



March 24, 2019

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

**RE: Station KWJJ-FM, Portland, OR (Facility No. 13738)**

**Audit Letter**

Dear Mr. Pulley:

Entercom License, LLC ("Entercom" or "Licensee"), licensee of Station **KWJJ-FM** ("KWJJ") hereby submits the information and materials concerning Station's EEO program requested by the Federal Communications Commission ("Commission") the letter dated February 14, 2019 from the Media Bureau to KWJJ ("EEO Audit Letters").

Entercom provides information as requested in the EEO Audit Letter for its Station Employment Unit ("Employment Unit" or "Entercom Oregon") that in addition to KWJJ-FM includes:

KFXX-AM, Portland, OR  
KGON-FM, Portland, OR  
KNRK-FM, Camas, WA  
KRSK-FM, Molalla, OR  
KYCH-FM, Portland, OR  
KMTT-AM, Vancouver, WA

On November 17, 2017, there was a transfer of control of the stations in the Employment Unit. See DA 17-1100. In accordance with Section 47 C.F.R. § 73.2080(c)(6), Licensee's response is limited to the time period following the transfer of control and all references to the current license term mean from November 17, 2017 going forward. Additionally, because of the transfer of control, Licensee is only including information with respect to its most current EEO Public File Report, which is the only report that has been prepared since the transfer.

Entercom Communications Corp | Human Resources Department  
401 City Ave #809  
Bala Cynwyd, PA 19004  
Telephone: 206.920.1471

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):**

The Employment Unit's Employment Unit's 2018 (11/17/17 – 9/30/2018) 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:

KFXX-FM: [www.1080thefan.com](http://www.1080thefan.com)  
KGON-FM: [www.kgon.radio.com](http://www.kgon.radio.com)  
KNRK-FM: [www.947.radio.com](http://www.947.radio.com)  
KRSK-FM: [WWW.1051thebuzz.radio.com](http://WWW.1051thebuzz.radio.com)  
KWJJ-FM: [www.thewoldonline.radio.com](http://www.thewoldonline.radio.com)  
KYCH-FM: [www.charliefm.radio.com](http://www.charliefm.radio.com)  
KMTT-AM: [www.1080thefan.com](http://www.1080thefan.com)

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 2018 (11/17/17 – 9/30/2018) EEO public file reports attached at Exhibit A.

**Question 3(d):**

The number of initiatives performed by the Employment Unit during the reporting 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 69 full-time employees. The population of the market in which the Employment Unit operates is greater 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.

Based upon and subject to the qualifications, 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.

**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.

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. 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 – race, color, religion or religious creed, sex/ gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, gender identity, gender expression, national origin, ancestry, age (over 40), physical or mental disability, medical condition, genetic information, marital status, military or veteran status, or other classification protected by applicable 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(i): Religious Broadcaster**

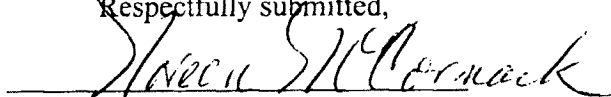
Licensee is not a religious broadcaster.

### **Question 4: Time Brokerages**

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

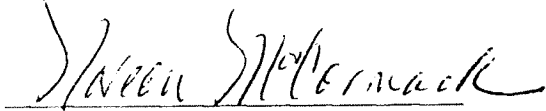
Should any questions arise regarding this information, please contact Noreen McCormack, Vice President/Human Resources, at (206) 920-1471.

Respectfully submitted,

A handwritten signature in cursive script, reading "Noreen McCormack", written over a horizontal line.

Noreen McCormack  
Vice President  
Entercom License, LLC

I declare under penalty of perjury that the foregoing is true and correct. Executed on March 24, 2019.

A handwritten signature in cursive script, reading "Noreen McCormack", written over a horizontal line.

Noreen McCormack  
Vice President  
Entercom License, LLC

Enclosures

# EEO ANNUAL PUBLIC FILE REPORT ENTERCOM PORTLAND

Exhibits A

This report covers full-time vacancy recruitment for the period of November 17, 2017 through September 30, 2018

<b>Employment Unit:</b> Entercom License, LLC	<b>Address:</b> Entercom License, LLC 0700 SW Bancroft St Portland, Or 97239	<b>Contact Person/Title:</b> Kim Martinez Vice President/Market Manager
<b>Unit Members, Community of License:</b> KFX-AM, Portland, OR KGON-FM, Portland, OR KNRK-FM, Camas, WA KRSK-FM, Molalla, OR KWJJ-FM, Portland, OR KYCH-FM, Portland, OR KMTT-AM, Vancouver, WA	<b>Telephone Number:</b> 503-535-0335	<b>E-mail Address:</b> Kim.Martinez@Entercom.com

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

Title and Hire Date	Recruitment Source Referring Hire	Recruitment Sources Utilized to Fill the Full-Time Vacancy (See #2: "Recruitment Sources for Corresponding List)	Referral Source of Interviewees
A Account Executive 10/19/17	Industry Referral	1-75	Industry Referral - 4 Entercom.com - 2
B Promotions Coordinator 11/30/17	Indeed	1-74	Indeed - 3 Current Employee - 2 Employee Referral - 1
C Event Coordinator 11/30/17	Current Employee	1-75	Current Employee - 1 Indeed - 3 LinkedIn - 1



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D	Director of Data Management	Industry Referral	1-75	Industry Referral – 1 Entercom.com – 4
E	Continuity Coordinator	Entercom.com	1-74	Entercom.com – 3 Industry Referral – 1 Current Employee – 1 Job Fair – 1
F	Sales Assistant	Employee Referral	1-74	Employee Referral – 3 Entercom.com – 4 Current Employee – 1
G	Promotions Coordinator	Former Employee	1-74	Former Employee – 1 Current Employee – 3 Entercom.com – 1
H	Sales Administration Manager	Entercom.com	1-74	Entercom.com – 4 Current Employee – 1
I	Sales Assistant	Entercom.com	1-74	Entercom.com – 2 Glassdoor – 1 Indeed – 2
J	Sales Manager	Industry Referral	1-75	Industry Referral – 2 Employee Referral – 1 Current Employee – 1 Entercom.com – 1
K	Receptionist	Entercom.com	1-74	Entercom.com – 7
L	Director of Marketing	Employee Referral	1-74	Employee Referral – 1 Current Employee – 1 Entercom.com – 1 Indeed – 2
M	Sales Assistant	Entercom.com	1-74	Entercom.com – 6



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5/30/18 N	On Air Personality	Industry Referral	1-74	Industry Referral – 1 County Air Check – 1 Entercom.com – 3
6/29/18 O	Digital Art Director	Employee Referral	1-75	Employee Referral – 1 Entercom.com – 2 Indeed – 1 LinkedIn – 1 Former Employee – 1
6/29/18 P	Account Executive	Entercom.com	1-75	Entercom.com – 7
6/29/18 Q	Account Executive	Entercom.com	1-75	Same Interview Pool as Hire P
Total # of New Interviewees for full-time job vacancies during the reporting period:				92



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## 2. Recruitment Sources

### OUTREACH ORGANIZATIONS

#	Name	Organization	Contact Information	Did Entercom organization contact to request to send job vacancy information?	Did organization contact Entercom to request job vacancy information?	Total Number of Interviewees Referred
1	Roy Jay	African American Chamber of Commerce of OR	blackchamber@usa.net 503.796.0777	Yes	No	0
2	Natasha Cannon	Art Institute of Portland	aijobs@aia.edu nlannon@aia.edu 503.228.6528	Yes	No	0
3	B Bilton	Art Institute of Seattle	ais_jobs@aia.edu 206.448.0900	Yes	No	0
4	Daniel Chi	Asian health & Service Center	dchiu@ahscpdx.org 503.872.8822	Yes	No	0
5	Shirley Miller	Bates Technical College	skmiller@bates.ctc.edu 253.680.7240	Yes	No	0
6	Teresa McClane	Bellevue Community College	careers@bellevuecollege.edu 425.564.5605	Yes	No	0
7	Maria Ramirez	Black United Fund of Oregon Inc	mramirez@bufo.org 503.282.3482	Yes	No	0
8	Helen Doherty	Blue Mountain Community College	Helen.doherty@bluecc.edu 541.276.9050	Yes	No	0
9	Student Services	California State University Chico	ldferguson@csuchico.edu 530.898.4636	Yes	No	0
10	Peter Paskill	Career Makers	ppaskill@hranswers.com Peter@careermakers.com 503.885.9815	Yes	No	0



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11	Heather Selele	Cascade AIDS Project	hsalek@cascadeaids.org 503.223.5907	Yes	No	0
12	Courtney Carlson	Central Oregon Community College	careerservices@cocc.edu 541.383.7501	Yes	No	0
13	Jane Estrada	Chemeketa Community College	jobplacement@chemeketa.edu 503.399.5026	Yes	No	0
14	Christine Lau	Chinese Social Service Center	info@ahscppdx.org 503.872.8822	Yes	No	0
15	Melissa Alvarez	City University	careers@city.edu 800.474.6850	Yes	No	0
16	Jackie Hubka	Clackamas Community College	career@clackamas.edu 503.657.6958	Yes	No	0
17	Scott Clemens	Clark College	workforce@clark.edu sclemens@clark.edu 360.992.2902	Yes	No	0
18	Joanie Weatherly	Clatsop Community College	cwdirector@clatsopcc.edu 866.252.8767	Yes	No	0
19	Peg Callendo	Columbia Gorge Community College	Pcallendo@cgc.edu 541.506.6024	Yes	No	0
20	Meagan Bouslaugh	Concordia University	mbouslaugh@cu-portland.edu 503.288.9371	Yes	No	0
21	Tamra Russell	Confederated Tribes of Siletz	TamraR@ctsi.nsn.us 503.238-1512	Yes	No	0
22	Amelia Tewee	Confederated Tribes of Warm Springs	personnel@wstribes.org 541.553.3262	Yes	No	0
23	Patti Girard	Eastern Oregon University	career@eou.edu 541.962.3588	Yes	No	0
24	Marsha Pack	Exceed Enterprises	marshap@exceedpdx.com 503.652.9036	Yes	No	0
25	Sherri Tantleff	Full Sail Real World Education	stantleff@fulsail.com 866.807.3140	Yes	No	0
26	Christee Wise	George Fox University	careers@georgefox.edu 503.538.8383	Yes	No	0



27	Kathleen McKay	Goodwill Industries	kmckay@gicw.org 503.239.1706	Yes	No	0
28	Alijandra Cardona	Hispanic Metropolitan Chamber of Commerce	Acardona@hmccoregon.com 503.222.0280	Yes	No	0
29	Careers	IRCO	jobs@IRCO.org 503.234.1541	Yes	No	0
30	Dixie McKeel	Japan-America Society of OR	dmckeel@jaso.org 503.228.9411	Yes	No	0
31	Chuck Imperial	Latino Journalist of California	cimperial@kchcc.org 661.633.5495	Yes	No	0
32	Marie Day	LDS Employment Services	Wel-ec-beaverton@ldschurch.org 503.643.5654	Yes	No	0
33	Career Center	Lewis & Clark College	careers@lclark.edu 503.768.7110	Yes	No	0
34	Career Center	Linfield College	career@linfield.edu 503.434.2200	Yes	No	0
35	Lynn Brown	Marylhurst College	lbrown@marylhurst.edu 503.636.8141	Yes	No	0
36	Dawn Forrester	Mount Hood Community College	dforrester@mhcc.edu 503.491.6422	Yes	No	0
37	John Wong	Northwest China Council	johnw@nwchina.org 503.973.5451	Yes	No	0
38	Bill Moore	OAB	bmoore@theoab.org 503.443.2299	Yes	No	0
39	Matt Rutter	OAME	Matt@oame.org 503.249.7744	Yes	No	0
40	Information	Ohio Center for Broadcasting	info@beonair.com 216.447.9117	Yes	No	0
41	Kay Copeland	Pacific NW College of Art	kcopeland@pnca.edu 503.226.4391	Yes	No	0
42	Julie Burris	Pacific University	careerc@pacificu.edu 503.352.2877	Yes	No	0
43	Stephanie Murphy	PAF	Stephanie@portlandadfed.com 503.224.2623	Yes	No	0



44	Melissa Kunde	PARC	info@portlandradio.org 503.261.1880	Yes	No	0
45	Jeanne Gustafson	Pioneer Pacific College	cplacement@pioneerpacific.edu 503.682.3903	Yes	No	0
46	Gary Coleman	Portland Community College	gcoleman@pcc.edu 971.722.4558	Yes	No	0
47	Students	Portland Community College –Student Employment	stujobs@pcc.edu	Yes	No	0
48	Elizabeth Kurtz	PHC Northwest - Portland Habilitation Center	EKurtz@phcnw.com 503.261.1266	Yes	No	0
49	Dee Thompson	Portland State University	askcarc@pdx.edu 503.725.4613	Yes	No	0
50	Michael Patrick	Regent University	careerservices@regent.edu 757.226.4353	Yes	No	0
51	Barbara McAuley	Rogue Community College	bmcauley@roguecc.edu 541.956.7091	Yes	No	0
52	Liz Eslinger	SE Works, Inc	eeslinger@seworks.org 503.772.2315	Yes	No	0
53	Nick Gallo	Self Enhancement Inc	Nickg@selfenhancement.org 503.249.1721	Yes	No	0
54	Julie Sobrito	SMPTE	customerservice@jobcontrolcenter.com 914.205.2384	Yes	No	0
55	Don Walters	SMS Services	alliance@pcc.edu 503.232.7684	Yes	No	0
56	Scott Jones	Society of Broadcast Engineers	kjones@sbe.org 317.846.9000	Yes	No	0
57	Career Services	Southern Oregon University	Careerservices@sou.edu	Yes	No	0
58	Scott McWilliams	The Freeform Radio Initiative	smcwilliams@thefreeformradioinitiative.org	Yes	No	0
59	Pat Ferris	University of Oregon	pferris@uooregon.edu 541.346.3214	Yes	No	0
60	Clair Prichard	United Cerebral Palsy of Oregon	CPrichard@UCPAORWA.org 503.777.7186	Yes	No	0



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61	Meesha Purcell	Urban League of Portland	mpurcell@ulpdx.org 503.280.2626	Yes	No	0
62	Terry Lawwill	Vancouver Chamber of Commerce	tlawwill@vancouverusa.com 360.694.2588	Yes	No	0
63	Nelle Cornelison	Walla Walla College	career@wallawalla.edu 509.527.2664	Yes	No	0
64	Sandie Maki	Washington State Association of Broadcasters	wsabjobbank@earthlink.net 360.705.0774	Yes	No	0
65	Heidi Benjamin	Washington State University	careerservices@wsu.edu 509.335.3424	Yes	No	0
66	Theresa Kurtak	Watoto wa Dunia	watotowadunia@gmail.com 503.285.0453	Yes	No	0
67	Glen Miller	Western Oregon University	slcd@wou.edu 503.838.8432	Yes	No	0
68	Connie Ralph	Willamette University	Cs-job-postings@willamette.edu 503.370.6300	Yes	No	0
69	Beverly Kimble	Worksource Washington	tredmon@eds.wa.gov 360.735.5000	Yes	No	0
70	Chris Forney	YWCA	cforney@ymca-pdx.org 503.294.7400	Yes	No	0

#### COMPANY POSTINGS AND WEBSITES

71	Madison Barnwell & Mandy Goetz	Entercom.com	Mandy.goetz@entercom.com	610-660-5634	47
72	Madison Barnwell	In-house postings/Current Employees	Madison.barnwell@entercom.com	503-535-0490	11

#### ADVERTISING

73	On-Air Radio Ads	Entercom Portland Radio Advertisement KFXX, KGON, KNRK, KRSK, KYCH, KWJJ	0
74	Indeed	www.Indeed.com	11
75	LinkedIn	www.Linkedin.com	2



<u><b>JOB FAIRS</b></u>		
Entercom Virtual Career Fair	Supplemental Initiative #4	0
Diversity Employment Day Career Fair - Winter	Supplemental Initiative #5	1
Lewis & Clark Career Fair	Supplemental Initiative #6	0
Clackamas Youth Career Expo	Supplemental Initiative #7	0
Clackamas Community College Career and Service Learning Fair	Supplemental Initiative #8	0
Diversity Employment Day Career Fair - Summer	Supplemental Initiative #9	0
<u><b>OTHER SOURCES</b></u>		
Former Employee		2
Industry Referral		9
Employee Referral		7
County Air Check		1
Glassdoor.com		1
<b>Total # of New Interviewees Referred</b>		<b>92</b>



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### 3. Supplemental Recruitment Initiatives.

