



Elizabeth E. Goldin
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August 27, 2019

VIA POSTING TO FCC ONLINE PUBLIC INSPECTION FILE

Lewis C. Pulley
Assistant Chief, Investigations & Hearings Division
Enforcement Bureau
Federal Communications Commission


Re: **Response to Broadcast EEO Audit Letter
KBME(AM), Houston, TX, Fac. ID No. 23082**

Dear Mr. Pulley:

On behalf of AMFM Texas Licenses LLC, licensee of KBME(AM), Houston, TX and the commonly owned stations in the Houston, TX station-employment unit ("SEU"), the undersigned submits the SEU's response to your letter of June 13, 2019 concerning compliance with the Commission's Equal Employment Opportunity rules, 47 C.F.R. § 73.2080.¹ Per your request, this submission consists of a sworn statement by Eddie Martiny, Region President, with copies of documentation responsive to your inquiry.

Should any questions arise concerning this submission, kindly contact the undersigned.

Respectfully submitted,


Elizabeth E. Goldin

¹ The SEU was granted an extension of time to file its response through August 27, 2019.

DECLARATION OF EDDIE MARTINY, REGION PRESIDENT

I, Eddie Martiny, hereby declare as follows:

1. I am a Region President for AMFM Texas Licenses, LLC, the licensee of Station KBME(AM), Houston, Texas (Fac ID 23082), which is part of a station employment unit based in Houston, Texas and which includes KTBZ-FM, Houston, Texas (Fac ID 18516), KODA(FM), Houston, Texas (Fac ID 35337), KTRH(AM) (Fac ID 35674), Houston, Texas, KQBT(FM), Houston, Texas (Fac ID 9625), and KPRC(AM) Houston, Texas (Fac ID 9644) (the "SEU" or "Unit"). The stations in this SEU are commonly owned through subsidiaries ultimately owned and controlled by iHeartMedia, Inc. (collectively, "iHeartMedia"). This Statement and relevant attachments are being submitted in response to the June 13, 2019 letter of Lewis C. Pulley, Assistant Chief of the Policy Division of the Commission's Media Bureau, concerning a random audit of the SEU's EEO compliance (the "EEO Audit Letter").

2. This SEU employs five or more full-time employees as the term is defined in the broadcast EEO rule of the Federal Communication Commission ("FCC" or the "Commission"), 47 C.F.R. § 73.2080(e)(1).

3. In response to Question 3(a) of the EEO Audit Letter, copies of the SEU's two most recent EEO Public File Reports, as described in 47 C.F.R. § 73.2080(c)(6), are appended at Attachment A.

The web addresses of the stations in this SEU are as follows: sportstalk790.com (KBME(AM)); thebuzz.com (KTBZ-FM); sunny99.com (KODA(FM)); ktrh.com (KTRH(AM)); 93.7thebeathouston.com (KQBT(FM)); and kprcradio.com (KPRC(AM)). A copy of the current EEO Public File Report is included on or linked to each of these websites.

The date of each full-time hire listed in the SEU's two most recent EEO Public File Reports, as required by 47 C.F.R. § 73.2080(c)(5)(vi), is included in the internal business records appended at Attachment B.

4. In response to Question 3(b) of the EEO Audit Letter, the licensee acknowledges that it is required to retain records to document its outreach to the recruitment sources used to fill its full-time positions, including the recruitment reflected in the above EEO Public File Reports. However, pursuant to the EEO Audit Letter, only one such job notice per position is included at Attachment B, in addition to announcements sent to those sources that have notified the SEU that they want to be alerted to job openings at the Unit, as described in § 73.2080(c)(1)(ii).

5. In response to Question 3(c) of the EEO Audit Letter, the internal business records appended at Attachment B also provide data concerning (a) the total number of interviewees for each vacancy and (b) the referral source for each interviewee for each full-time vacancy filled during the period covered by the above EEO Public File Reports.

6. In response to Question 3(d) of the EEO Audit Letter, documentation concerning the Unit's performance of four points worth of recruitment initiative activity as described in § 73.2080(c)(2) during this time period is appended at Attachment C with participating personnel

noted therein. This SEU employs a total of 107 full-time employees and is located in a market with a population of more than 250,000. Accordingly, the SEU is required to perform at least four points worth of recruitment initiative activity during each two-year period measured from the date the stations in the SEU are required to file license renewal applications.

7. In response to Question 3(e) of the EEO Audit Letter, the licensee is aware of the following complaints filed against one or more stations in this SEU:

A complaint alleging discrimination and retaliation under Title VII of the Civil Rights Act was filed with the Texas Workforce Commission and the U.S. Equal Employment Opportunity Commission by Irene Herrera on February 11, 2014. *See* Charge No. 460-2014-01238. The matter was settled on May 22, 2014, and the EEOC issued an Acknowledgement of Settlement and closed the case on May 28, 2014.

A complaint alleging race discrimination on behalf of an employee under her supervision and retaliation was filed with the U.S. Equal Employment Opportunity Commission by Mara Melendez on January 26, 2015. *See* Charge No. 460-2015-01386. The matter was settled on December 23, 2015, and the EEOC informed the parties that it would discontinue processing the Charge on January 25, 2016.

A complaint alleging race and sex discrimination was filed with the Texas Workforce Commission and the U.S. Equal Employment Opportunity Commission by Mickayla Johnson on November 20, 2018. *See* Charge No. 460-2019-00845. A statement of position was submitted to the EEOC on April 4, 2019, and the matter remains pending.

8. In response to Question 3(f) of the EEO Audit Letter, the licensee affirms that iHeartMedia deployed an EEO compliance plan, with the assistance of outside communications counsel, known as the Broadcast Diversity Recruitment Plan (the "Recruitment Plan" or "Plan") in conjunction with the effective date of the current EEO regulations. The Plan contains directives as to how iHeartMedia SEUs are to engage in broad recruitment for job vacancies and undertake recruitment initiatives, details the required recordkeeping requirements and provides a quarterly self-assessment program.

At the corporate level, iHeartMedia assists SEUs in understanding and following the Recruitment Plan, employing a team of corporate HR specialists that respond to SEU requests for FCC EEO compliance assistance and/or that call upon outside counsel for additional guidance when warranted. Furthermore, iHeartMedia has a team of internal public inspection file auditors that surveys FCC EEO performance of iHeartMedia SEUs as part of their routine review of overall public file compliance. Finally, in connection with the deployment of HR software throughout the company, iHeartMedia HR's department has conducted training sessions for its SEUs on its hiring policies and procedures, including compliance with the FCC's EEO broad outreach rules, and continues to provide access to training on FCC EEO matters to SEUs via its online HR portal.

At the local level, I am responsible for overseeing EEO compliance and Sylvia Jones, our EEO Compliance Coordinator, directs the day-to-day EEO compliance efforts, including coordinating recruitment outreach programs, working closely with hiring managers to help

communicate and document job openings, and maintaining a broad recruitment source list designed to reach a wide range of job seekers. This SEU's compliance efforts include identifying iHeartMedia's efforts to afford equal employment opportunities to employees through statements disseminated in job applications and posted in conspicuous areas within the workplace.

