. Live and work in one of America's fastest growing, high quality life style, affordable Southern cities. **To apply for this position, please go to [www.entercom.com](http://www.entercom.com) and click on "Careers."** Entercom Greenville is an Equal Opportunity Employer.

### Internships

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

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**Promotions Associate (Programming Focused)**

Entercom Greenville, LLC seeks detailed, responsible, and creative individual to coordinate various aspects of the promotion department. This full-time position's responsibilities include assisting promotions director with day to day paperwork; data entry, requesting on-air giveaways, contacting listeners and winners, overseeing station features, inspecting onsite remotes, and assisting with major events. Interested candidates should have prior promotions experience in radio, customer service experience, possess a background in communications and/or marketing, be extremely detailed, organized, and the initiative to prioritize and complete tasks independently. Individual must have a valid driver's license and reliable transportation. To be considered for this position, please apply online at [www.entercom.com](http://www.entercom.com) and click on careers. Entercom Greenville is an Equal Opportunity Employer.

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

**E-Verify**

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## Caitlynn Moore

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**From:** Stephanie Gilson  
**Sent:** Wednesday, July 09, 2014 9:17 AM  
**To:** Caitlynn Moore  
**Subject:** FW: New position added  
**Attachments:** April 29 Openings.doc

M

Internal Posting for Promotions Associate.

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**From:** Caitlynn Moore  
**Sent:** Monday, April 29, 2013 5:16 PM  
**To:** GREENVILLE USERS  
**Cc:** Corporate EEO  
**Subject:** New position added

Dear Entercom User:

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

Attached is our current list of job openings.

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

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

Thank you!

*Caitlynn Moore*

*Continuity/Copy Manager • Entercom Upstate*

*NOTE: Please send all TRAFFIC instructions and SPOTS to [gspspots@entercom.com](mailto:gspspots@entercom.com)*



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☎ :: 864.241.4235

✉ :: [CMoore@entercom.com](mailto:CMoore@entercom.com)

📍 :: 25 Garlington Road • Greenville SC 29615

May 2013

Caitlynn Moore

From: Caitlynn Moore  
Sent: Tuesday, May 14, 2013 11:54 AM  
To: Aaron Goldsmith (careerdevelopment@bj.edu); Alyson Young (alyson@nakatv.com); Amy Rusiloski (ARusiloski@itt-tech.edu); Ann McKeighan (native@unl.edu); Anna Haigler (ahaigler@scsu.edu); Asheville Buncombe Tech (PBulla@abtech.edu); Asheville Buncombe Tech Rodney Embler (rodney.embler@buncombecounty.org); Asheville Buncomb Tech (NMoore@abtech.edu); Brown Mackie College Hayden Bracknell (hbracknell@brownmackie.edu); Career Center (careercenter@scsu.edu); Career Services (jobs@morehouse.edu); Carol Karnes (ckarnes@ac.edu); Cathy Gowan (cathy.gowan@converse.edu); Claflin College Shirley Nichols (shnichols@claflin.edu); Coastal Carolina Yvonne Lasane (yvonne@coastal.edu); Col Schrader (admissions@camdenmilitary.com); Dusty New (new@erskine.edu); 'Erin Emory'; Gary James (gary@beonair.com); Grey Parks (bparks@dew.sc.gov); Harold Bell (hbell@spelman.edu); Hispanic Comm Network Patricia Sainz (patricia.sainz@hcnmedia.com); Ileka Leaks (ileaks@limestone.edu); Jay Eubank (jeubank@email.unc.edu); Jennifer Pierce (jpierce@lander.edu); Johnny Smith (jsmith@isothermal.edu); Josh Kelly (jkelly@goodwillsc.org); Linda Robinson College of Charleston (robinsonl@cofc.edu); Linwood Hagin (lahagin@ngu.edu); Margaret Bailey (mbailey@morris.edu); Minority Media and Telecommunications (info@mmtconline.org); President (aauwjobs@aauw.org); R. Angel (rangel@greenvillecounty.org); Regent University Kita Graham (kgraham@regent.edu); Robert Decker (rdecker@ecpi.edu); Sears Shelter James Hallums (jhallums@greenvillesc.gov); Sherry Mack Michael SC State University (smgladden@scsu.edu); Sherry McAdams (smcadams@uscupstate.edu); Shirley LeGette (president@awcgreenville.org); Sonja Johnson Benedict College Sonja Johnson (johnsons@benedict.edu); South Carolina State University (humanresources@scsu.edu); Suzanne Schaefer (sschaefer@ecpi.edu); Travis Ballenger (travis.ballenger@newberry.edu); Urban League Upstate Carol Martin (cmartin@ulus1.org); William Sanders (sandersb@gab.org); Witney Fisher (witney.fisher@converse.edu); Yvonne Duckett (yduckett@swu.edu)  
Cc: Corporate EEO  
Subject: New Receptionist Position Open  
Attachments: May 2013 Receptionist Added.doc