Initiatives	Date	Location	Description	Titles of Employees Involved
1 Internship Program	Periodically throughout the year	Entercom Portland	Entercom Portland offers internships at the radio stations in our Promotions, Programming, and accounting 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.	Production Program Directors Human Resources
2 On-Air EEO Policy and Invitation to Receive Job Openings	Periodically throughout the year	Entercom Portland	Entercom Portland airs recruitment advertisements on all stations, seeking applicants across all departments. Advertisements inform the Portland Metro area of Entercom's EEO policy and invite all organizations to be a part of our recruitment process.	Assistant Controller Air-Talent Production Traffic Coordinators Human Resources
3 Manager EEO Training	Periodically throughout the year	Entercom Portland	Managers are trained regarding EEO compliance rules, and are given forms and policy memos. All Department heads are expected to adhere to the EEO rules and complete all necessary EEO paperwork for each new hire.	EEO Administrator/HR Department Heads
4 Entercom Virtual Career Fair	November 2017	Virtualcareerfair.com	Entercom Portland participated in the 1 <sup>st</sup> annual Entercom Virtual Career Fair. Entercom Markets and their clients throughout the country were able to submit open positions for hire and job seekers could search for jobs based on location. Through this site job seekers could submit cover letters, resumes and chat with hiring managers about open positions. Hiring managers and job seekers participated in phone screenings and interviews through the website.	Director of Sales Sales Managers Account Executives Sales Assistants Human Resources
5 Diversity Employment Career Fair	February 21, 2018	Portland Expo Center Portland, OR	Entercom Portland participated in the City Career Fair. The Human Resources Manager greeted job seekers and handed out station information along with a list of current job openings, as well as answered questions about job opportunities in radio and collected resumes.	Human Resources Events Manager
6 Lewis & Clark Career Fair	February 22, 2018	Stamm Hall Lewis & Clark College Portland, OR	Entercom Portland participated in the Career Fair and met with hundreds of college students. The Human Resources Manager handed out information about available job openings and internships. They also collected resumes and job applications from potential candidates and answered questions about careers in radio and opportunities at Entercom.	Human Resources



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7	Clackamas Youth Career Expo	February 22, 2018	Clackamas Community College Oregon City, OR	Entercom Portland participated in the Career Fair and met with hundreds of high school students. The Human Resources Manager & Promotions Assistants handed out information about available job openings and internships. They also collected resumes and job applications from potential candidates and answered questions about careers in radio and opportunities at Entercom.	Human Resources Promotions Assistant
8	Clackamas Community College Career and Service Learning Fair	May 9, 2018	Clackamas Community College Oregon City, OR	Entercom Portland representatives attended the career fair and met with several attendees, including college students. Entercom representatives handed out information about available job openings and internships. They also collected resumes and job applications from potential candidates and answered questions about careers in radio and opportunities at Entercom.	Director of Promotions Promotions Assistants
9	Diversity Employment Career Fair	August 23, 2018	Portland Expo Center Portland, OR	Entercom Portland participated in the City Career Fair. The Human Resources Manager greeted job seekers and handed out station information along with a list of current job openings, as well as answered questions about job opportunities in radio and collected resumes.	Human Resources





POSITIONS A & B

Mary Aispuro

\* ACCOUNT EXECUTIVE & PROMOTIONS COORDINATOR

Exhibit B

**From:** Madison Barnwell  
**Sent:** Thursday, October 19, 2017 11:54 AM  
**To:** African American Chamber of Commerce (Blackchamber@usa.net); Art Institute of Portland (aipdjobs@aia.edu); Art Institute of Seattle (ais\_jobs@aia.edu); Asian Health & Service Center (dchiu@ahscpd.org); Bates Technical College (skmiller@bates.ctc.edu); Bellevue College (careers@bellevuecollege.edu); Black United Fund of Oregon (mramirez@bufor.org); Blue Mountain Community College (helen.doherty@bluecc.edu); California State University Chico (ldferguson@csuchico.edu); Career Makers (peter@careermakers.com); Cascade AIDS Project (hsalek@cascadeaids.org); Central Oregon Community College (careerservices@cocc.edu); Chemeketa Community College (jobplacement@chemeketa.edu); Chinese Social Service Center (info@ahscpd.org); City University (careers@cityu.edu); Clackamas Community College (careercenter@clackamas.edu); Clark College (workforce@clark.edu); Clatsop Community College (cwedirector@clatsopcc.edu); Columbia Gorge Community College (pcaliendo@cgcc.edu); Concordia University (mbouslaugh@cu-portland.edu); Confederated Tribes of Siletz (TamraR@ctsi.nsn.us); Confederated Tribes of Warm Springs (personnel@wstribes.org); Eastern Oregon University (careers-group@eou.edu); Full Sail Real World Education (Stantleff@fullsail.com); George Fox University (careers@georgefox.edu); Goodwill Industries (kmckay@gicw.org); Hispanic Metropolitan Chamber of Commerce (Acardona@hmccoregon.com); IRCO (jobs@IRCO.org); Japan-America Society of Oregon (dmckeel@jaso.org); Latino Journalist of California (cimperial@kchcc.org); LDS Employment Services (wel-ec-beaverton@ldschurch.org); Lewis & Clark College (careers@lclark.edu); Linfield College; Marylhurst College (lbrown@marylhurst.edu); Mt. Hood Community College (dawn.forrester@mhcc.edu); Northwest China Council (johnnw@nwchina.org); OAB (bmoore@theoab.org); OAME (matt@oame.org); Ohio/Illinois Center for Broadcasting (info@beonair.com); Pacific NW College of Art (kcopeland@pnca.edu); Pacific University (careerdc@pacificu.edu); PAF (stephanie@portlandadfed.com); PARC (info@portlandradio.org); PHC Northwest - Portland Habilitation Center; Pioneer Pacific (cplacement@pioneerpacific.edu); Portland Community College (gcoleman@pcc.edu); Portland Community College (stujobs@pcc.edu); Portland State University (askcarc@pdx.edu); Regent University; Rogue Community College (BMcAuley@roguecc.edu); Scott Clemans Clark College; SE Works, Inc. (eeslinger@seworks.org); Self Enhancement Inc (nickg@selfenhancement.org); SMPTE (customerservice@jobcontrolcenter.com); SMS Services (alliance@pcc.edu); Society of Broadcast Engineers (kjones@sbe.org); Southern Oregon University (careerservices@sou.edu); The Art Institute of Portland - Natasha Cannon; The Freeform Radio Initiative (smcwilliams@thefreeformradioinitiative.org); United Cerebral Palsy of Oregon and SW Washington; University of Oregon (pferris@uoregon.edu); Urban League of Portland (mpurcell@ulpdx.org); Vancouver Chamber of Commerce (tlawwill@vancouverusa.com); Veronica Chavez; Walla Walla College (career@wallawalla.edu); Washing State Association of Broadcasters (wsabjobbank@comcast.net); Washington State University (careerservices@wsu.edu); Watoto wa Dunia (watotowadunia@gmail.com); Western Oregon University (slcd@wou.edu); Wilamette University (Cs-job-postings@willamette.edu); Worksource Washington (tredmon@esd.wa.gov); YWCA (cforney@ywcapdx.org)

**Cc:** Corporate EEO  
**Subject:** October Job/Internship Posting  
**Attachments:** Stubbed Attachments.htm

Dear Recruitment Source:

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

**Attached is our current list of job openings.**

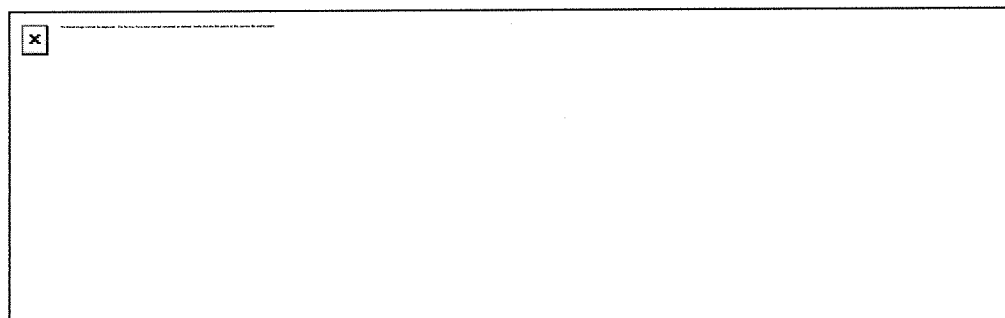
Your referrals are critical to our recruitment success. I can be reached at 503-535-0490, fax: 503-535-0590; e-mail: [mbarnwell@entercom.com](mailto:mbarnwell@entercom.com). I am requesting, however that all resumes and inquiries be directed to [www.entercom.com/careers](http://www.entercom.com/careers). But, please do not hesitate to contact me with any questions.

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--  
**Madison Barnwell**  
Human Resources Manager

**Entercom | Portland & Seattle**  
0700 S.W. Bancroft St  
Portland, OR 97239  
O: +1 503-535-0490  
M: +1 541-912-2626  
[entercom.com](http://entercom.com)

[99.5 The Wolf](#) | [97.1 Charlie fm](#) | [105.1 The Buzz](#)  
[92.3 KGON](#) | [94/7 fm](#) | [1080 The Fan](#) | [ESPN 910](#)






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### Current job openings as of 10/01/2017

## ★ Promotions Coordinator

### B Summary

The Promotions Coordinator is responsible for the planning, coordination, and execution of on-air and digital contests for our seven radio stations, clients and partners. Promotion Coordinators need to be creative thinkers, highly organized, have a solution oriented view when confronted by challenges, and must be able to collaborate with sales and programming. This position reports directly to the Marketing Director.

### Description of Position

- Draft proposals for ticket promoters and station promotional materials (i.e. tablecloths, key chains, etc).
- Develop and execute exciting promotional giveaways/content
- Manage and execute on-air, on-line, and on-site contests
- Maintaining contest databases (i.e. vPromotions, PromoSuite & Second Street)
- Responsible for following compliance with FCC guidelines and company contest policies
- Work with legal team to draft contest rules and maintain up-to-date record of all contests
- Maintain digital and on-air assets in conjunction with station and client promotions
- Provide constant and compelling content for station social media pages
- Maintain accurate promotion calendars
- Activate station brand at on-site appearances
- Acquiring and maintaining prize inventory and support documents
- Communication with listeners and incentivizing listener participation
- Managing and writing promotional copy
- Responsible for creating email blasts to station's email database
- Provide quality customer service to listeners
- Work with Marketing Director, Sales Manager, Event Manager, and Program Directors to ensure relevant promotional policies and collateral

### Requirements

College degree preferred or 1-2 years of marketing experience. Must be creative, organized, highly motivated, and persuasive. Must have strong oral and written communication skills. Requires proficiency in a number of PC-based software including PowerPoint, word processing and graphics. Go getter attitude and great customer service skills a must. Able to manager work flow from multiple departments. Must work well in team environment.

### Apply

To be considered for this position, please apply online at [www.entercom.com](http://www.entercom.com) and click on "Careers". No Phone Calls. Entercom Portland is an Equal Opportunity Employer.

## Apply

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Entercom Portland is an Equal Opportunity Employer.

★  
A

### **Entry Level Account Executive**

We're looking for persistent, driven, smart and hard-working budding sales superstars!

In this position, you would be asked to solicit, present and develop custom marketing campaigns for clients that integrate our audio, visual, digital, mobile and experiential assets. Candidates must have the ability and desire to develop new business, and must possess strong communication skills.

We will provide the training tools and products to make you and our Sales team the most fun sales organization in the Northwest.

We are looking for candidates who:

- Are persistent, driven and self-motivated
- Are organized and manage time well
- Have excellent follow-up and follow-through skills
- Are tenacious, accountable, and driven with a will to succeed,
- Have creative problem solving skills
- Have a valid driver's license and own transportation.

The #1 trait we hire for is a "WINNING ATTITUDE". We are looking for individuals who refuse to lose or compromise their level of success. If this describes YOU, and you would love to work in a high energy, FUN environment, **please apply online at [www.entercom.com](http://www.entercom.com) and click on "Careers"**. No Phone Calls.

Entercom Portland is an Equal Opportunity Employer

## Apply

To be considered for this position, please apply online at [www.entercom.com](http://www.entercom.com) and click on "Careers". No Phone Calls.  
Entercom Portland is an Equal Opportunity Employer.

### **On-Air Personality**

Description

Entercom Portland has openings for experienced on-air personalities.

## Apply

To be considered for this position, please apply online at [www.entercom.com](http://www.entercom.com) and click on "Careers". No Phone Calls.  
Entercom Portland is an Equal Opportunity Employer.

### **Board Operator/Producer**

Description

Experience operating radio-broadcasting console and/or producing an on-air show preferred.

### **Essential Duties and Responsibilities:**

- The part-time board operator/producer will be responsible for running and maintaining a precise broadcast at all times. Accurate board work with in-studio and network programming is the main responsibility.
- Candidate must be able to read and accurately interpret station traffic logs.
- Board-op/producers will be responsible for communicating with the program director, executive producer or broadcast engineers when opportunities or challenges are observed during his/her shift.
- Monitor and utilize digital and social media assets for breaking sports news and show promotion.
- In addition to board-op and producer duties, candidates will have an opportunity to serve as a sports update anchor, field reporter and production assistant.

POSITION C  
★ EVENT COORDINATOR

Mary Aispuro

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**From:** Madison Barnwell  
**Sent:** Thursday, November 30, 2017 3:11 PM  
**To:** African American Chamber of Commerce (Blackchamber@usa.net); Art Institute of Portland (aipdjobs@aia.edu); Art Institute of Seattle (ais\_jobs@aia.edu); Asian Health & Service Center (dchiu@ahscpd.org); Bates Technical College (skmiller@bates.ctc.edu); Bellevue College (careers@bellevuecollege.edu); Black United Fund of Oregon (mramirez@bufor.org); Blue Mountain Community College (helen.doherty@bluecc.edu); California State University Chico (ldferguson@csuchico.edu); Career Makers (peter@careermakers.com); Cascade AIDS Project (hsalek@cascadeaids.org); Central Oregon Community College (careerservices@cocc.edu); Chemeketa Community College (jobplacement@chemeketa.edu); Chinese Social Service Center (info@ahscpd.org); City University (careers@cityu.edu); Clackamas Community College (careercenter@clackamas.edu); Clark College (workforce@clark.edu); Clatsop Community College (cwedirector@clatsopcc.edu); Columbia Gorge Community College (pcaliendo@cgcc.edu); Concordia University (mbouslaugh@cu-portland.edu); Confederated Tribes of Siletz (TamraR@ctsi.nsn.us); Confederated Tribes of Warm Springs (personnel@wstribes.org); Eastern Oregon University (careers-group@eou.edu); Full Sail Real World Education (Stantleff@fullsail.com); George Fox University (careers@georgefox.edu); Goodwill Industries (kmckay@gicw.org); Hispanic Metropolitan Chamber of Commerce (Acardona@hmccoregon.com); IRCO (jobs@IRCO.org); Japan-America Society of Oregon (dmckeel@jaso.org); Latino Journalist of California (cimperial@kchcc.org); LDS Employment Services (wel-ec-beaverton@ldschurch.org); Lewis & Clark College (careers@lclark.edu); Linfield College; Marylhurst College (lbrown@marylhurst.edu); Mt. Hood Community College (dawn.forrester@mhcc.edu); Northwest China Council (johnw@nwchina.org); OAB (bmoore@theoab.org); OAME (matt@oame.org); Ohio/Illinois Center for Broadcasting (info@beonair.com); Pacific NW College of Art (kcopeland@pnca.edu); Pacific University (careerdc@pacificu.edu); PAF (stephanie@portlandadfed.com); PARC (info@portlandradio.org); PHC Northwest - Portland Habilitation Center; Pioneer Pacific (cplacement@pioneerpacific.edu); Portland Community College (gcoleman@pcc.edu); Portland Community College (stujobs@pcc.edu); Portland State University (askcarc@pdx.edu); Regent University; Rogue Community College (BMcAuley@roguecc.edu); Scott Clemans Clark College; SE Works, Inc. (eeslinger@seworks.org); Self Enhancement Inc (nickg@selfenhancement.org); SMPTE (customerservice@jobcontrolcenter.com); SMS Services (alliance@pcc.edu); Society of Broadcast Engineers (kjones@sbe.org); Southern Oregon University (careerservices@sou.edu); The Art Institute of Portland - Natasha Cannon; The Freeform Radio Initiative (smcwilliams@thefreeformradioinitiative.org); United Cerebral Palsy of Oregon and SW Washington; University of Oregon (pferris@uoregon.edu); Urban League of Portland (mpurcell@ulpdx.org); Vancouver Chamber of Commerce (tlawwill@vancouverusa.com); Veronica Chavez; Walla Walla College (career@wallawalla.edu); Washing State Association of Broadcasters (wsabjobbank@comcast.net); Washington State University (careerservices@wsu.edu); Watoto wa Dunia (watotowadunia@gmail.com); Western Oregon University (slcd@wou.edu); Wilamette University (Cs-job-postings@willamette.edu); Worksource Washington (tredmon@esd.wa.gov); YWCA (cforney@ywcapdx.org)  
**Cc:** Corporate EEO  
**Subject:** November Job/Internship Posting  
**Attachments:** Stubbed Attachments.htm

This message's contents have been archived by the Barracuda Message Archiver.