9. In response to Question 3(g) of the EEO Audit Letter, the licensee affirms that the SEU understands that it must periodically analyze the effectiveness of its EEO recruitment program by reviewing the productivity of sources on its recruitment list and the outcome of its recruitment initiatives. The company's Recruitment Plan, through the quarterly self-assessment mechanism, provides SEUs with a regular opportunity to consult the corporate headquarters about these issues. To boost the effectiveness of outreach efforts on an ongoing basis, the SEU includes language on its station websites encouraging qualified community organizations to contact the SEU to request its job notices. While the SEU encountered a few isolated instances where an entitled source was not notified of a job vacancy during the reporting periods at issue, it took steps to address the issue in future outreach. Further, this SEU regularly strives for a diverse balance of local and national recruitment sources to improve our reach to qualified applicants and works with local colleges and community organizations to identify recruitment activities that best suit our broadcast initiatives. Towards that end, we support and host the AAF-Houston Student Conference and Competition for college students majoring in advertising, media, journalism, PR, broadcast communications, marketing to expose them to career opportunities in our SEU. We annually partner with the Media Alliance of Houston to give the Sandy Schenker Capell Scholarship to a high school senior from the Houston area pursuing a degree in advertising and marketing. We also host high school and college students in 3-day job shadowing programs with SEU management.

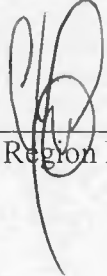
10. In response to Question 3(h) of the EEO Audit Letter, this SEU strives to comply with all federal, state and/or local laws regarding pay, benefits, seniority practices, promotions, and selection techniques and tests to ensure that the unit provides equal opportunity and does not discriminate against employees or applicants. This SEU's employment practices are my ultimate responsibility, working in conjunction with in-house counsel at iHeartMedia corporate headquarters and, when applicable, outside employment and labor counsel.

Dated: August 27, 2019

[SIGNATURE PAGE FOLLOWS]

**SIGNATURE PAGE TO
DECLARATION OF EDDIE MARTINY, REGION PRESIDENT**

As of the date set forth above, I hereby declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge, information and belief.



Eddie Martiny, Region President

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH
EEO PUBLIC FILE REPORT
April 1, 2017 - March 31, 2018

I. VACANCY LIST

See Section II, the "Master Recruitment Source List" ("MRSL") for recruitment source data

Job Title	Recruitment Sources ("RS") Used to Fill Vacancy	RS Referring Hiree
Morning Show Host	1-4, 6-13, 15, 17-24	12
Digital Program Director	1-4, 6-11, 13, 15-24	9
News Reporter	1-4, 6-11, 13-24	14
Producer	1-7, 9-10, 13, 17-21, 23	5

**KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH
EEO PUBLIC FILE REPORT**

April 1, 2017 - March 31, 2018

II. MASTER RECRUITMENT SOURCE LIST ("MRSLS")

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
1	African American Chamber of Commerce PO Box 5488 Portland, Oregon 97228 Phone : 503-244-5794 Email : blackchamber@usa.net Roy Jay	N	0
2	African Chamber of Commerce 6112 Wheatley Street Houston, Texas 77091 Phone : 713-692-7003 Email : info@acreshomecenter.org Anthony Stewart	N	0
3	Alvin Community College 3110 Mustang Rd. Alvin, Texas 77511 Phone : 281-756-3767 Url : www.alvincollege.edu Email : BLewis@alvincollege.edu Bill Lewis	N	0
4	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0
5	Employee Referral	N	1
6	Goodwill Industries of Houston 1140 West Loop North Houston, Texas 77055 Phone : unknown Email : m_holder@goodwillhouston.org Megan Holder	N	0
7	Hispanic Chamber of Commerce 2900 Woodridge Suite 312 Houston, Texas 77087 Phone : 713-644-7070 Fax : 1-713-644-7377 Career Services	N	0

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH
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II. MASTER RECRUITMENT SOURCE LIST ("MRSLS")

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
8	Houston Advertising Federation (AAF) 7155 Old Katy Road Suite 100 Houston, Texas 77024 Phone : 713-237-9999 Url : www.aaf-houston.net Career Services Manual Posting	N	0
9	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	1
10	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	1
11	Internal Posting 2000 W. Loop South Suite #300 Houston, Texas 77027 Career Services Manual Posting	N	4
12	Internal Transfer/Promotion	N	1
13	ITT Technical Institute 2950 South Gessner Houston, Texas 77063 Phone : 281-316-4723 Email : lackerman@itt-tech.edu Leslie Ackerman	N	0
14	LinkedIn - Not Directly Contacted by SEU	N	1
15	Media Alliance of Houston P.O. Box 980908 Houston, Texas 77098 Url : www.mediaalliancehouston.org Ashlee Rohm Manual Posting	N	0

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH
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April 1, 2017 - March 31, 2018

II. MASTER RECRUITMENT SOURCE LIST ("MRSLS")

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
16	NAACP 2002 Wheeler Ave. Houston, Texas 77004 Phone : 713-526-3389 Url : www.naacphouston.org Fax : 1-713-630-2699 Career Services	N	0
17	National Hispanic Media Coalition 55 S Grand Avenue Pasadena, California Phone : (626) 792-NHMC Email : info@nhmc.org Alex Nogales	N	0
18	National Lesbian & Gay Journalists Association 1420 K Street, NW, Suite 910 Washington, District of Columbia 20005 Email : info@nljja.org Fax : 1-202-588-1818 Career Services	N	0
19	Sam Houston State University 919 Bearkat Blvd. Box 2238 Huntsville, Texas 77341 Phone : 936-294-1713 Url : www.myinterfase.com/shsu/employer Email : careerservices@shsu.edu Career Services	N	0
20	Texas Association of Broadcasters 502 E 11th Street Suite 200 Austin, Texas 78701 Phone : 512-322-9944 Url : www.tab.org Email : jobs@tab.org Fax : 1-512-322-0522 Anna Romero	N	0
21	Texas Veterans Commission 8373 Westheimer Houston, Texas 77063 Phone : 713-953-9211 Url : www.tvc.state.tx.us Email : aleshia.jamison@tvc.texas.gov Fax : 1-713-978-7049 Aleshia Jamison	N	0

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH
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II. MASTER RECRUITMENT SOURCE LIST ("MRSL")

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
22	Texas Workforce Commission 8373 Westheimer Houston, Texas 77063 Phone : 713-243-8036 Url : www.workintexas.com Fax : 1-713-978-7049 Stacy Castille Manual Posting	Y	0
23	University of Houston University Career Services 106 Student Svc Ctr 1 Houston, Texas 77024 Phone : 713-743-5100 Url : www.career.uh.edu Fax : 1-713-743-5111 Career Advisor	N	0
24	Veterans of Foreign Wars 6101 Mount Houston Rd Houston, Texas 77050-5509 Phone : na Career Center Manual Posting	N	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			9

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH
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April 1, 2017 - March 31, 2018

III. RECRUITMENT INITIATIVES

	Date	Type of Recruitment Initiative (Menu Selection)	Brief Description Of Activity	No. of Stations Participants	Participant Title
1	7/10/2017	Participation in scholarship programs	Each year, our SEU partners with the Media Alliance of Houston for the Sandy Schenker Capell Scholarship program. The scholarship program was created to honor Sandy Schenker Capell, a former manager at our SEU who lost her battle with cancer. Each year, the scholarship is awarded to a Houston area High School senior interested in a career in media. Our SEU works closely with the Media Alliance of Houston to review applications and help select each year's winner. The 2017 Scholarship winner was announced in July 2017.	4	Senior Account Executive Regional VP of Programming Senior Account Executive Senior Account Executive
2	1/1/2018	Establishment of a mentoring program	During the reporting period, our SEU conducted Media 1 Consultant, a mentoring and training program developed by the stations. The program teaches new college graduates and employees the skills they needed to advance in their careers and become successful radio sales professionals. The program, supervised by our SEU's VP of Business Development, consisted of regular meetings and on-on-one mentoring sessions with senior sales personnel for four Media Consultants.	1	VP of Business Development
3	2/22/2018	Participation in events sponsored by community groups	Our SEU was a sponsor of Corporate Cupid, an event organized by American Advertising Federation and Ad2 Houston for students from local colleges and young professionals looking for direction on how to sharpen their individual interview skills. SEU participants attended the event and conducted mock interviews and attendees were given a tour of the iHeartMedia broadcasting facilities.	2	VP of Business Development Administrative Assistant