Dear Recruitment Source:

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

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

Your referrals are critical to our recruitment success.

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

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Thank you!

SP





25 GARLINGTON ROAD  
GREENVILLE, SC 29615  
Current Open Positions 5/14/2013

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### Senior Level Account Executive

You are the best of the best. You are self-motivated, creative, a pro-active problem solver, tenacious, detail-oriented, money-motivated and approach this job as if you are your own CEO. You are a self-starter, organized, detail-oriented and have the ability to work without much direct supervision. Entercom has the latest tools and technology, the most knowledgeable management and is known for offering the best work environment for selling radio advertising in the industry. Nobody in the Greenville market can offer more to their clients than Entercom Greenville.

#### **Successful candidates are experts in:**

- Strategic targeting of clients
- Prospecting and relationship building
- Setting face to face appointments
- Thoroughly analyzing customer needs
- Creatively designing marketing campaign
- Strategically selling compelling concepts to key local and regional decision makers

#### **Experience:**

- Media or Broadcast sales strongly preferred
- Digital sales background preferred
- Successful track record of new business development
- Proven track record in meeting and exceeding defined sales goals
- Strategic multi-level selling

As an Account Executive with Entercom, you will also represent some of the largest sports teams and talent in the entertainment world. In keeping with the other members of the Entercom Teams, the #1 trait we hire for is "WINNING ATTITUDE". We are looking for driven individuals who refuse to lose or compromise their level of success even in an unsteady economy. If this describes YOU, please forward your resume and career success stories today. **To apply for this position, please go to [www.entercom.com](http://www.entercom.com) and click on "Careers."** Entercom Greenville is an Equal Opportunity Employer.

### On Air Personality

Entercom Greenville is always accepting applications for future on air talent for WTPT, WFBC, WORD, WROQ, and WSPA radio stations. If you are interested in pursuing a career in radio and have what it takes to be on air, please submit your resume and cover letter for consideration in future job openings. **To apply for this position, please go to [www.entercom.com](http://www.entercom.com) and click on "Careers."** Entercom Greenville is an Equal Opportunity Employer.

### Receptionist

Entercom Greenville is looking for a top-notch receptionist. Duties include but are not limited to: handling all incoming calls cheerfully and enthusiastically on a multi-line phone system, greeting all guests, clients, and listeners in a professional and courteous manner; creating a system of smooth communication with the entire staff; and assisting with various business office functions such as opening mail, ordering office supplies, maintaining the record label database, helping with invoices and statements, entering barter orders, and managing our EEO Files. The person we're looking for will create a positive and memorable experience for each person they encounter, whether in person or on the phone. The ideal candidate will present a professional appearance, be computer literate and able to multi-task in a fast paced, professional environment. In addition to the duties listed, this position has potential to grow and expand by assisting other departments within a radio broadcasting company. We are looking for someone who displays the willingness to learn, and has a "team player" attitude. 1-2 years prior experience is preferred. To be considered for this position, please indicate your salary requirements when submitting your resume and cover letter. **To apply for this position, please go to [www.entercom.com](http://www.entercom.com) and click on "careers."** Entercom Greenville is an Equal Opportunity Employer.