Entercom Portland jobs list 11.1.17.doc (114.0K)

Dear Recruitment Source:

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

**Attached is our current list of job openings.**

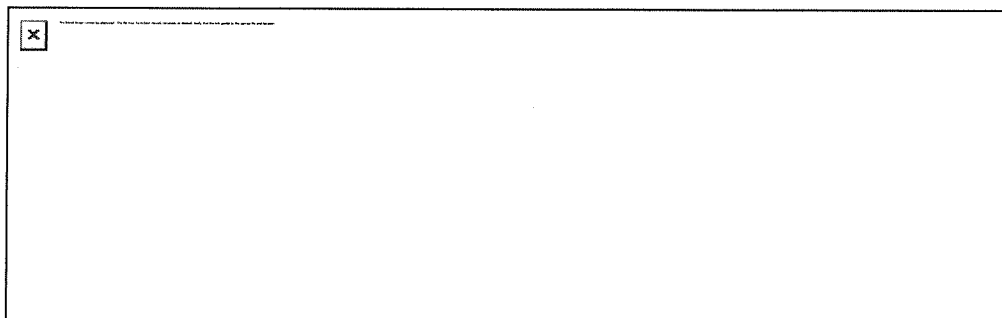
Your referrals are critical to our recruitment success. I can be reached at 503-535-0490, fax: 503-535-0590; e-mail: [mbarnwell@entercom.com](mailto:mbarnwell@entercom.com). I am requesting, however that all resumes and inquiries be directed to [www.entercom.com/careers](http://www.entercom.com/careers). But, please do not hesitate to contact me with any questions.

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--  
**Madison Barnwell**  
Human Resources Manager

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

[99.5 The Wolf](#) | [97.1 Charlie fm](#) | [105.1 The Buzz](#)  
[92.3 KGON](#) | [94/7 fm](#) | [1080 The Fan](#) | [ESPN 910](#)





## Current job openings as of 11/01/2017

### **Full-time audio/video producer: Entercom-Portland Sports and Sales – Full Time**

Entercom-Portland has a cutting edge opportunity for a multi-platform audio/video producer. You'll work with a top drive-time show on one of America's heritage sports stations, while also producing exciting sales and marketing video content for all of Entercom-Portland's successful radio stations and their social-digital platforms. A vital link between on-air programming, the audience and advertisers, this position requires accurate execution of various audio and video production and programming elements.

#### **Essential Duties and Responsibilities:**

As an audio producer, the ideal candidate will be responsible for running and maintaining a precise broadcast at all times. Accurate board work with in-studio and network programming is the main responsibility. The producer will be responsible for communicating with the program director, show hosts, and broadcast engineers when opportunities or challenges are observed during his/her shift, and will utilize digital and social media assets for sports news, audience interaction, podcast/on-demand audio posting and show promotion. The producer will serve as a sports update anchor, and may serve as a field reporter or play-by-play announcer.

As a video producer, the ideal candidate will film, edit and produce digital videos for the Entercom sales department. The producer will work both on-and-offsite with Entercom advertising clients to create original video content to be posted on station sites, targeted video display campaigns and/or social media platforms.

#### **Qualifications:**

- Familiarity with computers as well as digital audio and video equipment is required.
- On-air experience and the ability to craft an on-point sports news update is preferred.
- Proficiency with Pro Tools and/or Adobe Audition production systems is preferred for audio work.
- Proficiency with Adobe Premier, After Effects, MSLR cameras and advanced lighting technique for video.
- Polished phone skills are preferred to help contact guests and answer listener calls.
- Flexibility of schedule is a must.

If you're dependable, creative and have a great ear and eye for compelling audio and video content, Entercom-Portland wants you!

#### **Apply**

To be considered for this position, please apply online. Include resume with references and examples of audio and video work at [www.entercom.com](http://www.entercom.com). Click "Careers". No phone calls, please. Entercom Portland is an Equal Opportunity Employer.

#### **Events Manager**

Events Manager is responsible for all elements of Entercom Portland produced events from conception through completion. Events Manager must possess outstanding customer service, negotiation and budget management skills. The Events Manager is tasked with executing memorable events that exceed guest and client expectations. This role reports directly to the Marketing Director.

## **Description of Position**

- Continually exceed event revenue goals on a quarterly and annual basis
- Plan, design, execute and manage project timelines for 20+ major events per year
- Liaise between Sales, Programming and Promotions staff to ensure clients/sponsorship needs and satisfaction are met
- Develop new revenue streams by taking advantage of existing artist/promotional opportunities
- Work with Vice President, Marketing Director and legal depart to negotiate/draft all contracts and vendor agreements
- Establish annual or exclusive partner/preferred vendor agreements with venues/production teams
- Prepare budgets, provide periodic reports to management and manage all event finances
- Propose ideas and implement them to improve event services and event consistency/quality
- Ensure compliance with insurance, legal, health, security, and safety obligations
- Hire, train, manage event coordinator staff and specify their responsibilities for every event
- Write press releases, work with marketing staff and digital department to promote events
- Proactively handle any arising issues and troubleshoot emerging problems day of event
- Prospect for event sponsors to generate leads for sales staff
- Prospect and reach out to ticketing clients to generate leads for ticketing/Perks manager
- Conduct pre- and post- event evaluations and report outcomes
- Provide quality video, audio, and digital material for immediate creative recaps and proposals
- Research market, identify event opportunities and generate interest
- Generate creative sales activation for events and present event opportunities in weekly sales meetings
- Manage all event details including decor, catering, transportation, ticketing, guest services, production, promotional material and entertainment etc.

## **Requirements:**

Minimum 3 years event production or marketing experience. Must be creative, analytical, highly motivated, and persuasive. Must have strong oral and written communication skills. Requires solid knowledge of the media-sponsorship industry. Requires proficiency in a number of PC-based software including PowerPoint, word processing and graphics. Go getter attitude and great customer service skills. Able to manager work flow from Sales, Promotions and Programming departments.

## **Apply**

To be considered for this position, please apply online at [www.entercom.com](http://www.entercom.com) and click on "Careers". No Phone Calls. Entercom Portland is an Equal Opportunity Employer.

## **Sales Assistant**

Entercom Portland seeks a detail oriented and energetic individual to serve as a Sales Assistant. The primary role of this position is to help coordinate all aspects of the sales efforts - order entry, traffic coordination, promotional fulfillment, and outside communication with the agency/advertiser.

Other duties include editing and formatting sales proposals, ensuring sales proposals are compliant with current marketing standards, and creating client recaps. Secondary duties include creating sales reports, coordinating on-air promos, assisting with sales meetings, and helping manage sales and marketing materials.

This position requires excellent written and verbal communication skills, the ability to work independently, ability to problem solve, provide solutions and work in a fast paced atmosphere. Station Account Executives rely on your ability to refine and format their sales materials. A high-level of accuracy, keen attention to detail.



POSITION D  
\* DIR. DATA MANAGEMENT

Mary Aispuro

---

**From:** Madison Barnwell  
**Sent:** Thursday, January 11, 2018 8:35 AM  
**To:** African American Chamber of Commerce (Blackchamber@usa.net); Art Institute of Portland (aipdjobs@aia.edu); Art Institute of Seattle (ais\_jobs@aia.edu); Asian Health & Service Center (dchiu@ahscpdx.org); Bates Technical College (skmiller@bates.ctc.edu); Bellevue College (careers@bellevuecollege.edu); Black United Fund of Oregon (mramirez@bufo.org); Blue Mountain Community College (helen.doherty@bluecc.edu); California State University Chico (ldferguson@csuchico.edu); Career Makers (peter@careermakers.com); Cascade AIDS Project (hsalek@cascadeaids.org); Central Oregon Community College (careerservices@cocc.edu); Chemeketa Community College (jobplacement@chemeketa.edu); Chinese Social Service Center (info@ahscpdx.org); City University (careers@cityu.edu); Clackamas Community College (careercenter@clackamas.edu); Clark College (workforce@clark.edu); Clatsop Community College (cwedirector@clatsopcc.edu); Columbia Gorge Community College (pcaliendo@cgcc.edu); Concordia University (mbouslaugh@cu-portland.edu); Confederated Tribes of Siletz (TamraR@ctsi.nsn.us); Confederated Tribes of Warm Springs (personnel@wstribes.org); Eastern Oregon University (careers-group@eou.edu); Full Sail Real World Education (Stantleff@fullsail.com); George Fox University (careers@georgefox.edu); Goodwill Industries (kmckay@gicw.org); Hispanic Metropolitan Chamber of Commerce (Acardona@hmccoregon.com); IRCO (jobs@IRCO.org); Japan-America Society of Oregon (dmckeel@jaso.org); Latino Journalist of California (cimperial@kchcc.org); LDS Employment Services (wel-ec-beaverton@ldschurch.org); Lewis & Clark College (careers@lclark.edu); Linfield College; Marylhurst College (lbrown@marylhurst.edu); Mt. Hood Community College (dawn.forrester@mhcc.edu); Northwest China Council (johnw@nwchina.org); OAB (bmoore@theoab.org); OAME (matt@oame.org); Ohio/Illinois Center for Broadcasting (info@beonair.com); Pacific NW College of Art (kcopeland@pnca.edu); Pacific University (careerdc@pacificu.edu); PAF (stephanie@portlandadfed.com); PARC (info@portlandradio.org); PHC Northwest - Portland Habilitation Center; Pioneer Pacific (cplacement@pioneerpacific.edu); Portland Community College (gcoleman@pcc.edu); Portland Community College (stujobs@pcc.edu); Portland State University (askcarc@pdx.edu); Regent University; Rogue Community College (BMcAuley@roguecc.edu); Scott Clemans Clark College; SE Works, Inc. (eeslinger@seworks.org); Self Enhancement Inc (nickg@selfenhancement.org); SMPTE (customerservice@jobcontrolcenter.com); SMS Services (alliance@pcc.edu); Society of Broadcast Engineers (kjones@sbe.org); Southern Oregon University (careerservices@sou.edu); The Art Institute of Portland - Natasha Cannon; The Freeform Radio Initiative (smcwilliams@thefreeformradioinitiative.org); United Cerebral Palsy of Oregon and SW Washington; University of Oregon (pferris@uoregon.edu); Urban League of Portland (mpurcell@ulpdx.org); Vancouver Chamber of Commerce (tlawwill@vancouverusa.com); Veronica Chavez; Walla Walla College (career@wallawalla.edu); Washing State Association of Broadcasters (wsabjobbank@comcast.net); Washington State University (careerservices@wsu.edu); Watoto wa Dunia (watotowadunia@gmail.com); Western Oregon University (slcd@wou.edu); Wilamette University (Cs-job-postings@willamette.edu); Worksource Washington (tredmon@esd.wa.gov); YWCA (cforney@ywcapdx.org)  
**Cc:** Corporate EEO  
**Subject:** January Job/Internship Posting  
**Attachments:** Stubbed Attachments.htm

This message's contents have been archived by the Barracuda Message Archiver.

Entercom Portland jobs list 1.1.18.doc (115.5K)

Dear Recruitment Source:

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

**Attached is our current list of job openings.**

Your referrals are critical to our recruitment success. I can be reached at 503-535-0490, fax: 503-535-0590; e-mail: [mbarnwell@entercom.com](mailto:mbarnwell@entercom.com). I am requesting, however that all resumes and inquiries be directed to [www.entercom.com/careers](http://www.entercom.com/careers). But, please do not hesitate to contact me with any questions.

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Human Resources Manager

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[92.3 KGON](#) | [94/7 fm](#) | [1080 The Fan](#) | [ESPN 910](#)




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**Current job openings as of 1/01/2018**

**Data Management Director – Full Time**

Job Location: Portland, OR & Seattle, WA US

**About Us:**

Radio is America's # 1 reach medium and growing, with 93% of Americans tuning in weekly. Only radio is live, local and personal with massive scale, offering today's advertiser's daily audience engagement, unparalleled ROI, and powerful brand activation at a time when competitive media are becoming increasingly disrupted.

As one of the country's two largest radio broadcasters, Entercom offers integrated marketing solutions and delivers the power of local connection on a national scale with coverage of close to 90% of persons 12+ in the top 50 markets.

Entercom is the #1 creator of live, original, local audio content and the nation's unrivaled leader in news and sports radio.

**Description:**

The Data Management Director will support both Entercom Sales and Programming to collect relevant data from our radio and digital audiences/consumers. This position will serve both the Seattle, Washington and Portland, Oregon teams. Part of the responsibility will include working with/on the Second Street platform for both audience engagement and lead generation contests/surveys/promotions.

Entercom seeking candidates with the following background and skills:

**Duties & Responsibilities:**

- Train both the sales and programming teams on how to collect relevant audience data on an ongoing basis, primarily via Second Street.
- Develop and promote an annual Second Street promotional calendar for all Entercom Portland and Seattle radio stations.
- Work with the sales teams to target relevant customers and maximize revenue for the aforementioned lead gen campaigns.
- Work with the programming department to organize/utilize collected audience data.
- Develop and produce original podcast content in conjunction with existing on air station talent.
- Act as a liaison between programming/sales and the promotional team when it comes to lead gen/Second Street promotions.
- Achieve a thorough understanding of all internal systems to respond to client requests.
- Other responsibilities as needed

**Qualifications:**

- BS/BA degree
- 1-2 years of Digital Media experience required.
- Strong communication, relationship management, customer service skills, attention to detail, organizational and analytical skills
- Proficient in Microsoft office suite with Excel and PowerPoint

- Experience with Second Street Platform a plus
- Ability to thrive in a fast paced, dynamic environment with revolving deadlines

### **Apply**

To be considered for this position, please apply online at [www.entercom.com](http://www.entercom.com) and click on "Careers". No Phone Calls. Entercom Portland is an Equal Opportunity Employer.

### **Events Manager**

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- Prepare budgets, provide periodic reports to management and manage all event finances
- Propose ideas and implement them to improve event services and event consistency/quality
- Ensure compliance with insurance, legal, health, security, and safety obligations
- Hire, train, manage event coordinator staff and specify their responsibilities for every event
- Write press releases, work with marketing staff and digital department to promote events
- Proactively handle any arising issues and troubleshoot emerging problems day of event
- Prospect for event sponsors to generate leads for sales staff
- Prospect and reach out to ticketing clients to generate leads for ticketing/Perks manager
- Conduct pre- and post- event evaluations and report outcomes
- Provide quality video, audio, and digital material for immediate creative recaps and proposals
- Research market, identify event opportunities and generate interest
- Generate creative sales activation for events and present event opportunities in weekly sales meetings
- Manage all event details including decor, catering, transportation, ticketing, guest services, production, promotional material and entertainment etc.

### **Requirements:**

Minimum 3 years event production or marketing experience. Must be creative, analytical, highly motivated, and persuasive. Must have strong oral and written communication skills. Requires solid knowledge of the media-sponsorship industry. Requires proficiency in a number of PC-based software including PowerPoint, word processing and graphics. Go getter attitude and great customer service skills. Able to manager work flow from Sales, Promotions and Programming departments.

### **Apply**

To be considered for this position, please apply online at [www.entercom.com](http://www.entercom.com) and click on "Careers". No Phone Calls. Entercom Portland is an Equal Opportunity Employer.

POSITIONS E & F  
★ CONTINUITY COORDINATOR  
★ SALES ASSISTANT

Mary Aispuro

---

**From:** Madison Barnwell  
**Sent:** Wednesday, February 7, 2018 8:48 AM  
**To:** African American Chamber of Commerce (Blackchamber@usa.net); Art Institute of Portland (aipdjobs@aia.edu); Art Institute of Seattle (ais\_jobs@aia.edu); Asian Health & Service Center (dchiu@ahscpd.org); Bates Technical College (skmiller@bates.ctc.edu); Bellevue College (careers@bellevuecollege.edu); Black United Fund of Oregon (mramirez@bufor.org); Blue Mountain Community College (helen.doherty@bluecc.edu); California State University Chico (ldferguson@csuchico.edu); Career Makers (peter@careermakers.com); Cascade AIDS Project (hsalek@cascadeaids.org); Central Oregon Community College (careerservices@cocc.edu); Chemeketa Community College (jobplacement@chemeketa.edu); Chinese Social Service Center (info@ahscpd.org); City University (careers@cityu.edu); Clackamas Community College (careercenter@clackamas.edu); Clark College (workforce@clark.edu); Clatsop Community College (cwedirector@clatsopcc.edu); Columbia Gorge Community College (pcaliendo@cgcc.edu); Concordia University (mbouslaugh@cu-portland.edu); Confederated Tribes of Siletz (TamraR@ctsi.nsn.us); Confederated Tribes of Warm Springs (personnel@wstribes.org); Eastern Oregon University (careers-group@eou.edu); Full Sail Real World Education (Stantleff@fullsail.com); George Fox University (careers@georgefox.edu); Goodwill Industries (kmckay@gicw.org); Hispanic Metropolitan Chamber of Commerce (Acardona@hmccoregon.com); IRCO (jobs@IRCO.org); Japan-America Society of Oregon (dmckee@jaso.org); Latino Journalist of California (cimperial@kchcc.org); LDS Employment Services (wel-ec-beaverton@ldschurch.org); Lewis & Clark College (careers@lclark.edu); Linfield College; Marylhurst College (lbrown@marylhurst.edu); Mt. Hood Community College (dawn.forrester@mhcc.edu); Northwest China Council (johnnw@nwchina.org); OAB (bmoore@theoab.org); OAME (matt@oame.org); Ohio/Illinois Center for Broadcasting (info@beonair.com); Pacific NW College of Art (kcopeland@pnca.edu); Pacific University (careerdc@pacificu.edu); PAF (stephanie@portlandadfed.com); PARC (info@portlandradio.org); PHC Northwest - Portland Habilitation Center; Pioneer Pacific (cplacement@pioneerpacific.edu); Portland Community College (gcoleman@pcc.edu); Portland Community College (stujobs@pcc.edu); Portland State University (askcarc@pdx.edu); Regent University; Rogue Community College (BMcAuley@roguecc.edu); Scott Clemans Clark College; SE Works, Inc. (eeslinger@seworks.org); Self Enhancement Inc (nickg@selfenhancement.org); SMPTE (customerservice@jobcontrolcenter.com); SMS Services (alliance@pcc.edu); Society of Broadcast Engineers (kjones@sbe.org); Southern Oregon University (careerservices@sou.edu); The Art Institute of Portland - Natasha Cannon; The Freeform Radio Initiative (smcwilliams@thefreeformradioinitiative.org); United Cerebral Palsy of Oregon and SW Washington; University of Oregon (pferris@uoregon.edu); Urban League of Portland (mpurcell@ulpdx.org); Vancouver Chamber of Commerce (tlawwill@vancouverusa.com); Veronica Chavez; Walla Walla College (career@wallawalla.edu); Washing State Association of Broadcasters (wsabjobbank@comcast.net); Washington State University (careerservices@wsu.edu); Watoto wa Dunia (watotowadunia@gmail.com); Western Oregon University (slcd@wou.edu); Willamette University (Cs-job-postings@willamette.edu); Worksource Washington (tredmon@esd.wa.gov); YWCA (cforney@ywcapedx.org)  
**Cc:** Corporate EEO  
**Subject:** February Job/Internship Posting  
**Attachments:** Stubbed Attachments.htm

This message's contents have been archived by the Barracuda Message Archiver.