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I. VACANCY LIST

See Section II, the "Master Recruitment Source List" ("MRSL") for recruitment source data

Job Title	Recruitment Sources ("RS") Used to Fill Vacancy	RS Referring Hiree
Sales Support	1-5, 7-9, 11-12, 14, 17-26	5
National Sales Assistant	1-5, 7-12, 14, 16-26	5
Reporter/Producer/Editor	1-5, 7-14, 16, 18-23, 25-26	5
Finance Specialist	1-4, 7-12, 14-15, 17-26	15
Key Account Coordinator	1-4, 7-12, 14-15, 17-26	15
Production Designer / On-Air Talent	6	6
Reporter/Producer/Editor	1-5, 7-8, 10-12, 16, 18-23, 25	5
Digital Content Coordinator	1-5, 7-14, 17-24, 26	5
On Air Host	6	6
On Air Host	6	6
Producer	6	6

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH
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RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
1	African American Chamber of Commerce PO Box 5488 Portland, Oregon 97228 Phone : 503-244-5794 Email : blackchamber@usa.net Roy Jay	N	0
2	African Chamber of Commerce 6112 Wheatley Street Houston, Texas 77091 Phone : 713-692-7003 Email : info@acreshomecenter.org Anthony Stewart	N	0
3	Alvin Community College 3110 Mustang Rd. Alvin, Texas 77511 Phone : 281-756-3767 Url : www.alvincollege.edu Email : BLewis@alvincollege.edu Bill Lewis	N	0
4	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0
5	Employee Referral	N	6
6	Exigent Circumstances	N	4
7	Goodwill Industries of Houston 1140 West Loop North Houston, Texas 77055 Phone : unknown Email : m_holder@goodwillhouston.org Megan Holder	N	0
8	Hispanic Chamber of Commerce 2900 Woodridge Suite 312 Houston, Texas 77087 Phone : 713-644-7070 Fax : 1-713-644-7377 Career Services	N	0

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RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
9	Houston Advertising Federation (AAF) 7155 Old Katy Road Suite 100 Houston, Texas 77024 Phone : 713-237-9999 Url : www.aaf-houston.net Career Services Manual Posting	N	0
10	Houston Association of Black Journalists P.O. Box 565 Houston, Texas 77001-0565 Phone : 281-920-2284 Email : houstonabj@hotmail.com Nicole Jones	N	1
11	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	0
12	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	5
13	Indeed.com - Not Directly Contacted by SEU	N	5
14	Internal Posting 2000 W. Loop South Suite #300 Houston, Texas 77027 Career Services Manual Posting	N	3
15	Internal Transfer/Promotion	N	2
16	LinkedIn - Not Directly Contacted by SEU	N	6
17	Media Alliance of Houston P.O. Box 980908 Houston, Texas 77098 Url : www.mediaalliancehouston.org Ashlee Rohm Manual Posting	N	0

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18	NAACP 2002 Wheeler Ave. Houston, Texas 77004 Phone : 713-526-3389 Url : www.naacphouston.org Fax : 1-713-630-2699 Career Services	N	0
19	National Hispanic Media Coalition 55 S Grand Avenue Pasadena, California Phone : (626) 792-NHMC Email : info@nhmc.org Alex Nogales	N	0
20	National Lesbian & Gay Journalists Association 1420 K Street, NW, Suite 910 Washington, District of Columbia 20005 Email : info@nljia.org Fax : 1-202-588-1818 Career Services	N	0
21	Sam Houston State University 919 Bearkat Blvd. Box 2238 Huntsville, Texas 77341 Phone : 936-294-1713 Url : www.myinterfase.com/shsu/employer Email : careerservices@shsu.edu Career Services	N	0
22	Texas Association of Broadcasters 502 E 11th Street Suite 200 Austin, Texas 78701 Phone : 512-322-9944 Url : www.tab.org Email : jobs@tab.org Fax : 1-512-322-0522 Anna Romero	N	3
23	Texas Veterans Commission 8373 Westheimer Houston, Texas 77063 Phone : 713-953-9211 Url : www.tvc.state.tx.us Email : aleshia.jamison@tvc.texas.gov Fax : 1-713-978-7049 Aleshia Jamison	N	0

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RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
24	Texas Workforce Commission 8373 Westheimer Houston, Texas 77063 Phone : 713-243-8036 Url : www.workintexas.com Fax : 1-713-978-7049 Stacy Castille Manual Posting	Y	0
25	University of Houston University Career Services 106 Student Svc Ctr 1 Houston, Texas 77024 Phone : 713-743-5100 Url : www.career.uh.edu Fax : 1-713-743-5111 Career Advisor	N	0
26	Veterans of Foreign Wars 6101 Mount Houston Rd Houston, Texas 77050-5509 Phone : na Career Center Manual Posting	N	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			35

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH
EEO PUBLIC FILE REPORT

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III. RECRUITMENT INITIATIVES

	Date	Type of Recruitment Initiative (Menu Selection)	Brief Description Of Activity	No. of Stations Participants	Participant Title
1	5/28/2018	Participation in scholarship programs	Each year, our SEU partners with the Media Alliance of Houston for the Sandy Schenker Capell Scholarship program. The scholarship program was created to honor Sandy Schenker Capell, a former manager at our SEU who lost her battle with cancer. Each year, the scholarship is awarded to a Houston area High School senior interested in a career in media. Our SEU works closely with the Media Alliance of Houston to review applications and help select each year's winner. The 2018 Scholarship winner was announced in May 2018.	4	Senior Account Executive Regional VP of Programming Senior Account Executive Senior Account Executive
2	5/31/2018	Participation in events sponsored by community groups	Our SEU hosted and participated in the Level Up Workshop, an event organized by Ad2, an advertising organization for communication professionals. The event was focused on providing training and best practices to local college students and young professionals regarding improving their LinkedIn profiles to attract professional recruiters, source potential clients, and network; free head shots were provided to attendees to upload to their LinkedIn account. SEU participants were available to answer questions about the broadcast industry, and event attendees were provided a tour of the iHeart Media broadcasting facilities. Additionally, our SEU's Media Consultants attended the training.	2	VP of Business Development Administrative Assistant
3	7/23/2018	Participation in other activities designed by the station employment unit	From July 23, 2018 to July 25, 2018, our SEU hosted a student from George Ranch High School for an intensive 3-day job shadow. The student was able to meet and observe SEU staff in our Automotive, Digital, Sales, Promotions, Programming and Production departments including sitting in on department meetings, attending sales calls, and recapping the entire experience with our Region President.	4	Region President Regional VP of Sales Marketing Director Regional VP of Programming

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH
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III. RECRUITMENT INITIATIVES