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Caitlynn Moore

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**From:** Stephanie Gilson  
**Sent:** Wednesday, July 09, 2014 9:23 AM  
**To:** Caitlynn Moore  
**Subject:** FW: New Receptionist Position Open  
**Attachments:** May 2013 Receptionist Added.doc

May Internal Posting.

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**From:** Caitlynn Moore  
**Sent:** Tuesday, May 14, 2013 11:58 AM  
**To:** GREENVILLE USERS  
**Cc:** Corporate EEO  
**Subject:** New Receptionist Position Open

Dear Entercom Users:

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

Attached is our current list of job openings.

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Thank you!

\*\*Please note the new Receptionist position added to the list\*\*

*Caitlynn Moore*

*Continuity/Copy Manager • Entercom Upstate*

*NOTE: Please send all TRAFFIC instructions and SPOTS to [gspspots@entercom.com](mailto:gspspots@entercom.com)*



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✉ :: [CMoore@entercom.com](mailto:CMoore@entercom.com)

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You have 42 unread Net News stories.

search by keyword ...

Home > All Forums > Job Market > Job Openings

**Forums**

Search Forum Rules FAQ

User Control Panel (0 new messages) • View your posts

## Receptionist - Greenville SC

### Forum rules

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

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

Search this topic... Search

1 post • Page 1 of 1  
Edit post  
Delete post  
Report this post

## Receptionist - Greenville SC

by sgilson » Tue May 14, 2013 8:53 am

Entercom Greenville is looking for a top-notch receptionist. Duties include but are not limited to: handling all incoming calls cheerfully and enthusiastically on a multi-line phone system, greeting all guests, clients, and listeners in a professional and courteous manner; creating a system of smooth communication with the entire staff; and assisting with various business office functions such as opening mail, ordering office supplies, maintaining the record label database, helping with invoices and statements, entering barter orders, and managing our EEO Files. The person we're looking for will create a positive and memorable experience for each person they encounter, whether in person or on the phone. The ideal candidate will present a professional appearance, be computer literate and able to multi-task in a fast paced, professional environment. In addition to the duties listed, this position has potential to grow and expand by assisting other departments within a radio broadcasting company. We are looking for someone who displays the willingness to learn, and has a "team player" attitude. 1-2 years prior experience is preferred. To be considered for this position, please indicate your salary requirements when submitting your resume and cover letter. To apply for this position, please go to [www.entercom.com](http://www.entercom.com) and click on "careers." Entercom Greenville is an Equal Opportunity Employer.  
sgilson

Posts: 142  
Joined: Thu Apr 21, 2011 9:31 am  
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1 post • Page 1 of 1

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Posted: 2013-05-14, 12:00PM EDT

## Receptionist (Greenville SC)

Entercom Greenville is looking for a top-notch receptionist. Duties include but are not limited to: handling all incoming calls cheerfully and enthusiastically on a multi-line phone system, greeting all guests, clients, and listeners in a professional and courteous manner; creating a system of smooth communication with the entire staff; and assisting with various business office functions such as opening mail, ordering office supplies, maintaining the record label database, helping with invoices and statements, entering barter orders, and managing our EEO Files. The person we're looking for will create a positive and memorable experience for each person they encounter, whether in person or on the phone. The ideal candidate will present a professional appearance, be computer literate and able to multi-task in a fast paced, professional environment. In addition to the duties listed, this position has potential to grow and expand by assisting other departments within a radio broadcasting company. We are looking for someone who displays the willingness to learn, and has a "team player" attitude. 1-2 years prior experience is preferred. To be considered for this position, please indicate your salary requirements when submitting your resume and cover letter. To apply for this position, please go to [www.entercom.com](http://www.entercom.com) and click on "careers." Entercom Greenville is an Equal Opportunity Employer.

- Location: Greenville SC
- Compensation: DOE
- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.

Posting ID: 3804569155    Posted: 2013-05-14, 12:00PM EDT    [email to a friend](#)**No contact info?**

if the poster didn't include a phone number, email, or other contact info, craigslist can notify them via email. [Send Note!](#)

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