Entercom Portland jobs list 2.1.18.doc (123.0K)

Dear Recruitment Source:

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

**Attached is our current list of job openings.**

Your referrals are critical to our recruitment success. I can be reached at 503-535-0490, fax: 503-535-0590; e-mail: [mbarnwell@entercom.com](mailto:mbarnwell@entercom.com). I am requesting, however that all resumes and inquires be directed to [www.entercom.com/careers](http://www.entercom.com/careers). But, please do not hesitate to contact me with any questions.

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.**

--  
**Madison Barnwell**  
Human Resources Manager

**Entercom | Portland & Seattle**  
0700 S.W. Bancroft St  
Portland, OR 97239  
O: +1 503-535-0490  
M: +1 541-912-2626  
[entercom.com](http://entercom.com)

[99.5 The Wolf](#) | [97.1 Charlie fm](#) | [105.1 The Buzz](#)  
[92.3 KGON](#) | [94/7 fm](#) | [1080 The Fan](#) | [ESPN 910](#)



## Current job openings as of 2/01/2018

### **★ E** Entercom Radio Continuity Manager – Full Time

Entercom Portland is seeking a Continuity Manager to lead our cluster of 6 radio stations including KGON, KFXX, KWJJ, KNRK, KRSK and KYCH. *(We promise, you will never be bored.)* This position requires strong organizational skills, accuracy, multi-tasking, attention to detail with exceptional communications skills.

Prior radio experience and knowledge of the WideOrbit Traffic System, Vcreative or similar systems, is preferred but we are willing to train.

#### **Description:**

- Develop and maintain a professional relationship with all departments to enhance internal communications.
- Work closely with Account Executives and clients to ensure that the copy meets client instructions and contract schedules.
- Interpret commercial copy and instructions in Vcreative
- Ensure that all programs, commercials and public affairs materials are aired in accordance with Federal Communications Commission regulations and Entercom's policies
- Coordinates endorsements and "live reads" with talent, Program Directors and Production.
- Cross train with traffic personnel on all department duties and assist as backup when needed.

#### **What we offer:**

- An energetic work environment that is fast-paced and never dull!
- Fun and exciting formats that include live play-by-play sports, and dynamic personality-driven radio
- Work closely with a staff of highly talented individuals
- A company that invests in emerging software & technology....allowing our employees access to the best products & services to accomplish their job.
- Full benefits package and 401K employer match

#### **Apply**

To be considered for this position, please apply online at [www.entercom.com](http://www.entercom.com) and click on "Careers". No Phone Calls. Entercom Portland is an Equal Opportunity Employer.

### **Data Management Director – Full Time**

Job Location: Portland, OR & Seattle, WA US

#### **About Us:**

Radio is America's # 1 reach medium and growing, with 93% of Americans tuning in weekly. Only radio is live, local and personal with massive scale, offering today's advertiser's daily audience engagement, unparalleled ROI, and powerful brand activation at a time when competitive media are becoming increasingly disrupted.

As one of the country's two largest radio broadcasters, Entercom offers integrated marketing solutions and delivers the power of local connection on a national scale with coverage of close to 90% of persons 12+ in the top 50 markets.

Entercom is the #1 creator of live, original, local audio content and the nation's unrivaled leader in news and sports radio.

**Description:**

The Data Management Director will support both Entercom Sales and Programming to collect relevant data from our radio and digital audiences/consumers. This position will serve both the Seattle, Washington and Portland, Oregon teams. Part of the responsibility will include working with/on the Second Street platform for both audience engagement and lead generation contests/surveys/promotions.

Entercom seeking candidates with the following background and skills:

**Duties & Responsibilities:**

- Train both the sales and programming teams on how to collect relevant audience data on an ongoing basis, primarily via Second Street.
- Develop and promote an annual Second Street promotional calendar for all Entercom Portland and Seattle radio stations.
- Work with the sales teams to target relevant customers and maximize revenue for the aforementioned lead gen campaigns.
- Work with the programming department to organize/utilize collected audience data.
- Develop and produce original podcast content in conjunction with existing on air station talent.
- Act as a liaison between programming/sales and the promotional team when it comes to lead gen/Second Street promotions.
- Achieve a thorough understanding of all internal systems to respond to client requests.
- Other responsibilities as needed

**Qualifications:**

- BS/BA degree
- 1-2 years of Digital Media experience required.
- Strong communication, relationship management, customer service skills, attention to detail, organizational and analytical skills
- Proficient in Microsoft office suite with Excel and PowerPoint
- Experience with Second Street Platform a plus
- Ability to thrive in a fast paced, dynamic environment with revolving deadlines

**Apply**

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**Sales Assistant**

Entercom Portland seeks a detail oriented and energetic individual to serve as a Sales Assistant.

The primary role of this position is to help coordinate all aspects of the sales efforts - order entry, traffic coordination, promotional fulfillment, and outside communication with the agency/advertiser.

Other duties include editing and formatting sales proposals, ensuring sales proposals are compliant with current marketing standards, and creating client recaps. Secondary duties include creating sales reports, coordinating on-air promos, assisting with sales meetings, and helping manage sales and marketing materials.

This position requires excellent written and verbal communication skills, the ability to work independently, ability to problem solve, provide solutions and work in a fast paced atmosphere. Station Account Executives rely on your ability to refine and format their sales materials. A high-level of accuracy, keen attention to detail.

**Responsibilities include:**

- Development and creation of sales proposal editing and formatting
- Assist national sales manager with order entry, reports, sales materials, and promotional fulfillment.
- Prepare multimedia presentations that include imagery, audio and video.
- Coordinate station promotional ads



- Pull statistics and reports for AEs and sales managers, and find industry research related articles for national sales and national sales reps.
- Organize and archive sales proposals
- Manage and update station marketing one-sheets, and distribute to sales team
- Organize and coordinate client meetings; including, scheduling, presentation preparation, and note taking
- Ability to perform basic clerical work including answering phones, and managing the front desk may be required on occasion

**Requirements include:**

- 3-5 years' experience
- Ability to work independently as well as with a team
- Ability to thrive in a fast paced environment, assist in multiple projects and tight deadlines
- Must be well organized and possess attention to detail
- Must be an expert with PowerPoint and other presentation programs
- Proficient with other applications, like Excel and Word
- Excellent written communications skills

**Apply**

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**Account Executive**

Are you the best of the best, self-motivated, fearless, creative, a pro-active problem solver, tenacious, detail-oriented, money motivated and approach your job as if YOU are your own CEO? If you answered yes, than you might be the right person for this job. We are looking for self-starters who are organized and have the ability to work with little direct supervision. Successful candidates must be well spoken, professional in appearance and business acumen, as this is a position that requires contact with businesses and nonprofit organizations crossing multiple categories.

The outside sales and marketing position is a critical liaison between the business community and Entercom Portland. Entercom has the latest tools and technology, the most knowledgeable management, and is known for offering the best work environment for radio advertising in the industry. Nobody in the market can offer more to their clients than Entercom can.

**Successful candidates are experts in:**

- Strategic targeting of clients
- Prospecting and relationship building
- Securing face to face appointments
- Thoroughly analyzing customer needs
- Creatively designing marketing campaigns
- Strategically selling compelling concepts to key local and regional decision makers
- Coordination of all aspects of client radio advertising campaigns including copy, productions, billing collections, remote broadcasts and event marketing
- Resolves past due account issues with clients, including collection responsibilities for all past due accounts

**Experience:**

- Media sales
- Sports and event sponsorship sales
- Digital sales background preferred
- Successful track record of new business development
- Proven track record of meeting and exceeding defined sales goals
- Strategic multi-level selling
- Conceptual understanding of client needs analysis and its benefits

**Additional preferred traits:**

- Prompt
- Disciplined

POSITIONS G, H, I, & J  
\* PROMOTIONS COORDINATOR \* SALES ASSISTANT  
\* SALES ADMINISTRATION MGR \* SALES MANAGER

Mary Aispuro

**From:** Madison Barnwell  
**Sent:** Monday, April 30, 2018 11:50 AM  
**To:** African American Chamber of Commerce (Blackchamber@usa.net); Art Institute of Portland (aipdjobs@aaii.edu); Art Institute of Seattle (ais\_jobs@aaii.edu); Asian Health & Service Center (dchiu@ahscpx.org); Bates Technical College (skmiller@bates.ctc.edu); Bellevue College (careers@bellevuecollege.edu); Black United Fund of Oregon (mramirez@bufor.org); Blue Mountain Community College (helen.doherty@bluecc.edu); California State University Chico (ldferguson@csuchico.edu); Career Makers (peter@careermakers.com); Cascade AIDS Project (hsalek@cascadeaids.org); Central Oregon Community College (careerservices@cocc.edu); Chemeketa Community College (jobplacement@chemeketa.edu); Chinese Social Service Center (info@ahscpx.org); City University (careers@cityu.edu); Clackamas Community College (careercenter@clackamas.edu); Clark College (workforce@clark.edu); Clatsop Community College (cwedirector@clatsopcc.edu); Columbia Gorge Community College (pcaliendo@cgcc.edu); Concordia University (mbouslaugh@cu-portland.edu); Confederated Tribes of Siletz (TamraR@ctsi.nsn.us); Confederated Tribes of Warm Springs (personnel@wstribes.org); Eastern Oregon University (careers-group@eou.edu); Full Sail Real World Education (Stantleff@fullsail.com); George Fox University (careers@georgefox.edu); Goodwill Industries (kmckay@gicw.org); Hispanic Metropolitan Chamber of Commerce (Acardona@hmccoregon.com); IRCO (jobs@IRCO.org); Japan-America Society of Oregon (dmckee@jaso.org); Latino Journalist of California (cimperial@kchcc.org); LDS Employment Services (wel-ec-beaverton@ldschurch.org); Lewis & Clark College (careers@lclark.edu); Linfield College; Marylhurst College (lbrown@marylhurst.edu); Mt. Hood Community College (dawn.forrester@mhcc.edu); Northwest China Council (johnw@nwchina.org); OAB (bmoore@theoab.org); OAME (matt@oame.org); Ohio/Illinois Center for Broadcasting (info@beonair.com); Pacific NW College of Art (kcpeland@pnca.edu); Pacific University (careerdc@pacificu.edu); PAF (stephanie@portlandadfed.com); PARC (info@portlandradio.org); PHC Northwest - Portland Habilitation Center; Pioneer Pacific (cplacement@pioneerpacific.edu); Portland Community College (gcoleman@pcc.edu); Portland Community College (stujobs@pcc.edu); Portland State University (askcarc@pdx.edu); Regent University; Rogue Community College (BMcAuley@rogucecc.edu); Scott Clemans Clark College; SE Works, Inc. (eeslinger@seworks.org); Self Enhancement Inc (nickg@selfenhancement.org); SMPTE (customerservice@jobcontrolcenter.com); SMS Services (alliance@pcc.edu); Society of Broadcast Engineers (kjones@sbe.org); Southern Oregon University (careerservices@sou.edu); The Art Institute of Portland - Natasha Cannon; The Freeform Radio Initiative (smcwilliams@thefreeformradioinitiative.org); United Cerebral Palsy of Oregon and SW Washington; University of Oregon (pferris@uoregon.edu); Urban League of Portland (mpurcell@ulpdx.org); Vancouver Chamber of Commerce (tlawwill@vancouverusa.com); Veronica Chavez; Walla Walla College (career@wallawalla.edu); Washing State Association of Broadcasters (wsabjobbank@comcast.net); Washington State University (careerservices@wsu.edu); Watoto wa Dunia (watotowadunia@gmail.com); Western Oregon University (slcd@wou.edu); Wilamette University (Cs-job-postings@willamette.edu); Worksource Washington (tredmon@esd.wa.gov); YWCA (cforney@ywcapdx.org)  
**Subject:** April Job/Internship Posting  
**Attachments:** Stubbed Attachments.htm

Dear Recruitment Source:

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

**Attached is our current list of job openings.**

Your referrals are critical to our recruitment success. I can be reached at 503-535-0490, fax: 503-535-0590; e-mail: [mbarnwell@entercom.com](mailto:mbarnwell@entercom.com). I am requesting, however that all resumes and inquiries be directed to [www.entercom.com/careers](http://www.entercom.com/careers). But, please do not hesitate to contact me with any questions.

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.**

--  
**Madison Barnwell**  
Human Resources Manager

**Entercom | Portland & Seattle**  
0700 S.W. Bancroft St  
Portland, OR 97239  
O: +1 503-535-0490  
M: +1 541-912-2626  
[entercom.com](http://entercom.com)

[99.5 The Wolf](#) | [97.1 Charlie fm](#) | [105.1 TheBuzz](#)  
[92.3 KGON](#) | [94/7 fm](#) | [1080 The Fan](#) | [ESPN 910](#)




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### *Current job openings as of 4/01/2018*

#### **\* Promotion Coordinator – Full Time**

##### **Summary**

The Promotions Coordinator is responsible for the planning, coordination, and execution of on-air and digital contests for our seven radio stations, clients and partners. Promotion Coordinators need to be creative thinkers, highly organized, have a solution oriented view when confronted by challenges, and must be able to collaborate with sales and programming. This position reports directly to the Marketing Director.

##### **Description of Position**

- Draft proposals for ticket promotors and station promotional materials (i.e. tablecloths, key chains, etc).
- Develop and execute exciting promotional giveaways/content
- Manage and execute on-air, on-line, and on-site contests
- Maintaining contest databases (i.e. vPromotions, PromoSuite & Second Street)
- Responsible for following compliance with FFC guidelines and company contest policies
- Work with legal team to draft contest rules and maintain up-to-date record of all contests
- Maintain digital and on-air assets in conjunction with station and client promotions
- Provide constant and compelling content for station social media pages
- Maintain accurate promotion calendars
- Activate station brand at on-site appearances
- Acquiring and maintaining prize inventory and support documents
- Communication with listeners and incentivizing listener participation
- Managing and writing promotional copy
- Responsible for creating email blasts to station's email database
- Provide quality customer service to listeners
- Work with Marketing Director, Sales Manager, Event Manager, and Program Directors to ensure relevant promotional policies and collateral

##### **Requirements**

College degree preferred or 1-2 years of marketing experience. Must be creative, organized, highly motivated, and persuasive. Must have strong oral and written communication skills. Requires proficiency in a number of PC-based

software including PowerPoint, word processing and graphics. Go getter attitude and great customer service skills a must. Able to manager work flow from multiple departments. Must work well in team environment.

#### **Apply**

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No Phone Calls

Entercom Portland is an Equal Opportunity Employer.

#### **★ Sales Administration Manager**

H Entercom Portland has an opening for a Sales Administration Manager (SAM). This is a cross- functional position which will assist in bringing efficiencies to workflow and will support Entercom Portland's sales management team as well as the Corporate Revenue Management and Financial Analysis teams.