	Date	Type of Recruitment Initiative (Menu Selection)	Brief Description Of Activity	No. of Stations Participants	Participant Title
4	11/2/2018	Participation in events sponsored by community groups	Our SEU hosted a student team at our facility as part of the AAF-Houston Student Conference and Competition. The students worked in teams to create a comprehensive marketing, advertising and public relations campaign. The students also met with SEU staff and were provided a tour of the iHeartMedia broadcasting facilities.	2	VP of Business Development - Automotive Department Executive Assistant
5	1/1/2019	Establishment of a mentoring program	During the reporting period, our SEU continued Media 1 Consultant, the mentoring and training program developed by the stations for four Media Consultants. The Media Consultants, under the supervision of our SEU's VP of Business Development, continued their learning needed to advance in their careers and become successful radio sales professionals through regular team meetings and on-on-one mentoring sessions with senior sales personnel.	1	VP of Business Development
6	2/25/2019	Participation in other activities designed by the station employment unit	From February 25, 2019 to February 27, 2019, our SEU hosted a student from Second Baptist School for an intensive 3-day job shadow. The student was able to meet with SEU staff in our Automotive, Digital, Finance, Sales, Promotions, Programming and Production departments, including sitting in on department meetings, attending sales calls, and recapping the entire experience with our Region President.	4	Region President VP of Sales VP of Programming Marketing Director

TAB B

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Vacancy Data Form

Morning Show Host

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 9/8/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
1	African American Chamber of Commerce PO Box 5488 Portland, Oregon 97228 Phone : 503-244-5794 Email : blackchamber@usa.net Roy Jay	N	0
2	African Chamber of Commerce 6112 Wheatley Street Houston, Texas 77091 Phone : 713-692-7003 Email : info@acreshomecenter.org Anthony Stewart	N	0
3	Alvin Community College 3110 Mustang Rd. Alvin, Texas 77511 Phone : 281-756-3767 Url : www.alvincollege.edu Email : BLewis@alvincollege.edu Bill Lewis	N	0
4	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0
6	Goodwill Industries of Houston 1140 West Loop North Houston, Texas 77055 Phone : unknown Email : m_holder@goodwillhouston.org Megan Holder	N	0

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Vacancy Data Form

Morning Show Host

Recruitment source referring hire: Internal Transfer/Promotion

Date of hire: 9/8/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
7	Hispanic Chamber of Commerce 2900 Woodridge Suite 312 Houston, Texas 77087 Phone : 713-644-7070 Fax : 1-713-644-7377 Career Services	N	0
8	Houston Advertising Federation (HAF) 7155 Old Katy Road Suite #100 Houston, Texas 77024 Phone : 713-237-9999 Url : www.haf.org Career Services Manual Posting	N	0
9	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	0
10	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	0
11	Internal Posting 2000 W. Loop South Suite #300 Houston, Texas 77027 Career Services Manual Posting	N	3
12	Internal Transfer/Promotion	N	1

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH**Vacancy Data Form****Morning Show Host****Recruitment source referring hiree: Internal Transfer/Promotion****Date of hire: 9/8/2017**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
13	ITT Technical Institute 2950 South Gessner Houston, Texas 77063 Phone : 281-316-4723 Email : lackerman@itt-tech.edu Leslie Ackerman	N	0
15	Media Alliance of Houston P.O. Box 980908 Houston, Texas 77098 Url : www.mediaalliancehouston.org Ashlee Rohm Manual Posting	N	0
17	National Hispanic Media Coalition 55 S Grand Avenue Pasadena, California Phone : (626) 792-NHMC Email : info@nhmc.org Alex Nogales	N	0
18	National Lesbian & Gay Journalists Association 1420 K Street, NW, Suite 910 Washington, District of Columbia 20005 Email : info@nljja.org Fax : 1-202-588-1818 Career Services	N	0
19	Sam Houston State University 919 Bearkat Blvd. Box 2238 Huntsville, Texas 77341 Phone : 936-294-1713 Url : www.myinterfase.com/shsu/employer Email : careerservices@shsu.edu Career Services	N	0

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH**Vacancy Data Form****Morning Show Host****Recruitment source referring hiree: Internal Transfer/Promotion****Date of hire: 9/8/2017**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
20	Texas Association of Broadcasters 502 E 11th Street Suite 200 Austin, Texas 78701 Phone : 512-322-9944 Url : www.tab.org Email : jobs@tab.org Fax : 1-512-322-0522 Anna Romero	N	0
21	Texas Veterans Commission 8373 Westheimer Houston, Texas 77063 Phone : 713-953-9211 Url : www.tvc.state.tx.us Email : aleshia.jamison@tvc.texas.gov Fax : 1-713-978-7049 Aleshia Jamison	N	0
22	Texas Workforce Commission 8373 Westheimer Houston, Texas 77063 Phone : 713-243-8036 Url : www.workintexas.com Stacy Castille Manual Posting	Y	0
23	University of Houston University Career Services 106 Student Svc Ctr 1 Houston, Texas 77024 Phone : 713-743-5100 Url : www.career.uh.edu Fax : 1-713-743-5111 Career Advisor	N	0
24	Veterans of Foreign Wars 6101 Mount Houston Rd Houston, Texas 77050-5509 Phone : na Career Center Manual Posting	N	0

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH**Vacancy Data Form****Morning Show Host****Recruitment source referring hire: Internal Transfer/Promotion****Date of hire: 9/8/2017**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
TOTAL INTERVIEWS OVER REPORTING PERIOD:			4

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH
Fax and E-mail verification summary report for Morning Show Host

Position: Morning Show Host

Hire Date: September 8, 2017

This report, generated by Broadcast1Source, verifies that KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH used Broadcast1Source to provide the following notice to the identified recruiting sources at the dates and times listed below.

To

All recruiting agencies listed in the report below

Subject: Job Notification from Broadcast1Source

From: contact@broadcast1source.com

Details:

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

iHeartMedia Stations

Job Summary:

Radio talk show host

Responsibilities

- Performs news, talk, music, comedic or other format shows or program for broadcast entertainment.
- Establishes relationship with listeners by providing entertainment and/or information of interest consistent with format, genre, and targeted demographic audience.
- Interviews guests, moderates debates, converses with callers, and hosts live events.
- Adheres to all guidelines, policies and procedures of the station, iHeartMedia, the FCC and all other federal, state and local laws, including policies and procedures regarding indecency and obscenity.
- Prepares for an air shift using creativity, imagination and exercise of independent professional judgment in writing, producing, interviewing, taping or broadcasting on-air material.
- Ensures logged commercials, promotions and any other programming essential to the stations operation are aired.
- Maintains a website personality page.

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH
Fax and E-mail verification summary report for Morning Show Host

- Participates in required station Programming, Promotions, and Sales staff meetings and events.
- Makes regular approved appearances at paid and non-paid station events; serves as ambassador for the radio station(s) when out in public.
- Executes only the interviews and events on air that are approved by Program Director; follows designated show format.
- Assists with voice over and production of paid and non-paid spots required to run on the station.
- Serves as primary creative voice and directs support staff of show.
- Researches and gains knowledge of subject matter that facilitates speaking extemporaneously and providing immediate non-scripted analysis/commentary.
- Finalizes content using digital audio editing software.

- Prepares written content, visual images, audio material and video footage for websites, blogs, or other social media platforms.

- Checks studio equipment for proper functioning and notifies Engineering of technical malfunctions affecting quality of the broadcast.

- Handles emergency inserts (e.g. news updates and breaking stories, emergencies, alert system tests, etc.); is on call for possible disasters, breaking news, or acts of nature.

Qualifications

- Proficient in Microsoft Office suite and social networking
- Proficient in media production and broadcast systems; familiar with NexGen, Vox Pro, and Pro Tools
- Strong knowledge of all FCC rules and regulations
- Socially informed and perceptive; up-to-date and in tune daily with the local and national trends and/or specialized knowledge of topics/events related to on-air discussions
- Demonstrated upbeat personality, informative, entertaining and engaging on the air; able to relate to station audience
- Pleasant, charismatic and well-controlled voice; excellent pronunciation
- Excellent verbal and written communication and editing skills; proficient in grammar; ability to make others feel comfortable and open up on air
- Demonstrated creativity and imagination
- Able to maintain composure when faced with difficult situations and personalities

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH
Fax and E-mail verification summary report for Morning Show Host

- Can work well in a team environment; collaborative
- Able to adapt to changes in schedules and maintain composure in a fast-paced environment with short deadlines
- May require other language proficiency, e.g., Spanish

Work Experience

- 3+ years of on-air radio experience required
- Audio demo of on-air interviews, commentary, announcements, etc.