#### **Primary Responsibilities:**

- Improve order workflow and efficiency by becoming point on all sales order approvals. This will also include checking to ensure all the data points, priority codes and other aspects of the order are correct prior to approval.
- Oversee management of our CRM Database (SalesForce) including sales training, troubleshooting, maintenance and reporting.
- Assist your Regional Director of Revenue Management (RDRM) and Regional Director of Business Analysis (RDBA) on inventory management, rate card system, political rates, and other items as needed.
- Work closely with other Sales Administration Managers (SAMs) across Entercom on sharing of best practices and ideas.

#### **Additional Responsibilities may include:**

- Research to assist in development of client marketing strategies.
- Producing regular reports such as: returning/non-returning business, weekly sales and activity reports, diagnostic reports, AE budgets, etc.
- Aggregating data such as Miller Kaplan, Miller-Kaplan X-Ray, and Media Monitors.
- Daily interaction with account executives and sales management, assisting in any way possible to free up time for sales to sell.
- Other Sales Department support activities as needed.

#### **Job Requirements:**

- Strong technical and analytical skills, including excellent Excel skills.
- Strong interpersonal skills and the ability to effectively communicate with all levels of management.
- Exceptional organizational and problem solving skills.
- Detail oriented, solid time management skills and the ability to work independently in a deadline driven environment.
- Experience with automated CRM program, along with Wide Orbit or other traffic software experience a plus.
- Previous sales or radio sales experience a plus.
- This position is based in Portland.
- Some travel required

#### **Apply**

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#### **★ Sales Manager – Portland**

J Entercom is an innovative, rapidly growing media, entertainment and marketing company which operates the country's fourth largest radio broadcasting company, as well as large events and digital marketing businesses. We operate 127 highly-rated stations in 28 top markets from Los Angeles to Boston and from Portland to Miami, featuring the best, locally programmed stations with outstanding local personalities and a curated mix of great music and compelling news, talk and sports content. We also operate hundreds of events each year, attracting millions of attendees, and run a full-service digital marketing solutions division, Smart Reach Digital. Entercom is a financially strong organization with a 47 year operating history and is publicly traded on the New York Stock Exchange.

Entercom Portland is seeking an experienced sales management executive to provide leadership and vision for our six-station radio group sales efforts. This high-energy candidate will give direction, training, and feedback to our sales team; experience in budgeting, pricing, and inventory management a must.

#### **Responsibilities:**

- Measure new business development, growth for key or target accounts, prime rate growth, average account size and number of accounts. Review appropriate AE staffing levels and performance of staff.
- Pricing and Inventory: Develop ongoing revenue plan for each station. Work with our rate card system and review every piece of business. Review sellout for 30/60/90 days out. Perform pricing bucket exercise every six months. Understand the workings of radio trafficking systems.
- Budgeting: Develop and implement a sales plan that will meet station's revenue goals with emphasis on new business, lift, digital and event sponsorship revenue.
- New Business Development: Create and lead from the front on a new business focus, inclusive of advertiser lift and digital and station-specific/cluster developmental plans.
- Sales Related Awards and Training: Create and manage sales awards club program, sales meeting training and ongoing infield coaching.
- Work with GM and DOS on sales strategies and initiatives for the cluster
- Develop a recruitment program and recruit/hire based on criteria agreed upon by senior management
- Create a strong Depth of Contact Strategy for key and target accounts
- Must have strong focus on execution and accountability measures

#### **Qualifications:**

- Minimum five years of broadcast sales management experience with a proven track record of success.
- Possess highly developed training and coaching skills including strong skills in organization, delegating, training, interviewing, and motivating the sales team
- Supervise sales support staff
- Demonstrate high energy level and aggressive attitude toward assertive selling, training, positioning our stations and industry
- Develop and maintain effective communication that will ensure adequate performance of duties assigned both to you and to your staff
- Possess excellent oral and written communication skills
- Organized with strong attention to detail
- Sales marketing capabilities
- Strong analytical skills
- Represent Entercom in a highly ethical and professional manner.
- Possess valid driver license and vehicle insurance

#### **Apply**

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#### **Responsibilities include:**

- Development and creation of sales proposal editing and formatting

- Assist national sales manager with order entry, reports, sales materials, and promotional fulfillment.
- Prepare multimedia presentations that include imagery, audio and video.
- Coordinate station promotional ads
- Pull statistics and reports for AEs and sales managers, and find industry research related articles for national sales and national sales reps.
- Organize and archive sales proposals
- Manage and update station marketing one-sheets, and distribute to sales team
- Organize and coordinate client meetings; including, scheduling, presentation preparation, and note taking
- Ability to perform basic clerical work including answering phones, and managing the front desk may be required on occasion

**Requirements include:**

- 3-5 years' experience
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- Ability to thrive in a fast paced environment, assist in multiple projects and tight deadlines
- Must be well organized and possess attention to detail
- Must be an expert with PowerPoint and other presentation programs
- Proficient with other applications, like Excel and Word
- Excellent written communications skills

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**Account Executive**

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**Successful candidates are experts in:**

- Strategic targeting of clients
- Prospecting and relationship building
- Securing face to face appointments
- Thoroughly analyzing customer needs
- Creatively designing marketing campaigns
- Strategically selling compelling concepts to key local and regional decision makers
- Coordination of all aspects of client radio advertising campaigns including copy, productions, billing collections, remote broadcasts and event marketing
- Resolves past due account issues with clients, including collection responsibilities for all past due accounts

**Experience:**

- Media sales
- Sports and event sponsorship sales
- Digital sales background preferred
- Successful track record of new business development
- Proven track record of meeting and exceeding defined sales goals
- Strategic multi-level selling
- Conceptual understanding of client needs analysis and its benefits

# POSITIONS K, L, M, N, & O

**Mary Aispuro**

---

**From:** Madison Barnwell  
**Sent:** Wednesday, May 30, 2018 9:01 AM  
**To:** African American Chamber of Commerce (Blackchamber@usa.net); Art Institute of Portland (aipdjobs@aaii.edu); Art Institute of Seattle (ais\_jobs@aaii.edu); Asian Health & Service Center (dchiu@ahscpdx.org); Bates Technical College (skmiller@bates.ctc.edu); Bellevue College (careers@bellevuecollege.edu); Black United Fund of Oregon (mramirez@bufor.org); Blue Mountain Community College (helen.doherty@bluecc.edu); California State University Chico (ldferguson@csuchico.edu); Career Makers (peter@careermakers.com); Cascade AIDS Project (hsalek@cascadeaids.org); Central Oregon Community College (careerservices@cocc.edu); Chemeketa Community College (jobplacement@chemeketa.edu); Chinese Social Service Center (info@ahscpdx.org); City University (careers@cityu.edu); Clackamas Community College (careercenter@clackamas.edu); Clark College (workforce@clark.edu); Clatsop Community College (cwedirector@clatsopcc.edu); Columbia Gorge Community College (pcaliendo@cgcc.edu); Concordia University (mbouslaugh@cu-portland.edu); Confederated Tribes of Siletz (TamraR@ctsi.nsn.us); Confederated Tribes of Warm Springs (personnel@wstribes.org); Eastern Oregon University (careers-group@eou.edu); Full Sail Real World Education (Stantleff@fullsail.com); George Fox University (careers@georgefox.edu); Goodwill Industries (kmckay@gicw.org); Hispanic Metropolitan Chamber of Commerce (Acardona@hmccoregon.com); IRCO (jobs@IRCO.org); Japan-America Society of Oregon (dmckee@jaso.org); Latino Journalist of California (cimperial@kchcc.org); LDS Employment Services (wel-ec-beaverton@ldschurch.org); Lewis & Clark College (careers@lclark.edu); Linfield College; Marylhurst College (lbrown@marylhurst.edu); Mt. Hood Community College (dawn.forrester@mhcc.edu); Northwest China Council (johnw@nwchina.org); OAB (bmoore@theoab.org); OAME (matt@oame.org); Ohio/Illinois Center for Broadcasting (info@beonair.com); Pacific NW College of Art (kcopeland@pnca.edu); Pacific University (careerdc@pacificu.edu); PAF (stephanie@portlandadfed.com); PARC (info@portlandradio.org); PHC Northwest - Portland Habilitation Center; Pioneer Pacific (cplacement@pioneerpacific.edu); Portland Community College (gcoleman@pcc.edu); Portland Community College (stujobs@pcc.edu); Portland State University (askcarc@pdx.edu); Regent University; Rogue Community College (BMcAuley@rogucecc.edu); Scott Clemans Clark College; SE Works, Inc. (eeslinger@seworks.org); Self Enhancement Inc (nickg@selfenhancement.org); SMPTE (customerservice@jobcontrolcenter.com); SMS Services (alliance@pcc.edu); Society of Broadcast Engineers (kjones@sbe.org); Southern Oregon University (careerservices@sou.edu); The Art Institute of Portland - Natasha Cannon; The Freeform Radio Initiative (smcwilliams@thefreeformradioinitiative.org); United Cerebral Palsy of Oregon and SW Washington; University of Oregon (pferris@uoregon.edu); Urban League of Portland (mpurcell@ulpdx.org); Vancouver Chamber of Commerce (tlawwill@vancouverusa.com); Veronica Chavez; Walla Walla College (career@wallawalla.edu); Washing State Association of Broadcasters (wsabjobbank@comcast.net); Washington State University (careerservices@wsu.edu); Watoto wa Dunia (watotowadunia@gmail.com); Western Oregon University (slcd@wou.edu); Wilamette University (Cs-job-postings@willamette.edu); Worksource Washington (tredmon@esd.wa.gov); YWCA (cforney@ywcapdx.org)

**Subject:** Updated May Job/Internship Posting  
**Attachments:** Stubbed Attachments.htm



Dear Recruitment Source:

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

**Attached is our current list of job openings.**

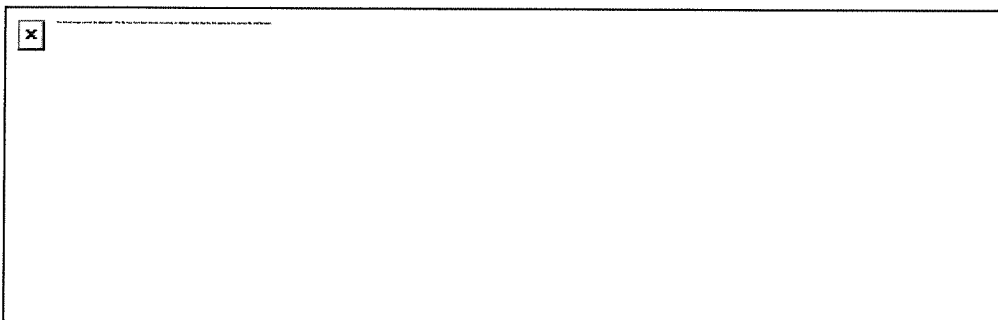
Your referrals are critical to our recruitment success. I can be reached at 503-535-0490, fax: 503-535-0590; e-mail: [mbarnwell@entercom.com](mailto:mbarnwell@entercom.com). I am requesting, however that all resumes and inquiries be directed to [www.entercom.com/careers](http://www.entercom.com/careers). But, please do not hesitate to contact me with any questions.

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.**

---  
**Madison Barnwell**  
Human Resources Manager

**Entercom | Portland & Seattle**  
0700 S.W. Bancroft St  
Portland, OR 97239  
O: +1 503-535-0490  
M: +1 541-912-2626  
[entercom.com](http://entercom.com)

[99.5 The Wolf](#) | [97.1 Charlie fm](#) | [105.1 The Buzz](#)  
[92.3 KGON](#) | [94/7 fm](#) | [1080 The Fan](#) | [ESPN 910](#)





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**Current job openings as of 5/30/2018**

**★ Receptionist – Full Time**

Entercom Portland is seeking an organized and professional receptionist for 6 of our local radio stations. We are looking for an individual who can handle working in a multifaceted operation and is willing to be flexible in a rapidly changing environment.

- Internet savvy and Microsoft office proficient in all programs
- Tasks include but are not limited to answering phones, greeting guests, and mail distribution
- Outgoing mail postage and delivery, overnight shipping, and scheduling couriers
- Ordering and distributing office supplies, business cards and stationery
- Handling station prize winners, distributing prizes and maintain a prize winners database
- Scheduling conference rooms for staff and client meetings
- Great communication skills are a must
- Works well in a fast paced environment

**Apply**

To be considered for this position, please apply online at [www.entercom.com](http://www.entercom.com) and click on "Careers". No Phone Calls  
Entercom Portland is an Equal Opportunity Employer.

**★ KWJJ On Air Personality –**

Entercom's country station, 99.5 The Wolf/KWJJ Portland has a rare full-time opening on the award winning Mike & Amy Show!

Are you an outgoing, funny, adventurous person who's not afraid to talk on the phone, talk into a microphone, work a crowd, ask strangers random questions or talk candidly about your life? If so, we want to meet you! You might be able to turn your winning, personality into an actual job on the radio.

A love of country music is a big plus. And you must live in the general Portland metro area and be available weekday mornings, plus some additional hours at other times of day.

The ideal candidate should poses a strong work ethic, good organizational skills, knowledge of current events and the ability to deliver creative and compelling content.

For immediate consideration please submit your resume, a creative cell phone video telling us why you're the one for the job and samples of social media engagement. You can apply and submit these documents at Entercom.com and click "careers".

**Apply**

To be considered for this position, please apply online at [www.entercom.com](http://www.entercom.com) and click on "Careers". NO PHONE CALLS  
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at [www.entercom.com](http://www.entercom.com) and click on "Careers". NO PHONE CALLS Entercom Portland is an Equal Opportunity Employer.

### **Marketing Director:**

The Marketing Director manages the Promotions department for all Entercom Portland radio stations by anticipating and planning for all activities/events with enough time to execute with excellence and communicate with all parties involved. Reports to the Marketing Director.

#### **Responsibilities include:**

- Manage the promotion budget and expenses. Track monthly expenses and adhere to expense guidelines. Acquire bids and pre-approval on all major expenses.
- Development and maintain our listener database and related promotional activity.
- Manage and maintain inventory of prizes and other giveaways; and document all prizes and contesting through VCreative Promo software. Manage Trade as it applies to contesting and prizes for events and remotes. Upkeep of contest files.
- Manage all stations' promotional calendars to include all station activities.
- Planning and coordination of major Promotions from beginning to end by working closely with Sales Managers, Digital Producer and Program Directors to include scheduling and coordinating execution of on air contesting and on the street marketing.
- Ensure the proper outside image of all Entercom Portland stations, i.e. appearance of promotion staff, signage, and station presence.
- Develop, create, and brainstorm promotions with sales department to ensure that Entercom Portland maintains and increases share of business. Schedule on-air sales promos.
- Recap sales and station promotions within 5 days of completion with proof of performance documentation.
- Oversee Promotions Assistants in all facets, including training staff to execute promotions and events; and creating a system of accountability.
- Protect the company through strict adherence to signed agreements of all station promotions and events, serving as Legal Liaison to insure that all corporate legal requirements are met. Adherence to all FCC rules as well as Entercom regulations regarding contesting to include writing all rules for all contests.

#### **Requirements:**

- 3 years relevant experience required
- Can- Do attitude a must
- Ability to multi task and work under deadline
- Excellent organizational skills
- Attention to detail a must
- Leadership skills a must
- Excellent follow-through and initiative
- Strong written and verbal communication skills
- Strong computer proficiency-Excel, Word, etc – a must

#### **Apply**

To be considered for this position, please apply online at [www.entercom.com](http://www.entercom.com) and click on "Careers". NO PHONE CALLS  
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### **Entercom Portland Digital Art Director**

#### **Job Description**

Entercom Portland, home of KNRK, KGON, KWJJ, KFXX, KRSK, KYCH, is looking for a talented digital art director to join our marketing team. As the art director you will work closely with the promotions team, account executives and programming staff to create exceptional content for our stations.

#### **Responsibilities include:**

- Develop and execute campaign strategies for sales team and their clients, and for station promotional needs.
- Protect and maintain station brand identity through visual communication, campaign strategy and execution.
- Able to create graphics for web and print: online, mobile, email, event signage, concert stage, outdoor advertising, vehicle, print media (newspaper, magazine, brochure).
- Create short form videos including recording/production and editing work.
- Gather and create website analytics reports for: websites, emails, on-demand, and other audience engagement tools.
- Design HTML emails, online contests, quizzes, and polls using Entercom's audience engagement platform and vendor.
- Update websites using Drupal and Word Press CMS platforms.
- Assist with copywriting and proofreading as needed.

### **Skills**

- Self-motivated, organized and accountable
- Able to easily articulate and summarize creative ideas
- Solutions oriented & adaptable
- Able to influence the direction of projects towards best practices
- Able to collaborate with team members and provide input and feedback.
- Prioritization and adherence to deadlines and turn-around times
- Strong communication

### **Requirements**

- 2+ experience in working as a designer within agency or corporate environment
- Bachelor's degree in a related field preferred
- Knowledge of CSS, HTML, and basic PHP.
- Deep knowledge of Photoshop, Illustrator, Acrobat Pro, Power Point.
- Design in multiple media, including online, print, and brand development

### **Sales Manager – Portland**

Entercom is an innovative, rapidly growing media, entertainment and marketing company which operates the country's fourth largest radio broadcasting company, as well as large events and digital marketing businesses. We operate 127 highly-rated stations in 28 top markets from Los Angeles to Boston and from Portland to Miami, featuring the best, locally programmed stations with outstanding local personalities and a curated mix of great music and compelling news, talk and sports content. We also operate hundreds of events each year, attracting millions of attendees, and run a full-service digital marketing solutions division, Smart Reach Digital. Entercom is a financially strong organization with a 47 year operating history and is publicly traded on the New York Stock Exchange.