Education

- 4-year college degree, preferably in Communications or Broadcast Journalism

Certifications

- None required

Location

Houston, TX: 2000 West Loop South, Suite 300, 77027

Position Type

Regular

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Our organization participates in E-Verify. Click [here](#) to learn about E-Verify.

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

Requirements:

Experience:

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH
Fax and E-mail verification summary report for Morning Show Host

Additional Information:

Contact:

https://iheartmedia.wd5.myworkdayjobs.com/External_iHM/job/Houston-TX-West-Loop-South/Morning-Show-Host_Req7477

Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

*****IMPORTANT*****

This fax or email has been sent using the services provided by Broadcast1Source. If you want to change your contact details, please email Sylvia Jones at sylviajones@iheartmedia.com

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH
Fax and E-mail verification summary report for Morning Show Host

RS Number	Recruiting Source	Date and Time
1	African American Chamber of Commerce E-mail: blackchamber@usa.net	Sent: 7/12/2017 10:41:39 AM
2	African Chamber of Commerce E-mail: info@acreshomecenter.org	Sent: 7/12/2017 10:41:41 AM
3	Alvin Community College E-mail: BLewis@alvincollege.edu	Sent: 7/12/2017 10:41:41 AM
6	Goodwill Industries of Houston E-mail: m_holder@goodwillhouston.org	Sent: 7/12/2017 10:41:39 AM
7	Hispanic Chamber of Commerce Fax: 1-713-644-7377	Sent: 7/12/2017 11:31:41 AM
13	ITT Technical Institute E-mail: lackerman@itt-tech.edu	Sent: 7/12/2017 10:41:35 AM
17	National Hispanic Media Coalition E-mail: info@nhmc.org	Sent: 7/12/2017 10:41:40 AM
18	National Lesbian & Gay Journalists Association E-mail: info@nlgja.org	Sent: 7/12/2017 10:41:41 AM
19	Sam Houston State University E-mail: careerservices@shsu.edu	Sent: 7/12/2017 10:41:38 AM
20	Texas Association of Broadcasters E-mail: jobs@tab.org	Sent: 7/12/2017 10:41:38 AM
21	Texas Veterans Commission Fax: 1-713-978-7049 E-mail: aleshia.jamison@tvc.texas.gov	Sent: 7/12/2017 11:34:17 AM Sent: 7/12/2017 10:41:37 AM
23	University of Houston Fax: 1-713-743-5111	Sent: 7/12/2017 11:47:41 AM

Morning Show Host

General Information

Job Posting ID: 7209199	Creation Date: Jul 12, 2017
Employer Posting No: 7477-54246	Closing Date: Sep 10, 2017
Job Site Address: HOUSTON, Texas 77027	Employer Type: Private Sector
Openings Filled: 0 of 1	
Contacts: 2 of 50	Status: Closed

Job Description

- Performs news, talk, music, comedic or other format shows or program for broadcast entertainment
- Establishes relationship with listeners by providing entertainment and/or information of interest consistent with format, genre, and targeted demographic audience
- Interviews guests, moderates debates, converses with callers, and hosts live events
- Adheres to all guidelines, policies and procedures of the station, iHeartMedia, the FCC and all other federal, state and local laws, including policies and procedures regarding indecency and obscenity
- Prepares for an air shift using creativity, imagination and exercise of independent professional judgment in writing, producing, interviewing, taping or broadcast on-air material
- Ensures logged commercials, promotions and any other programming essential to the station operation are aired
- Maintains a website personality page
- Participates in required station Programming, Promotions, and Sales staff meetings and events
- Makes regular approved appearances at paid and non-paid station events; serves as ambassador for the radio station(s) when out in public
- Executes only the interviews and events on air that are approved by Program Director; follows designated show format
- Assists with voice over and production of paid and non-paid spots required to run on the station
- Serves as primary creative voice and directs support staff of show
- Researches and gains knowledge of subject matter that facilitates speaking extemporaneously and providing immediate non-scripted analysis/commentary
- Finalizes content using digital audio editing software
- Prepares written content, visual images, audio material and video footage for websites, blogs, or other social media platforms
- Checks studio equipment for proper functioning and notifies Engineering of technical malfunctions affecting quality of the broadcast
- Handles emergency inserts (e.g. news updates and breaking stories, emergencies, alert systems tests, etc.); is on call for possible disasters, breaking news, or acts of nature

Supervisory Experience

Required: No

Shift: Days (First)

Duration: Regular

Workweek: Full Time

- Benefits:**
- Medical/Health Insurance Plan
 - Sick Leave
 - Vacation Leave

Veterans Only: No

Federal Contractor: Yes

Eagle Ford Shale Job: No

Is this job related to Hurricane Harvey Clean-up/Restoration?: No

Job Requirements

Occupation: Radio and Television Announcers

Minimum Experience and Education: 3 yrs 0 mos and 3+ years college, technical or vocational school

Additional Requirements

Language: • English; Fluency - Excellent (Read, Write, Speak)

Driver's License Type: Class C - Standard Driver's License

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Vacancy Data Form

Digital Program Director

Recruitment source referring hiree: iHeartMedia.jobs

Date of hire: 8/15/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
1	African American Chamber of Commerce PO Box 5488 Portland, Oregon 97228 Phone : 503-244-5794 Email : blackchamber@usa.net Roy Jay	N	0
2	African Chamber of Commerce 6112 Wheatley Street Houston, Texas 77091 Phone : 713-692-7003 Email : info@acreshomecenter.org Anthony Stewart	N	0
3	Alvin Community College 3110 Mustang Rd. Alvin, Texas 77511 Phone : 281-756-3767 Url : www.alvincollege.edu Email : BLewis@alvincollege.edu Bill Lewis	N	0
4	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0
6	Goodwill Industries of Houston 1140 West Loop North Houston, Texas 77055 Phone : unknown Email : m_holder@goodwillhouston.org Megan Holder	N	0

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Vacancy Data Form

Digital Program Director

Recruitment source referring hiree: iHeartMedia.jobs

Date of hire: 8/15/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
7	Hispanic Chamber of Commerce 2900 Woodridge Suite 312 Houston, Texas 77087 Phone : 713-644-7070 Fax : 1-713-644-7377 Career Services	N	0
8	Houston Advertising Federation (HAF) 7155 Old Katy Road Suite #100 Houston, Texas 77024 Phone : 713-237-9999 Url : www.haf.org Career Services Manual Posting	N	0
9	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	1
10	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	0
11	Internal Posting 2000 W. Loop South Suite #300 Houston, Texas 77027 Career Services Manual Posting	N	0

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Vacancy Data Form

Digital Program Director

Recruitment source referring hire: iHeartMedia.jobs

Date of hire: 8/15/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
13	ITT Technical Institute 2950 South Gessner Houston, Texas 77063 Phone : 281-316-4723 Email : lackerman@itt-tech.edu Leslie Ackerman	N	0
15	Media Alliance of Houston P.O. Box 980908 Houston, Texas 77098 Url : www.mediaalliancehouston.org Ashlee Rohm Manual Posting	N	0
16	NAACP 2002 Wheeler Ave. Houston, Texas 77004 Phone : 713-526-3389 Url : www.naacphouston.org Fax : 1-713-630-2699 Career Services	N	0
17	National Hispanic Media Coalition 55 S Grand Avenue Pasadena, California Phone : (626) 792-NHMC Email : info@nhmc.org Alex Nogales	N	0
18	National Lesbian & Gay Journalists Association 1420 K Street, NW, Suite 910 Washington, District of Columbia 20005 Email : info@nlgja.org Fax : 1-202-588-1818 Career Services	N	0

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Vacancy Data Form

Digital Program Director

Recruitment source referring hiree: iHeartMedia.jobs

Date of hire: 8/15/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
19	Sam Houston State University 919 Bearkat Blvd. Box 2238 Huntsville, Texas 77341 Phone : 936-294-1713 Url : www.myinterfase.com/shsu/employer Email : careerservices@shsu.edu Career Services	N	0
20	Texas Association of Broadcasters 502 E 11th Street Suite 200 Austin, Texas 78701 Phone : 512-322-9944 Url : www.tab.org Email : jobs@tab.org Fax : 1-512-322-0522 Anna Romero	N	0
21	Texas Veterans Commission 8373 Westheimer Houston, Texas 77063 Phone : 713-953-9211 Url : www.tvc.state.tx.us Email : aleshia.jamison@tvc.texas.gov Fax : 1-713-978-7049 Aleshia Jamison	N	0
22	Texas Workforce Commission 8373 Westheimer Houston, Texas 77063 Phone : 713-243-8036 Url : www.workintexas.com Stacy Castille Manual Posting	Y	0
23	University of Houston University Career Services 106 Student Svc Ctr 1 Houston, Texas 77024 Phone : 713-743-5100 Url : www.career.uh.edu Fax : 1-713-743-5111 Career Advisor	N	0

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Vacancy Data Form

Digital Program Director

Recruitment source referring hiree: iHeartMedia.jobs

Date of hire: 8/15/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
24	Veterans of Foreign Wars 6101 Mount Houston Rd Houston, Texas 77050-5509 Phone : na Career Center Manual Posting	N	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			1



July 24, 2017

Houston Advertising Federation
7155 Old Katy Road
Suite 100
Houston, Texas 77024

Career Services:

We would like to post the attached opening for iHeartMedia Houston effective immediately:

Digital Program Director 6987-54461
News Reporter 7388-54695

If you have a candidate interested in applying, please have the individual submit their resume to:

<http://www.iheartmediacarereers.com>

Feel free to reach out if you have any questions.

Thank you,

A handwritten signature in black ink, appearing to read "Sylvia Jones".

Sylvia Jones
iHeartMedia Houston
sylviajones@iheartmedia.com
713-212-8020

iHeartMEDIA Radio – Houston
KODA-FM * KQBT-FM * KTBZ-FM * KTRH-AM * KBME-AM * KPRC-AM
2000 West Loop South, Suite 300
Houston, Texas 77027
713-212-8000

Digital Program Director

General Information

Job Posting ID: 8554427	Creation Date: Jul 25, 2017
Employer Posting No: 6987-54661	Closing Date: Sep 24, 2017
Job Site Address: HOUSTON, Texas 77027	Employer Type: Private Sector
Openings Filled: 0 of 1	
Contacts: 3 of 50	Status: Closed

Job Description

JOB SUMMARY:

iHeartMedia – Leads and manages all aspects of digital media activities involving development and distribution of contest on digital platforms (e.g. internet and mobile devices).

- Directs and monitors creative activities of online organization including both user interface design and print material. Collaborated with Program Director to develop short- to long-term goals and objectives.
- Carries out creative direction as set by Program Director and/or Operations Manager.
- Oversees the digital media function including producing, licensing, digital business development/acquisition, contest implementation, and content production.
- Stays abreast of leading-edge technological developments in digital content creation and distribution; recommends implementation as appropriate.
- Oversees day-to-day copy/edits for social media.
- May mentor, supervise, review and approve work of the creative staff and serve as primary critic.

RESPONSIBILITIES:

- Supervising digital programming staff in the creation and maintenance of websites in the cluster
- Strategizing with Programming to identify ways for on-air talent to grow the digital audience and for the digital efforts to grow ratings
- Working closely with Sales to ensure maximization of content integration opportunities
- Works closely with Digital Content Director, Digital Sales Manager, Graphic Designers and Program Directors to execute creative online promotions/contests.
- Developing digital programming packages around station features and original content to drive audience and engagement for sites
- Overseeing all social media activity for stations
- Performing regular analysis of statistics and recommending and implementing ways to grow audience based on data
- Managing digital marketing for the cluster; including creating and executing online media buys
- Assisting in securing exclusive content (i.e. music premieres) as needed
- Creating managing third-party partnerships
- Working as primary liaison with iHeartMedia Digital on Programming Issues
- Managing day-to-day mobile programs

Supervisory Experience

Required: No

Shift: Days (First)

Duration: Regular

Workweek: Full Time

- Benefits:**
- Medical/Health Insurance Plan
 - Other Insurance Plans
 - Other Paid Leave
 - Sick Leave
 - Vacation Leave

Veterans Only: No

Federal Contractor: Yes

Eagle Ford Shale Job: No

Is this job related to Hurricane Harvey Clean-up/Restoration?: No

Job Requirements

Occupation: Multi-Media Artists and Animators

Minimum Experience and Education: 3 yrs 0 mos and Bachelors Degree

Additional Requirements

Language: • English; Fluency - Excellent (Read, Write, Speak)

Driver's License Type: Class C - Standard Driver's License

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH**Vacancy Data Form****News Reporter**

Recruitment source referring hiree: LinkedIn - Not Directly Contacted by SEU
Date of hire: 9/5/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
1	African American Chamber of Commerce PO Box 5488 Portland, Oregon 97228 Phone : 503-244-5794 Email : blackchamber@usa.net Roy Jay	N	0
2	African Chamber of Commerce 6112 Wheatley Street Houston, Texas 77091 Phone : 713-692-7003 Email : info@acreshomecenter.org Anthony Stewart	N	0
3	Alvin Community College 3110 Mustang Rd. Alvin, Texas 77511 Phone : 281-756-3767 Url : www.alvincollege.edu Email : BLewis@alvincollege.edu Bill Lewis	N	0
4	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0
6	Goodwill Industries of Houston 1140 West Loop North Houston, Texas 77055 Phone : unknown Email : m_holder@goodwillhouston.org Megan Holder	N	0

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Vacancy Data Form

News Reporter

Recruitment source referring hiree: LinkedIn - Not Directly Contacted by SEU

Date of hire: 9/5/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
7	Hispanic Chamber of Commerce 2900 Woodridge Suite 312 Houston, Texas 77087 Phone : 713-644-7070 Fax : 1-713-644-7377 Career Services	N	0
8	Houston Advertising Federation (HAF) 7155 Old Katy Road Suite #100 Houston, Texas 77024 Phone : 713-237-9999 Url : www.haf.org Career Services Manual Posting	N	0
9	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	0
10	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	1
11	Internal Posting 2000 W. Loop South Suite #300 Houston, Texas 77027 Career Services Manual Posting	N	1