Entercom Portland is seeking an experienced sales management executive to provide leadership and vision for our six-station radio group sales efforts. This high-energy candidate will give direction, training, and feedback to our sales team; experience in budgeting, pricing, and inventory management a must.

### **Responsibilities:**

- Measure new business development, growth for key or target accounts, prime rate growth, average account size and number of accounts. Review appropriate AE staffing levels and performance of staff.
- Pricing and Inventory: Develop ongoing revenue plan for each station. Work with our rate card system and review every piece of business. Review sellout for 30/60/90 days out. Perform pricing bucket exercise every six months. Understand the workings of radio trafficking systems.
- Budgeting: Develop and implement a sales plan that will meet station's revenue goals with emphasis on new business, lift, digital and event sponsorship revenue.
- New Business Development: Create and lead from the front on a new business focus, inclusive of advertiser lift and digital and station-specific/cluster developmental plans.
- Sales Related Awards and Training: Create and manage sales awards club program, sales meeting training and ongoing infield coaching.
- Work with GM and DOS on sales strategies and initiatives for the cluster
- Develop a recruitment program and recruit/hire based on criteria agreed upon by senior management
- Create a strong Depth of Contact Strategy for key and target accounts
- Must have strong focus on execution and accountability measures

## **Sales Assistant**

Entercom Portland seeks a detail oriented and energetic individual to serve as a Sales Assistant.

The primary role of this position is to help coordinate all aspects of the sales efforts - order entry, traffic coordination, promotional fulfillment, and outside communication with the agency/advertiser.

Other duties include editing and formatting sales proposals, ensuring sales proposals are compliant with current marketing standards, and creating client recaps. Secondary duties include creating sales reports, coordinating on-air promos, assisting with sales meetings, and helping manage sales and marketing materials.

This position requires excellent written and verbal communication skills, the ability to work independently, ability to problem solve, provide solutions and work in a fast paced atmosphere. Station Account Executives rely on your ability to refine and format their sales materials. A high-level of accuracy, keen attention to detail.

### **Responsibilities include:**

- Development and creation of sales proposal editing and formatting
- Assist national sales manager with order entry, reports, sales materials, and promotional fulfillment.
- Prepare multimedia presentations that include imagery, audio and video.
- Coordinate station promotional ads
- Pull statistics and reports for AEs and sales managers, and find industry research related articles for national sales and national sales reps.
- Organize and archive sales proposals
- Manage and update station marketing one-sheets, and distribute to sales team
- Organize and coordinate client meetings; including, scheduling, presentation preparation, and note taking
- Ability to perform basic clerical work including answering phones, and managing the front desk may be required on occasion

### **Requirements include:**

- 3-5 years' experience
- Ability to work independently as well as with a team
- Ability to thrive in a fast paced environment, assist in multiple projects and tight deadlines
- Must be well organized and possess attention to detail
- Must be an expert with PowerPoint and other presentation programs
- Proficient with other applications, like Excel and Word
- Excellent written communications skills

### **Apply**

To be considered for this position, please apply online at [www.entercom.com](http://www.entercom.com) and click on "Careers". No Phone Calls  
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## **Account Executive**

Are you the best of the best, self-motivated, fearless, creative, a pro-active problem solver, tenacious, detail-oriented, money motivated and approach your job as if YOU are your own CEO? If you answered yes, than you might be the right person for this job. We are looking for self-starters who are organized and have the ability to work with little direct supervision. Successful candidates must be well spoken, professional in appearance and business acumen, as this is a position that requires contact with businesses and nonprofit organizations crossing multiple categories.

The outside sales and marketing position is a critical liaison between the business community and Entercom Portland. Entercom has the latest tools and technology, the most knowledgeable management, and is known for offering the best work environment for radio advertising in the industry. Nobody in the market can offer more to their clients than Entercom can.

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

- Strategic targeting of clients
- Prospecting and relationship building
- Securing face to face appointments
- Thoroughly analyzing customer needs
- Creatively designing marketing campaigns

POSITIONS P & Q  
★ ACCOUNT EXECUTIVE

Mary Aispuro

---

**From:** Madison Barnwell  
**Sent:** Friday, June 29, 2018 10:07 AM  
**To:** African American Chamber of Commerce (Blackchamber@usa.net); Art Institute of Portland (aipdjobs@aia.edu); Art Institute of Seattle (ais\_jobs@aia.edu); Asian Health & Service Center (dchiu@ahscpd.org); Bates Technical College (skmiller@bates.ctc.edu); Bellevue College (careers@bellevuecollege.edu); Black United Fund of Oregon (mramirez@bufor.org); Blue Mountain Community College (helen.doherty@bluecc.edu); California State University Chico (ldferguson@csuchico.edu); Career Makers (peter@careermakers.com); Cascade AIDS Project (hsalek@cascadeaids.org); Central Oregon Community College (careerservices@cocc.edu); Chemeketa Community College (jobplacement@chemeketa.edu); Chinese Social Service Center (info@ahscpd.org); City University (careers@cityu.edu); Clackamas Community College (careercenter@clackamas.edu); Clark College (workforce@clark.edu); Clatsop Community College (cwedirector@clatsopcc.edu); Columbia Gorge Community College (pcaliendo@cgcc.edu); Concordia University (mbouslaugh@cu-portland.edu); Confederated Tribes of Siletz (TamraR@ctsi.nsn.us); Confederated Tribes of Warm Springs (personnel@wstribes.org); Eastern Oregon University (careers-group@eou.edu); Full Sail Real World Education (Stantleff@fullsail.com); George Fox University (careers@georgefox.edu); Goodwill Industries (kmckay@gicw.org); Hispanic Metropolitan Chamber of Commerce (Acardona@hmccoregon.com); IRCO (jobs@IRCO.org); Japan-America Society of Oregon (dmckeel@jaso.org); Latino Journalist of California (cimperial@kchcc.org); LDS Employment Services (wel-ec-beaverton@ldschurch.org); Lewis & Clark College (careers@lclark.edu); Linfield College; Marylhurst College (lbrown@marylhurst.edu); Mt. Hood Community College (dawn.forrester@mhcc.edu); Northwest China Council (johnw@nwchina.org); OAB (bmoore@theoab.org); OAME (matt@oame.org); Ohio/Illinois Center for Broadcasting (info@beonair.com); Pacific NW College of Art (kcopeland@pnca.edu); Pacific University (careerdc@pacificu.edu); PAF (stephanie@portlandadfed.com); PARC (info@portlandradio.org); PHC Northwest - Portland Habilitation Center; Pioneer Pacific (cplacement@pioneerpacific.edu); Portland Community College (gcoleman@pcc.edu); Portland Community College (stujobs@pcc.edu); Portland State University (askcarc@pdx.edu); Regent University; Rogue Community College (BMcAuley@roguecc.edu); Scott Clemans Clark College; SE Works, Inc. (eeslinger@seworks.org); Self Enhancement Inc (nickg@selfenhancement.org); SMPTE (customerservice@jobcontrolcenter.com); SMS Services (alliance@pcc.edu); Society of Broadcast Engineers (kjones@sbe.org); Southern Oregon University (careerservices@sou.edu); The Art Institute of Portland - Natasha Cannon; The Freeform Radio Initiative (smcwilliams@thefreeformradioinitiative.org); United Cerebral Palsy of Oregon and SW Washington; University of Oregon (pferris@uoregon.edu); Urban League of Portland (mpurcell@ulpdx.org); Vancouver Chamber of Commerce (tlawwill@vancouverusa.com); Veronica Chavez; Walla Walla College (career@wallawalla.edu); Washing State Association of Broadcasters (wsabjobbank@comcast.net); Washington State University (careerservices@wsu.edu); Watoto wa Dunia (watotowadunia@gmail.com); Western Oregon University (slcd@wou.edu); Willamette University (Cs-job-postings@willamette.edu); Worksource Washington (tredmon@esd.wa.gov); YWCA (cforney@ywcapdx.org)  
**Subject:** Updated June Job/Internship Posting  
**Attachments:** Stubbed Attachments.htm

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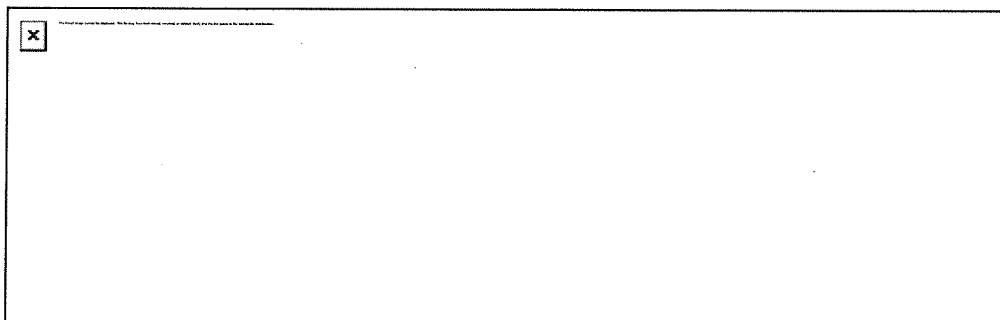
Your referrals are critical to our recruitment success. I can be reached at 503-535-0490, fax: 503-535-0590; e-mail: [mbarnwell@entercom.com](mailto:mbarnwell@entercom.com). I am requesting, however that all resumes and inquiries be directed to [www.entercom.com/careers](http://www.entercom.com/careers). But, please do not hesitate to contact me with any questions.

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**Madison Barnwell**  
Human Resources Manager

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[92.3 KGON](#) | [94/7 fm](#) | [1080 The Fan](#) | [ESPN 910](#)





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### ***Current job openings as of 6/28/2018***

#### **Program Director—KGON**

Entercom Portland's Classic Rock Station, KGON (92.3) has a rare opening for a full-time Program Director. We are looking for someone who is an effective leader and creative thinker, who can create great content both for both On Air and off.

The ideal candidate would possess the following skills:

- Passion for classic rock
- Minimum 3 years' experience as medium - major market program director
- Documented track record of success
- Excellent leadership skills with ability to energize and inspire.
- Ability to manage and coach high profile talent
- Unique and creative thinker in everything from marketing to imaging
- Create, communicate and execute a strategic vision
- Expert knowledge of all things social and digital media
- Understand the audience life group
- Be a commanding, compelling air talent
- Be a partner to the sales department while protecting the integrity of the brand

#### **Apply**

To be considered for this position, please apply online at [www.entercom.com](http://www.entercom.com) and click on "Careers". No Phone Calls  
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#### **Morning Drive Radio Host – 105.1 The Buzz – Full Time**

Entercom's hit country station, 105.1 The Buzz in Portland has a rare opening for a full-time Morning Show Host.

Are you an outgoing, funny, adventurous person who's not afraid to connect with an audience in a real and authentic way? Can you work a crowd, ask strangers random questions or talk candidly about your own life? If so, we want to meet you! You might be able to turn your winning, personality into an actual job on the radio.

A love of pop music is a big plus. And you must live in the general Portland metro area and be available weekday mornings, plus some additional hours at other times of day.

The ideal candidate should poses strong work ethic, solid show prep and the ability to deliver creative and compelling content.

For immediate consideration please submit your resume, MP3 on air demo air check and samples of social engagement or a fun video explaining why you are the person for the job. You can apply and submit these documents at [Entercom.com](http://Entercom.com) and click "careers".



## **\* Account Executive P & Q**

Are you the best of the best, self-motivated, fearless, creative, a pro-active problem solver, tenacious, detail-oriented, money motivated and approach your job as if YOU are your own CEO? If you answered yes, than you might be the right person for this job. We are looking for self-starters who are organized and have the ability to work with little direct supervision. Successful candidates must be well spoken, professional in appearance and business acumen, as this is a position that requires contact with businesses and nonprofit organizations crossing multiple categories. The outside sales and marketing position is a critical liaison between the business community and Entercom Portland. Entercom has the latest tools and technology, the most knowledgeable management, and is known for offering the best work environment for radio advertising in the industry. Nobody in the market can offer more to their clients than Entercom can.

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

- Strategic targeting of clients
- Prospecting and relationship building
- Securing face to face appointments
- Thoroughly analyzing customer needs
- Creatively designing marketing campaigns
- Strategically selling compelling concepts to key local and regional decision makers
- Coordination of all aspects of client radio advertising campaigns including copy, productions, billing collections, remote broadcasts and event marketing
- Resolves past due account issues with clients, including collection responsibilities for all past due accounts

### **Experience:**

- Media sales
- Sports and event sponsorship sales
- Digital sales background preferred
- Successful track record of new business development
- Proven track record of meeting and exceeding defined sales goals
- Strategic multi-level selling
- Conceptual understanding of client needs analysis and its benefits

### **Additional preferred traits:**

- Prompt
- Disciplined
- Creative thinker
- Social media and web savvy
- Outgoing

As an Account Executive with Entercom, you will also represent some of the largest sports teams and talent in the entertainment industry. In keeping with the other members of the Entercom teams, the #1 trait we look for is a "WINNING ATTITUDE"! We are looking for driven individuals who refuse to lose or compromise their level of success even in an unsteady economy. If all of this describes YOU, please forward your resume, including career success stories today.

### **Benefits**

Entercom offers all full-time employees a generous benefits package that includes Dental/Health/Vision/401K Match/Paid Vacation and Sick time, plus many other employee perks.

### **Apply**

To be considered for this position, please apply online at [www.entercom.com](http://www.entercom.com) and click on "Careers". No Phone Calls. Entercom Portland is an Equal Opportunity Employer.

### **Programming & Social Media Intern**

Entercom Portland (99.5 The Wolf) offers an opportunity for students to apply classroom theory to practical 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

Exhibit C



## **Entercom Paid Internship Program Summary**

Competing in the entertainment industry and maintaining our status as the #1 creator of live, original, local audio content, requires several approaches in seeking a diverse talent pool. Sustaining a pipeline of fresh talent for radio's future, demands that we engage with colleges and universities to attract interest in the industry. Connecting with colleges & universities builds on our future, engages us with the community and its local talent while giving us an opportunity to develop interest in radio broadcasting among new, diverse generations.

### **Benefits of a Paid Internship Program**

- Meets EEO FCC supplemental initiative.
- Pipeline for recruitment – evaluate before hire.
- Extra set of hands – help with special projects, events.
- Mentorship opportunities – contributes to company culture.
- Enhances our social strategy – tech savvy, unique social approaches.
- Promote community involvement – supports local colleges, community, and future broadcast industry.

### **Criteria for a Paid Internship Program**

- All interns must be at least 18 years of age.
- Actively enrolled in college. (Not require college credit because some financially challenged employees can't afford to pay for the credit, but still need to have internship experience.)
- Pay at least minimum wage.