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Vacancy Data Form

News Reporter

Recruitment source referring hiree: LinkedIn - Not Directly Contacted by SEU

Date of hire: 9/5/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
13	ITT Technical Institute 2950 South Gessner Houston, Texas 77063 Phone : 281-316-4723 Email : lackerman@itt-tech.edu Leslie Ackerman	N	0
14	LinkedIn - Not Directly Contacted by SEU	N	1
15	Media Alliance of Houston P.O. Box 980908 Houston, Texas 77098 Url : www.mediaalliancehouston.org Ashlee Rohm Manual Posting	N	0
16	NAACP 2002 Wheeler Ave. Houston, Texas 77004 Phone : 713-526-3389 Url : www.naacphouston.org Fax : 1-713-630-2699 Career Services	N	0
17	National Hispanic Media Coalition 55 S Grand Avenue Pasadena, California Phone : (626) 792-NHMC Email : info@nhmc.org Alex Nogales	N	0
18	National Lesbian & Gay Journalists Association 1420 K Street, NW, Suite 910 Washington, District of Columbia 20005 Email : info@nlgja.org Fax : 1-202-588-1818 Career Services	N	0

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH**Vacancy Data Form****News Reporter****Recruitment source referring hiree: LinkedIn - Not Directly Contacted by SEU****Date of hire: 9/5/2017**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
19	Sam Houston State University 919 Bearkat Blvd. Box 2238 Huntsville, Texas 77341 Phone : 936-294-1713 Url : www.myinterfase.com/shsu/employer Email : careerservices@shsu.edu Career Services	N	0
20	Texas Association of Broadcasters 502 E 11th Street Suite 200 Austin, Texas 78701 Phone : 512-322-9944 Url : www.tab.org Email : jobs@tab.org Fax : 1-512-322-0522 Anna Romero	N	0
21	Texas Veterans Commission 8373 Westheimer Houston, Texas 77063 Phone : 713-953-9211 Url : www.tvc.state.tx.us Email : aleshia.jamison@tvc.texas.gov Fax : 1-713-978-7049 Aleshia Jamison	N	0
22	Texas Workforce Commission 8373 Westheimer Houston, Texas 77063 Phone : 713-243-8036 Url : www.workintexas.com Stacy Castille Manual Posting	Y	0
23	University of Houston University Career Services 106 Student Svc Ctr 1 Houston, Texas 77024 Phone : 713-743-5100 Url : www.career.uh.edu Fax : 1-713-743-5111 Career Advisor	N	0

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Vacancy Data Form

News Reporter

Recruitment source referring hiree: LinkedIn - Not Directly Contacted by SEU

Date of hire: 9/5/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
24	Veterans of Foreign Wars 6101 Mount Houston Rd Houston, Texas 77050-5509 Phone : na	N	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			3



July 24, 2017

Houston Advertising Federation
7155 Old Katy Road
Suite 100
Houston, Texas 77024

Career Services:

We would like to post the attached opening for iHeartMedia Houston effective immediately:

Digital Program Director 6987-54461
News Reporter 7388-54695

If you have a candidate interested in applying, please have the individual submit their resume to:

<http://www.iheartmediacarereers.com>

Feel free to reach out if you have any questions.

Thank you,

A handwritten signature in black ink, appearing to read "Sylvia Jones".

Sylvia Jones
iHeartMedia Houston
sylviajones@iheartmedia.com
713-212-8020

iHeartMEDIA Radio – Houston
KODA-FM * KQBT-FM * KTBZ-FM * KTRH-AM * KBME-AM * KPRC-AM
2000 West Loop South, Suite 300
Houston, Texas 77027
713-212-8000

News Reporter

General Information

Job Posting ID: 5243864	Creation Date: Jul 25, 2017
Employer Posting No: 7388-54695	Closing Date: Sep 24, 2017
Job Site Address: HOUSTON, Texas 77027	Employer Type: Private Sector
Openings Filled: 0 of 1	Status: Closed
Contacts: 5 of 50	

Job Description

JOB SUMMARY:

iHeartMedia – Prepares and broadcasts news coverage

RESPONSIBILITIES:

- Gathers and verifies factual information through interviews, observation and research
- Monitors sources for breaking news, e.g., wires and social media
- Plans, writes, edits and voices new-broadcasts
- Finalizes content using digital audio editing software
- Maintains crucial deadlines in order to provide news stories in a timely fashion
- Repackages content from producers and field reporters for newscasts
- Identifies technical equipment and resource requirements for recording interviews and other audio material
- May produce features and interviews as assigned
- May specialize in a particular field of news broadcasting (e.g. political, traffic, finance or military).
- May prepare written content, visual images, audio material and video footage for websites, blogs or other social-medial platforms.

Supervisory Experience

Required: No

Shift: Days (First)

Duration: Regular

Workweek: Full Time

- Benefits:**
- Medical/Health Insurance Plan
 - Other Insurance Plans
 - Other Paid Leave
 - Sick Leave
 - Vacation Leave

Veterans Only: No

Federal

Contractor: Yes

Eagle Ford Shale

Job: No

Is this job related to Hurricane Harvey Clean-up/Restoration?: No

Job Requirements

Occupation: Reporters and Correspondents

Minimum Experience and Education: 3 yrs 0 mos and 3+ years college, technical or vocational school

Additional Requirements

Language: • English; Fluency - Excellent (Read, Write, Speak)

Driver's License

Type: Class C - Standard Driver's License

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Vacancy Data Form

Producer

Recruitment source referring hiree: Employee Referral

Date of hire: 12/11/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
1	African American Chamber of Commerce PO Box 5488 Portland, Oregon 97228 Phone : 503-244-5794 Email : blackchamber@usa.net Roy Jay	N	0
2	African Chamber of Commerce 6112 Wheatley Street Houston, Texas 77091 Phone : 713-692-7003 Email : info@acreshomecenter.org Anthony Stewart	N	0
3	Alvin Community College 3110 Mustang Rd. Alvin, Texas 77511 Phone : 281-756-3767 Url : www.alvincollege.edu Email : BLewis@alvincollege.edu Bill Lewis	N	0
4	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0
5	Employee Referral	N	1
6	Goodwill Industries of Houston 1140 West Loop North Houston, Texas 77055 Phone : unknown Email : m_holder@goodwillhouston.org Megan Holder	N	0

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Vacancy Data Form

Producer

Recruitment source referring hiree: **Employee Referral**

Date of hire: 12/11/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
7	Hispanic Chamber of Commerce 2900 Woodridge Suite 312 Houston, Texas 77087 Phone : 713-644-7070 Fax : 1-713-644-7377 Career Services	N	0
9	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	0
10	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	0
13	ITT Technical Institute 2950 South Gessner Houston, Texas 77063 Phone : 281-316-4723 Email : lackerman@itt-tech.edu Leslie Ackerman	N	0
17	National Hispanic Media Coalition 55 S Grand Avenue Pasadena, California Phone : (626) 792-NHMC Email : info@nhmc.org Alex Nogales	N	0

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Vacancy Data Form

Producer

Recruitment source referring hiree: Employee Referral
Date of hire: 12/11/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
18	National Lesbian & Gay Journalists Association 1420 K Street, NW, Suite 910 Washington, District of Columbia 20005 Email : info@nljga.org Fax : 1-202-588-1818 Career Services	N	0
19	Sam Houston State University 919 Bearkat Blvd. Box 2238 Huntsville, Texas 77341 Phone : 936-294-1713 Url : www.myinterfase.com/shsu/employer Email : careerservices@shsu.edu Career Services	N	0
20	Texas Association of Broadcasters 502 E 11th Street Suite 200 Austin, Texas 78701 Phone : 512-322-9944 Url : www.tab.org Email : jobs@tab.org Fax : 1-512-322-0522 Anna Romero	N	0
21	Texas Veterans Commission 8373 Westheimer Houston, Texas 77063 Phone : 713-953-9211 Url : www.tvc.state.tx.us Email : aleshia.jamison@tvc.texas.gov Fax : 1-713-978-7049 Aleshia Jamison	N	0
23	University of Houston University Career Services 106 Student Svc Ctr 1 Houston, Texas 77024 Phone : 713-743-5100 Url : www.career.uh.edu Fax : 1-713-743-5111 Career Advisor	N	0

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH**Vacancy Data Form****Producer****Recruitment source referring hiree: Employee Referral****Date of hire: 12/11/2017**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
TOTAL INTERVIEWS OVER REPORTING PERIOD:			1

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH
Fax and E-mail verification summary report for Producer

Position: Producer

Hire Date: December 11, 2017

This report, generated by Broadcast1Source, verifies that KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH used Broadcast1Source to provide the following notice to the identified recruiting sources at the dates and times listed below.