### **Internship Program Structure**

- 50/50 structure; 50% learning across departments and 50% hands on work.
- Identify an internship coordinator to manage the program locally.
- Assigned to one department but gains experience across others.
- Rotate interns through several different projects.
- Have regular "check in" meetings to assess goals and accomplishments during the internships.
- Follow paperwork with college, including evaluation

**Entercom Communications Corp is an Equal Opportunity Employer**

## INVOICE



Entercom Portland KFX-AM  
0700 SW Bancroft St  
Portland, OR 97239  
Main: (503) 223-1441  
Billing: (503) 223-1441

www.1080thefan.com

Billing Address:

Entercom Portland  
Attention: Accounts Payable  
0700 SW Bancroft St  
Portland, OR 97239

Send Payment To:

Entercom Portland KFX-AM  
0700 SW Bancroft St  
Portland, OR 97239

Property	KFX-AM		
Invoice #	847914-1	Order #	847914
Invoice Date	01/28/18	Alt Order #	
Invoice Month	January 2018	Deal #	
Invoice Period	01/01/18 - 01/28/18	Flight Dates	01/01/18 - 12/30/18
Advertiser	Entercom Portland		
Product	Recruitment '18		
Estimate #			
Account Executive	Portland House		
Sales Office	Portland Local		
Sales Region	Local		
Agency Code			
Advertiser Code			
Billing Calendar	Broadcast		
Billing Type	Cash		
Special Handling	Do Not Print		
Agency Ref	4017315		
Advertiser Ref	1021431		
Product 1			
Product 2			

Line	Start Date	End Date	Description	Start/End Time	MTWTFSS	Length	Spots/ Week	Rate	Type
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<hr/>									
Spots: #	Ch	Day	Air Date	Air Time	Description	Start/End Time	Length	Ad-ID	Rate Type
2	KFX	Tu	01/23/18	12:57 AM	M-Su	12a-12a	:30	RECRUITMENT	\$0.00 NM
Total Spots							1		

Due upon receipt

Net Total \$0.00

Invoice Balance as of 03/12/19 11:34:56 AM PT \$0.00

## INVOICE



Entercom Portland KGON-FM  
0700 SW Bancroft St  
Portland, OR 97239  
Main: (503) 223-1441  
Billing: (503) 223-1441

www.kgon.com

Billing Address:

Entercom Portland  
Attention: Accounts Payable  
0700 SW Bancroft St  
Portland, OR 97239

Send Payment To:

Entercom Portland KGON-FM  
0700 SW Bancroft St  
Portland, OR 97239

Property	KGON-FM		
Invoice #	844157-1	Order #	844157
Invoice Date	01/28/18	Alt Order #	
Invoice Month	January 2018	Deal #	
Invoice Period	01/01/18 - 01/28/18	Flight Dates	01/01/18 - 12/30/18
Advertiser	Entercom Portland		
Product	Organization '18 *		
Estimate #			
	Account Executive	Portland House	
	Sales Office	Portland Local	
	Sales Region	Local	
	Agency Code		
	Advertiser Code		
	Billing Calendar	Broadcast	
	Billing Type	Cash	
	Special Handling	Do Not Print	
	Agency Ref	4017315	
	Advertiser Ref	1021431	
	Product 1		
	Product 2		

Line	Start Date	End Date	Description	Start/End Time	MTWTFSS	Length	Spots/ Week	Rate	Type
1	01/01/18	01/28/18	M-Su	12a-12a	MTWTFSS	:30	0	\$0.00	NM
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Spots: #	Ch	Day	Air Date	Air Time	Description	Start/End Time	Length	Ad-ID	Rate Type
2	KGON	Th	01/25/18	3:31 AM	M-Su	12a-12a	:30	ORGANIZATION :30 *	\$0.00 NM
<b>Total Spots</b>							<b>1</b>		

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Net Total \$0.00

Invoice Balance as of 03/12/19 11:35:41 AM PT \$0.00

## INVOICE



**Entercom Portland KNRK-FM**  
**0700 SW Bancroft St**  
**Portland, OR 97239**  
**Main: (503) 223-1441**  
**Billing: (503) 223-1441**

[www.947.fm](http://www.947.fm)

Billing Address:

**Entercom Portland**  
**Attention: Accounts Payable**  
**0700 SW Bancroft St**  
**Portland, OR 97239**

Send Payment To:

**Entercom Portland KNRK-FM**  
**0700 SW Bancroft St**  
**Portland, OR 97239**

Property	KNRK-FM		
Invoice #	844160-1	Order #	844160
Invoice Date	01/28/18	Alt Order #	
Invoice Month	January 2018	Deal #	
Invoice Period	01/01/18 - 01/28/18	Flight Dates	01/01/18 - 12/30/18
Advertiser	Entercom Portland		
Product	Organization '18 *		
Estimate #			
Account Executive	Portland House		
Sales Office	Portland Local		
Sales Region	Local		
Agency Code			
Advertiser Code			
Billing Calendar	Broadcast		
Billing Type	Cash		
Special Handling	Do Not Print		
Agency Ref	4017315		
Advertiser Ref	1021431		
Product 1			
Product 2			

Line	Start Date	End Date	Description	Start/End Time	MTWTFSS	Length	Spots/ Week	Rate	Type
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2	KNRK	Th	01/25/18	3:38 AM	M-Su	12a-12a	30	ORGANIZATION : 30 *	\$0.00 NM
<b>Total Spots</b>							<b>1</b>		

**Due upon receipt**

**Net Total \$0.00**

**Invoice Balance as of 03/12/19 11:37:12 AM PT \$0.00**

We warrant that the actual broadcast information shown on this invoice was taken from the program log. Times are approximate within 15 minutes. Agency and Advertiser agree and acknowledge that Station's Advertising Terms and Conditions govern this contract and are available at [www.entercom.com](http://www.entercom.com).

## INVOICE



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0700 SW Bancroft St  
Portland, OR 97239  
Main: (503) 223-1441  
Billing: (503) 223-1441

www.1051thebuzz.com

Billing Address:

Entercom Portland  
Attention: Accounts Payable  
0700 SW Bancroft St  
Portland, OR 97239

Send Payment To:

Entercom Portland KRSK-FM  
0700 SW Bancroft St  
Portland, OR 97239

Property	KRSK-FM		
Invoice #	844163-1	Order #	844163
Invoice Date	01/28/18	Alt Order #	
Invoice Month	January 2018	Deal #	
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Advertiser	Entercom Portland		
Product	Organization '18 *		
Estimate #			
Account Executive	Portland House		
Sales Office	Portland Local		
Sales Region	Local		
Agency Code			
Advertiser Code			
Billing Calendar	Broadcast		
Billing Type	Cash		
Special Handling	Do Not Print		
Agency Ref	4017315		
Advertiser Ref	1021431		
Product 1			
Product 2			

Line	Start Date	End Date	Description	Start/End Time	MTWTFSS	Length	Spots/ Week	Rate	Type
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<b>Total Spots</b>							1		

Due upon receipt

Net Total \$0.00

Invoice Balance as of 03/12/19 11:37:56 AM PT \$0.00

**INVOICE**

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**0700 SW Bancroft St**  
**Portland, OR 97239**  
**Main: (503) 223-1441**  
**Billing: (503) 223-1441**

[www.thewolfonline.com](http://www.thewolfonline.com)

Billing Address:

**Entercom Portland**  
**Attention: Accounts Payable**  
**0700 SW Bancroft St**  
**Portland, OR 97239**

Send Payment To:

**Entercom Portland KWJJ-FM**  
**0700 SW Bancroft St**  
**Portland, OR 97239**

Property	KWJJ-FM		
Invoice #	848703-1	Order #	848703
Invoice Date	01/28/18	Alt Order #	
Invoice Month	January 2018	Deal #	
Invoice Period	01/01/18 - 01/28/18	Flight Dates	01/01/18 - 12/30/18
Advertiser	Entercom Portland		
Product	Organization '18 <b>X</b>		
Estimate #			
Account Executive	Portland House		
Sales Office	Portland Local		
Sales Region	Local		
Agency Code			
Advertiser Code			
Billing Calendar	Broadcast		
Billing Type	Cash		
Special Handling	Do Not Print		
Agency Ref	4017315		
Advertiser Ref	1021431		
Product 1			
Product 2			

Line	Start Date	End Date	Description	Start/End Time	MTWTFSS	Length	Spots/ Week	Rate	Type
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<b>Spots: # Ch Day Air Date Air Time Description Start/End Time Length Ad-ID Rate Type</b>									
2	KWJJ	Th	01/25/18	2:41 AM	M-Su	12a-12a	:30	ORGANIZATION	\$0.00 NM
<b>Total Spots</b>							<b>1</b>		

**Due upon receipt**

Net Total \$0.00

Invoice Balance as of 03/12/19 11:38:37 AM PT \$0.00

## INVOICE



Entercom Portland KYCH-FM  
0700 SW Bancroft St  
Portland, OR 97239  
Main: (503) 223-1441  
Billing: (503) 223-1441

[www.charliefm.com](http://www.charliefm.com)

Billing Address:

Entercom Portland  
Attention: Accounts Payable  
0700 SW Bancroft St  
Portland, OR 97239

Send Payment To:

Entercom Portland KYCH-FM  
0700 SW Bancroft St  
Portland, OR 97239

Property	KYCH-FM		
Invoice #	848707-1	Order #	848707
Invoice Date	01/28/18	Alt Order #	
Invoice Month	January 2018	Deal #	
Invoice Period	01/01/18 - 01/28/18	Flight Dates	01/01/18 - 12/30/18
Advertiser	Entercom Portland		
Product	Organization '18		
Estimate #			
	Account Executive	Portland House	
	Sales Office	Portland Local	
	Sales Region	Local	
	Agency Code		
	Advertiser Code		
	Billing Calendar	Broadcast	
	Billing Type	Cash	
	Special Handling	Do Not Print	
	Agency Ref	4017315	
	Advertiser Ref	1021431	
	Product 1		
	Product 2		

Line	Start Date	End Date	Description	Start/End Time	MTWTFSS	Length	Spots/ Week	Rate	Type
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2	KYCH	Su	01/28/18	9:46 PM	M-Su	12a-12a	:30	ORGANIZATION : 30	\$0.00 NM
<b>Total Spots</b>							<b>1</b>		

Due upon receipt

Net Total \$0.00

Invoice Balance as of 03/12/19 11:39:17 AM PT \$0.00



## Madison Barnwell

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**Subject:** New Hire and EEO Compliance Training \*Mandatory\*  
**Location:** Training room

**Start:** Tue 10/10/2017 3:00 PM  
**End:** Tue 10/10/2017 3:30 PM

**Recurrence:** (none)

**Meeting Status:** Meeting organizer

**Organizer:** Madison Barnwell

**Required Attendees:** Bill Ashenden; Chuck Hall; Chris Crowley; Matt Bardy; Jeff Austin; Brian Bridgman; Mark Hamilton; Mike Moore; Adam Boyd; Mike Maloney; Eric Simantel; Ken Vreed; Jennifer Roloff; Dave Matyis; Jessica Klatil

Hello,

Please join me in the training room next Tuesday for a refresher on our policies for hiring or promoting full-time employees as well as EEO compliance.

## Mary Aispuro

---

**From:** Madison Trimble  
**Sent:** Tuesday, September 18, 2018 12:51 PM  
**To:** Eric Simantel  
**Subject:** RE: Virtual Career Fair

Nope, I think I have what I need. Thanks!

**From:** Eric Simantel  
**Sent:** Tuesday, September 18, 2018 12:16 PM  
**To:** Madison Trimble <Madison.Trimble@entercom.com>  
**Subject:** RE: Virtual Career Fair

Virtual Career Fair ran in 2017 in October and November... do you still need the information on it?

**Eric Simantel**  
General Sales Manager

**Entercom | Portland**  
0700 S.W. Bancroft St  
Portland, OR 97239  
Office: 1-503-535-0386  
Personal Fax: 1-617-249-0179

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

[99.5 The Wolf](#) | [97.1 Charlie fm](#) | [105.1 TheBuzz](#)  
[92.3 KGON](#) | [94/7 fm](#) | [1080 The Fan](#) | [ESPN 910](#)  
[PortlandPERKS.com](#)

**From:** Madison Trimble  
**Sent:** Tuesday, September 18, 2018 9:40 AM  
**To:** Kelly Clary <Kelly.Clary@entercom.com>; Eric Simantel <Eric.Simantel@entercom.com>  
**Subject:** RE: Virtual Career Fair

Hello,

I am looking for some info about the virtual career fairs to put in my EEO report. Were the dates below for all of Entercom or just Portland? And, can you send me a quick summary of the career fair, including the type of jobs advertised and who you were targeting and how?

**From:** Barb Daschel  
**Sent:** Tuesday, September 18, 2018 9:03 AM  
**To:** Madison Trimble <Madison.Trimble@entercom.com>  
**Subject:** Virtual Career Fair

We ran schedules for Virtual Career Fair 9/15-9/29/17 and 10/26-12/10/17. There must have been two of them? I know Kelly and Eric were very involved in these, so they could help if you need more information.

**Barb Daschel**  
Traffic Manager KGON/KNRK/KRSK

# *Portland's 18<sup>th</sup> Annual Diversity Employment Day*

Recognized by

**City of Portland**

And the

**Diversity Recruiters Network.org**

On this

**14<sup>th</sup> Day of February, 2018**

This is to certify

**Entercom Portland**

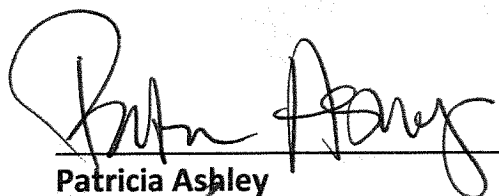
Has actively participated in the 18<sup>th</sup> Annual Diversity Employment Day Career Fair  
"Getting America Back to Work in 2018"

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

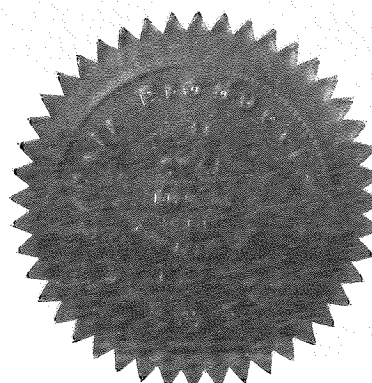
With this certificate, we commend

**Entercom Portland**

For its support of Diversity Employment Day and the diverse  
communities of Portland, OR.

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

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





City Career Fair  
productions

## Welcome to Portland's 18<sup>th</sup> Annual "Diversity Employment Day" Career Fair



We warmly welcome you to the 18<sup>th</sup> Annual Diversity Employment Day Career Fair co-sponsored by The Diversity Recruiters Network.org and City Career Fair. The City of Portland has proclaimed Wednesday, February 14<sup>th</sup>, 2018 as Diversity Employment Day.

*Congratulations for your company's efforts in promoting diversity in the workplace!*

Today is an important day for all communities in Portland. We are committed to bringing together diverse communities for the purpose of interviewing and hiring the widest array of multi-cultural professional level talent in the world. Our intention and desire is for your success as a corporation and as individuals with specific hiring needs.

### Today's Schedule

**7:30am to 11:00am:** Exhibitor Check-In and Move In.

**9:00am to 10:55am:** Diversity Roundtable Panel, Networking and Continental Breakfast  
TOPIC: WOMEN IN THE WORKPLACE

**10:00am to 11:00am:** Attendee Check-In

Our policy is to survey every attendee prior to entering the exhibitor hall. An attendee answers specific questions related to his/her background. They are asked to leave a resume and we give them an exhibitor's guidebook as an entrance pass to the event. This helps us to qualify and quantify the results of the career fair.

**11:00am to 3:00pm:** The Exhibit Floor Opens and Let the Career Fair Begin!

**12:30pm to 1:30pm:** Lunch

Your Recruiters Packet may contain two lunch vouchers. If your Career Fair package did not include lunch vouchers and you would like to purchase additional lunch vouchers, please see show management ASAP as the number of lunches available for purchase is limited.

**2:15pm to 2:50pm:** Certification

Certificates are presented to each exhibitor and a photo is taken. Your corporation, non-profit or professional organization will receive this year's certificate that documents your participation in this professional-level diversity recruiting event; the type of event that demonstrates your *active* support for your corporate diversity recruitment initiative. **Also, please be sure to complete and return the "Recruiter Review" for our show staff.**

**3:00pm:** Exhibitor Move Out. (Please no-departures before this time).

Show Close. Please make sure you have received, filled out and returned a Recruiter Review form before leaving.

*\* Thank You for your participation and support of Diversity in the Workplace and Community \**

Any questions? Please locate a staff member on exhibit the floor. They are here to serve you!

## Mary Aispuro

---

**From:** Amanda Wheaton <[wheaton@lclark.edu](mailto:wheaton@lclark.edu)>  
**Sent:** Thursday, February 22, 2018 12:03 PM  
**To:** Amanda Wheaton; Will Riley  
**Subject:** ★Lewis & Clark Career Fair TODAY - Parking and Map update!  
**Attachments:** Stubbed Attachments.htm

This message's contents have been archived by the Barracuda Message Archiver.

[CampusMapCFLabel.png](#) (456.5K)

We are looking forward to hosting you on campus TODAY for the Lewis & Clark Career Fair from 3:00 pm - 6:00 pm on Thursday, February 22nd. The campus is currently open and the roads up to campus are looking very clear!

**Parking may be a bit of a challenge given the recent weather, so please feel free to park in any space available.** Best parking lots include the **Akin lot** (circled in yellow on the map), the **Griswold lot** (Entrance 2 on the map - Parking C), or the **Forest Halls lot** (Entrance 5 on the map - Parking M).

**Registration for the Fair is at a record high and our students are excited to meet and engage with you!** Even though the campus opened with a late start, as we've mentioned, 70% of students live on campus just a few steps from the fair and so we expect attendance will be high.

As a reminder, here is a summary timeline for TODAY'S fair:

- 2:00 pm - Drop off any table/booth items at Templeton Center, Upper Level, Stamm
  - Some parking is reserved in the Akin Lot for employers to park after unloading table/booth items - but park anywhere available!
- 3:00 pm - Career Fair will open to students and recent alumni
- 6:00 pm - Career Fair concludes

**If you have questions/concerns, please contact me today via email or cell phone:**  
**Amanda Wheaton - [wheaton@lclark.edu](mailto:wheaton@lclark.edu) / 503.936.1738 (cell)**

We are looking forward to hosting you for the 3rd annual Lewis & Clark College Career Fair TODAY - Go Pios!

All the best,  
Amanda Wheaton & Will Rile

--  
**Amanda Wheaton**  
Employer Relations Coordinator  
Career Center  
Lewis & Clark College  
503 768.7323 (direct) | 503 768.7114 (main line)  
[wheaton@lclark.edu](mailto:wheaton@lclark.edu)

**Connect with L&C on Handshake and recruit L&C students!**

*Strengths: Individualization | Relator | Restorative | Learner | Responsibility*

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## Madison Barnwell

---

**From:** Cynthia Mittelsteadt <support@eventleaf.com>  
**Sent:** Tuesday, December 19, 2017 5:34 PM  
**To:** Madison Barnwell  
**Subject:** 2018 Clackamas Youth Career Expo Invitation ★  
**Attachments:** Free 2018 Career Expo Eventleaf Attachment Final.pdf

Hello Madison,

**Please Join Us for the FREE 2018 Clackamas Youth Career Expo!**

Each year, approximately 1,200 high school students come together for the Clackamas County Regional Skills Competition, testing their academic and vocational skills against their peers. As part of this event, C-TEC Youth Services and the Clackamas Workforce Partnership (CWP) are partnering with Clackamas Community College to host the **2018 Clackamas Youth Career Expo**.

We would love your organization to participate in the **2018 Clackamas Youth Career Expo**. This is a great opportunity for you to get positive exposure for your organization while connecting with the emerging workforce as they explore careers, develop their career goals, and seek employment opportunities. Students from the Clackamas County school districts, college students, and young workers from throughout the area will all be there! Bring your marketing and recruitment materials, as many of the attendees are currently entering the workforce and are looking for entry-level positions.

Your participation matters. The next generation of workers needs your insights and expertise to get the information on training and education necessary to be competitive in their chosen career fields. ***Please join us!***

**What:** 2018 Clackamas Youth Career Expo

**Where:** Clackamas Community College, Randall Gymnasium, Oregon City

**When:** Thursday, February 22, 2018 from 8:30 a.m. until 12:00 noon

Both inside and outside spaces are available, but space is limited; registration is on a first come, first serve basis. You will receive a confirmation email with details shortly after we receive your registration. Please note: **the registration deadline is Wednesday, February 14, 2018.**

Thank you for your consideration, and we hope to see you at the Clackamas Youth Career Expo! If you have questions, please contact me.

Cynthia Mittelsteadt, Training and Employment Specialist



Madison Barnwell &lt;madisoncbarnwell@gmail.com&gt;

## Your Registration Confirmation

1 message

Cynthia Mittelsteadt &lt;support@eventleaf.com&gt;

Wed, Dec 20, 2017 at 8:32 AM

Reply-To: Cynthia Mittelsteadt &lt;cynthia.mittelsteadt@clackamas.edu&gt;

To: madisoncbarnwell@gmail.com

Hello Madison Barnwell,

Thank you for registering for 2018 Clackamas Youth Career Expo. ★

Your confirmation code is: F37PBJ29.

Please print this email and bring it with you.



### Event Details

#### 2018 Clackamas Youth Career Expo

High School students are invited to explore their career and educational interests with employers, trade associations/unions, military recruiters and local colleges.

Feb 22, 2018 8:30 AM

Randall Hall

MANAGE REGISTRATION

### Personal Information

#### Industry

Arts, Entertainment, Music & Theater

#### Other Industry

Broadcast Radio/Advertising/Marketing and Events

#### Company

## Mary Aispuro

---

**From:** Kurt Ludwig  
**Sent:** Monday, May 7, 2018 3:31 PM  
**To:** Madison Barnwell  
**Cc:** Natasha Hunter  
**Subject:** Job Fair at Clackamas Community College- Wed may 9th ★  
**Attachments:** Stubbed Attachments.htm

This message's contents have been archived by the Barracuda Message Archiver.

[image001.png](#) (6.1K)

[image002.jpg](#) (858B)

This is the job fair our promo team will be attending this Wednesday... I thought we paid for this one, it was another event I was thinking about.

Our wonderful Natasha will be working the event.

Kurt

I would like to extend an invitation to you to join our Career and Service-Learning Fair scheduled for Wednesday, May 9th from 10 AM to 1 PM. Our goal is to give students the opportunity to explore careers and service-learning opportunities in the non-profit and public sector.

Feel free to forward this invitation to any colleagues who might be interested in participating.

Details:

- Date: Wednesday, May 9th
- Time: 10 am-1 pm
- Place: Clackamas Community College, Oregon City Campus
  - o Community Center Quad (Community Center Mall if it is raining)
- Fee: FREE to participate, but advance notice is required.
  - o We will provide a table and 2 chairs.
  - o Please reply to this e-mail and fill out the Google Form (<https://goo.gl/forms/7hJ3SHpizSsqGxA03>) notifying us of your wish to participate and your needs (power, extra table, extra space for display or interactive idea).
- Lunch will also be provided for participating!

Please let me know if there is any other information that you would like about the event.

Thank you!

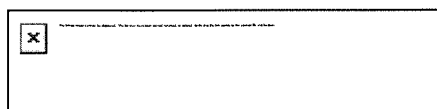
**Cynthia Boettcher**

Student Life and Leadership Assistant

**Clackamas Community College**

Oregon City, Oregon 97045

503-594-1823 • [cynthia.boettcher@clackamas.edu](mailto:cynthia.boettcher@clackamas.edu)





# *Portland's 18<sup>th</sup> Annual Diversity Employment Day*

Recognized by

**State of Oregon**

And the

**Diversity Recruiters Network.org**

On this

**22<sup>nd</sup> Day of August, 2018**

This is to certify

**Entercom Communications**

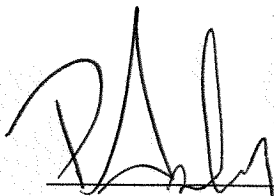
**Has actively participated in the 18<sup>th</sup> Annual Diversity Employment Day Career Fair  
"Getting America Back to Work in 2018"**

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

**With this certificate, we commend**

**Entercom Communications**

**For its support of Diversity Employment Day and the diverse  
communities of Portland, Oregon.**



**Patricia Ashley**

*Diversity Recruiters Network.org*



**Neal Morrison**

*City Career Fair*

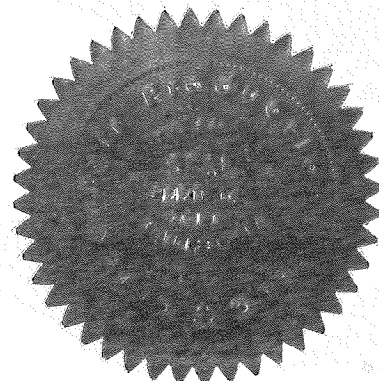


Exhibit D



## **EQUAL EMPLOYMENT OPPORTUNITY PROGRAM**

### **Overview**

Entercom is committed to providing equal employment opportunities in all of our employment programs and decisions, and to ensuring that all employment decisions are based only on valid job requirements. Discrimination, harassment, or retaliation on the basis of any classification protected under federal, state or local law is a violation of our policy. Specifically, Entercom offers equal employment opportunities to qualified individuals regardless of their race, color, religion or religious creed, sex/gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, gender identity, gender expression, national origin, ancestry, age (over 40), physical or mental disability, medical condition, genetic information, marital status, military or veteran status, or other classification protected by applicable federal, state or local law. This policy applies to all terms and conditions of employment, including, but not limited to, recruitment and hiring, placement, promotion, demotion, termination, reductions in force, recall, transfer, leaves of absence, compensation and training. Any applicant or employee who needs a reasonable accommodation to apply for employment or to perform the essential functions of his/her job should contact the Human Resources Department.

Overall responsibility for the direction of the Company's Equal Employment Opportunity Policy rests with the Company's Senior Vice President of Human Resources. Any questions regarding this policy or its implementation should be directed to that office.

To make this policy effective, and to ensure conformance with the requirements of the FCC, we have adopted an Equal Employment Opportunity Program, which includes the following elements:

### **Responsibility for Implementation**

The SVP/Market Manager is ultimately responsible for ensuring the Business Manager is implementing the EEO program. The Business Manager may delegate some of the duties, but remains responsible for the implementation of the program.

The Business Manager is our EEO Officer and is available to employees in event of a discrimination concern or claim. The EEO Officer is responsible for reporting discrimination claims or concerns to our Senior Vice President of Human Resources.

The EEO Administrative Coordinator is responsible for the documentation of our Equal Employment Opportunity Program recruitment procedures and prepares the stations' annual EEO public file reports.

All managers are required to follow our EEO Program. Any manager or supervisor that is responsible for making employment decisions with respect to the recruitment, evaluation, selection, promotion, compensation, training and termination of employees should ensure that our policy and program are adhered to and that no person is discriminated against in employment because of race, color, religion or religious creed, sex/gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, gender identity, gender expression, national origin, ancestry, age (over 40), physical or mental disability, medical condition, genetic information, marital status, military or veteran status, or other classification protected by applicable federal, state or local law.

### **Training**

Training is provided for EEO Officers to ensure the EEO program is implemented accurately.

We provide training for managers and individuals responsible for making employment decisions with respect to the recruitment, evaluation, selection, promotion, compensation, training and termination of employees to ensure that our policy and program are adhered to and that no person is discriminated against in employment because of their race, color, religion or religious creed, sex/gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, gender identity, gender expression, national origin, ancestry, age (over 40), physical or mental disability, medical condition, genetic information, marital status, military or veteran status, or other classification protected by applicable federal, state or local law.

### **Enforcement**

We vigorously enforce our EEO program. In the event an individual who is responsible for making employment decisions fails to adhere to our policy and procedure, the EEO Officer will report the individual to the SVP/Market Manager and the SVP of Human Resources. Steps will be taken to address and resolve the issue.

### **Policy Dissemination**

Appropriate notices are posted informing applicants and employees that the station is an Equal Opportunity Employer and of their right to notify an appropriate local, state or Federal agency if they believe they have been the victims of discrimination.

We ensure our personnel policies and practices and working conditions exclude all unlawful forms of prejudice or discrimination based upon race, color, religion or religious creed, sex/gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, gender identity, gender expression, national origin, ancestry, age (over 40), physical or mental disability, medical condition, genetic information, marital status, military or veteran status, or other classification protected by applicable federal, state or local law.

**All of our printed advertisements and our over-the-air job announcements state that we are an Equal Opportunity Employer.**

### **Recruitment**

We advertise all full-time available position by disseminating the information to a wide variety of recruitment sources including minority and women's organizations, media, employment services, educational institutions and others to encourage the referral of qualified applicants whenever job vacancies occur.

**Exceptions to this procedure should be extremely rare and must be pre-approved by our Senior Vice President of Human Resources.**

We engage in at least four "outreach initiatives" in a two-year period.

### **Audit**

Our Senior Vice President of Human Resources audits compliance and effectiveness of our program.

### **Record-Keeping**

Documentation for the recruitment process for each full-time position will be maintained by the EEO Administrative Coordinator. The records include:

- List of all full-time (30 hours or more defined by the FCC) open positions (by title) that were filled by the station.
- List of recruitment sources that were notified for each vacancy.
- Dated copies of all advertisements, bulletins, letters, faxes, e-mails or other communications announcing vacancies.
- Documentation of "outreach programs" that were executed.
- Total number of interviewees for each vacancy and the referral source for each vacancy.
- Date the vacancy was filled and the referral source for the vacancy.

Annually, on the anniversary of the date a station is due to file its renewal application, the station shall place in its public file and on its website, an EEO public file report containing the following information:

- o List of all full-time (30 hours or more) vacancies filled by the station's employment during the preceding year, identified by job title and recruitment source.
- o List of all recruitment sources utilized to fill vacancies throughout the year.
- o Data listing the total number of persons interviewed for full-time vacancies during the preceding year and the total number of interviewees referred by recruitment sources.
- o List and brief description of initiatives executed during the year.

### **Equal Employment Opportunity Policy**

Entercom is committed to providing equal employment opportunities in all of our employment programs and decisions, and to ensuring that all employment decisions are based only on valid job requirements. Discrimination, harassment, or retaliation on the basis of any classification protected under federal, state or local law is a violation of our policy. Specifically, Entercom offers equal employment opportunities to qualified individuals regardless of their race, color, religion or religious creed, sex/gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, gender identity, gender expression, national origin, ancestry, age (over 40), physical or mental disability, medical condition, genetic information, marital status, military or veteran status, or other classification protected by applicable federal, state or local law. This policy applies to all terms and conditions of employment, including, but not limited to, recruitment and hiring, placement, promotion, demotion, termination, reductions in force, recall, transfer, leaves of absence, compensation and training. Any applicant or employee who needs a reasonable accommodation to apply for employment or to perform the essential functions of his/her job should contact the Human Resources Department.

Entercom will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

In addition to a commitment to provide equal employment opportunities to all qualified individuals, Entercom has established an EEO program to assist with achieving a diverse workforce.

Overall responsibility for the direction of the Company's Equal Employment Opportunity Policy rests with the Company's Senior Vice President of Human Resources. Any questions regarding this policy or its implementation should be directed to that office.

### **Anti-Harassment Policy**

#### **Statement of Philosophy**

Entercom has a firm commitment to a work environment that respects the dignity and worth of each individual. The purpose of the policy set forth below is to foster a work environment that is free from all forms of harassment, whether that harassment is on the basis of race, color, religion or religious creed, sex/ gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, gender identity, gender expression, national origin, ancestry, age (over 40), physical or mental disability, medical condition, genetic information, marital status, military or veteran status, or other classification protected by applicable federal, state, or local law.

#### **Discriminatory Harassment Prohibited**

Discriminatory harassment, including sexual harassment, by supervisors, managers, coworkers, and third parties over whom the Company has control is strictly prohibited and will not be tolerated by the Company. This policy applies to all harassment affecting the work environment, whether on Company premises or in any Company related setting, and applies regardless of the gender (or other protected class) of the individuals involved. This policy covers all employees of

the Company, as well as applicants for employment, interns, contractors, volunteers, and third parties over whom the Company has control.

### **Sexual Harassment Defined**

For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is either explicitly or implicitly made as a term or condition of employment;
- Submission to or rejection of such conduct is used as the basis for employment decisions; or
- Such conduct unreasonably interferes with work performance or creates an intimidating, hostile or offensive working environment.

Some examples of conduct that may constitute sexual harassment are: threatening to take or taking employment actions such as discharge, demotion or reassignment, if sexual favors are not granted; demanding sexual favors in exchange for favorable or preferential treatment; unwelcome and repeated flirtations, propositions or advances; unwelcome physical contact; whistling; leering; improper gestures; horseplay; use of stereotypes; offensive, insulting, derogatory or degrading remarks; unwelcome comments about appearance; sexual jokes or use of sexually explicit or offensive language; gender or sex based pranks; and the display of sexually suggestive objects or pictures, including electronically, in the workplace. The above list of examples is not intended to be all inclusive. Care should be taken to comply with this policy in informal business situations as well, including but not limited to Company parties, conferences, retreats, and business trips.

### **Other Harassment Defined**

For purposes of this policy, other harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion or religious creed, sex/ gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, gender identity, gender expression, national origin, ancestry, age (over 40), physical or mental disability, medical condition, genetic information, marital status, military or veteran status, or other classification protected by applicable federal, state, or local law and that:

- creates an intimidating, hostile or offensive work environment; or
- unreasonably interferes with an individual's work performance.

Some examples of such harassment are: using epithets or slurs; mocking, jokes, pranks, ridiculing or mimicking another's culture, accent, appearance or customs; threatening, intimidating or engaging in hostile or offensive acts because an individual has made a complaint or engaged in other protected activity; or displaying on walls, bulletin boards, or elsewhere on Company premises, or circulating in the workplace, written or graphic material that denigrates or shows hostility or aversion toward a person or group because of his/her or their membership in a protected class. The above list of examples is not intended to be all inclusive.

### **Reporting Discrimination or Harassment**

The Company strongly encourages the prompt reporting of all incidents of discrimination or harassment. If an employee believes they are being discriminated against or harassed or have

observed harassment, the Company encourages employees to promptly notify their supervisor or, if preferred not to advise their supervisor: the local Market Manager, the local Human Resources contact, or the Company's Senior Vice President of Human Resources. If, at any time, it would be unreasonable to use this procedure to report harassment because of unusual or unique circumstances, the Company encourages employees to discuss their concerns with the stations Regional President.

### **Investigation**

When an employee reports an incident of harassment as specified above, the Company will undertake a prompt investigation appropriate to the circumstances. The steps to be taken during the investigation cannot be fixed in advance, but will vary depending upon the nature of the allegations. Confidentiality will be maintained throughout the investigative process to the extent practicable and consistent with the Company's need to undertake a full investigation.

### **Resolving the Matter**

Upon completion of the investigation, appropriate remedial action will be taken, if necessary and supported by the facts. Remedial action may include oral or written counseling, referral to formal counseling, disciplinary suspension or probation, or discharge from the Company.

### **Non-Retaliation**

An individual who reports incidents, that the employee, in good faith believes to be in violation of this policy, or who is involved in the investigation of harassment, will not be subject to reprisal or retaliation. Retaliation is a serious violation of this policy and should be reported immediately. The report and investigation of allegations of retaliation will follow the procedures set forth in this policy. Any person found to have retaliated against an individual for reporting discriminatory harassment or participating in an investigation of allegations of such conduct will be subject to appropriate disciplinary action.

### **Communication**

This policy is part of the Company's overall commitment to open communication. The Company encourages any employee with workplace concerns of any nature (including, but not limited to, any alleged discrimination or harassment) to bring those concerns to the attention of the Senior Vice President of Human Resources.