To

All recruiting agencies listed in the report below

Subject: Job Notification from Broadcast1Source

From: contact@broadcast1source.com

Details:

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

iHeartMedia Stations

Job Summary:

Creates program content and manages the whole production process for both live and recorded radio programs

Responsibilities

- Undertakes key administrative responsibilities as well as assists in planning and producing live and/or pre-recorded radio shows which may include news, music, talk, sports, traffic, and feature productions.
- Generates original ideas, identifies suitable ideas from others, and carries out thorough research.
- Researches information, obtains materials and assists with contacting and scheduling guests.
- Gives direction to presenters, content providers, assistants and other crew members.
- Manages budgets and ensures the efficient use of resources.
- Obtains permissions or licenses for recording or broadcasting on location, and for the use of music, sound effects and audio archive material.
- Monitors listener emails, inquiries and responses related to shows.
- Works in collaboration with presenters, performers or other program contributors, in order to perform quality

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH
Fax and E-mail verification summary report for Producer

assurance to meet established production standards, rules and regulations.

- Uses various broadcasting technologies such as soundboards and editing/production software.
- Schedules and monitors the radio stream during live recordings.
- Assists with time-keeping, saving show recordings, archiving show files and post-production editing as directed.
- May work the board for pre-recorded or live shows.

Qualifications

- Ability to generate original ideas, and to think creatively about how to communicate them to audiences; has comprehensive knowledge of subjects relevant to specific radio genres
- Excellent writing and storytelling skills; ability to tailor and adapt content for different audiences and platforms
- Knowledgeable of the radio market, different station/program styles, audience demographics
- Knows how to use a variety of recording equipment and to operate different radio studios
- Excellent communication skills, complemented by diplomacy, empathy and patience
- Ability to build rapport and draw information from people
- Can coach and develop others
- Has confidence and tenacity to pursue information, overcome obstacles and pitch ideas to senior colleagues
- Stress tolerance: ability to work calmly and effectively under pressure, and to react quickly to changes
- Ability to plan and organize, set priorities, multi task and meet tight deadlines
- Full knowledge of the law, rules and industry regulations around radio production; knows when it is necessary, and how to acquire, relevant clearances and licenses
- Proficient in Microsoft Office suite and social networking platforms

Work Experience

- 3+ years' experience as Radio Producer and/or Assistant in a smaller market or college station

Education

- 4-year college degree, preferably in Radio or Media Production

Certifications

- None required

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH
Fax and E-mail verification summary report for Producer

Location

Houston, TX: 2000 West Loop South, Suite 300, 77027

Position Type

Regular

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Our organization participates in E-Verify. Click [here](#) to learn about E-Verify.

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

Requirements:

Experience:

Additional Information:

Contact:

https://iheartmedia.wd5.myworkdayjobs.com/External_iHM/job/Houston-TX-West-Loop-South/Producer_Req8425-1

Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

*****IMPORTANT*****

This fax or email has been sent using the services provided by Broadcast1Source. If you want to change your contact details, please email Sylvia Jones at sylviajones@iheartmedia.com

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH
Fax and E-mail verification summary report for Producer

RS Number	Recruiting Source	Date and Time
1	African American Chamber of Commerce E-mail: blackchamber@usa.net	Sent: 9/22/2017 11:57:54 AM
2	African Chamber of Commerce E-mail: info@acreshomecenter.org	Sent: 9/22/2017 11:57:58 AM
3	Alvin Community College E-mail: BLewis@alvincollege.edu	Sent: 9/22/2017 11:57:57 AM
6	Goodwill Industries of Houston E-mail: m_holder@goodwillhouston.org	Sent: 9/22/2017 11:57:53 AM
7	Hispanic Chamber of Commerce Fax: 1-713-644-7377	Sent: 9/22/2017 4:47:39 PM
13	ITT Technical Institute E-mail: lackerman@itt-tech.edu	Sent: 9/22/2017 11:57:49 AM
17	National Hispanic Media Coalition E-mail: info@nhmc.org	Sent: 9/22/2017 11:57:56 AM
18	National Lesbian & Gay Journalists Association E-mail: info@nlgja.org	Sent: 9/22/2017 11:57:57 AM
19	Sam Houston State University E-mail: careerservices@shsu.edu	Sent: 9/22/2017 11:57:52 AM
20	Texas Association of Broadcasters E-mail: jobs@tab.org	Sent: 9/22/2017 11:57:53 AM
21	Texas Veterans Commission Fax: 1-713-978-7049	Sent: 11/7/2017 3:58:31 AM
21	Texas Veterans Commission Fax: 1-713-978-7049 E-mail: aleshia.jamison@tvc.texas.gov	Sent: 9/22/2017 4:48:16 PM Sent: 9/22/2017 11:57:51 AM
23	University of Houston Fax: 1-713-743-5111	Sent: 9/22/2017 4:50:37 PM

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Vacancy Data Form

Sales Support

Recruitment source referring hiree: Employee Referral

Date of hire: 6/7/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
1	African American Chamber of Commerce PO Box 5488 Portland, Oregon 97228 Phone : 503-244-5794 Email : blackchamber@usa.net Roy Jay	N	0
2	African Chamber of Commerce 6112 Wheatley Street Houston, Texas 77091 Phone : 713-692-7003 Email : info@acreshomecenter.org Anthony Stewart	N	0
3	Alvin Community College 3110 Mustang Rd. Alvin, Texas 77511 Phone : 281-756-3767 Url : www.alvincollege.edu Email : BLewis@alvincollege.edu Bill Lewis	N	0
4	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0
5	Employee Referral	N	1
7	Goodwill Industries of Houston 1140 West Loop North Houston, Texas 77055 Phone : unknown Email : m_holder@goodwillhouston.org Megan Holder	N	0

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Vacancy Data Form

Sales Support

Recruitment source referring hiree: Employee Referral

Date of hire: 6/7/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
8	Hispanic Chamber of Commerce 2900 Woodridge Suite 312 Houston, Texas 77087 Phone : 713-644-7070 Fax : 1-713-644-7377 Career Services	N	0
9	Houston Advertising Federation (HAF) 7155 Old Katy Road Suite #100 Houston, Texas 77024 Phone : 713-237-9999 Url : www.haf.org Career Services Manual Posting	N	0
11	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	0
12	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	0
14	Internal Posting 2000 W. Loop South Suite #300 Houston, Texas 77027 Career Services Manual Posting	N	0

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Vacancy Data Form

Sales Support

Recruitment source referring hiree: Employee Referral

Date of hire: 6/7/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
17	Media Alliance of Houston P.O. Box 980908 Houston, Texas 77098 Url : www.mediaalliancehouston.org Ashlee Rohm Manual Posting	N	0
18	NAACP 2002 Wheeler Ave. Houston, Texas 77004 Phone : 713-526-3389 Url : www.naacphouston.org Fax : 1-713-630-2699 Career Services	N	0
19	National Hispanic Media Coalition 55 S Grand Avenue Pasadena, California Phone : (626) 792-NHMC Email : info@nhmc.org Alex Nogales	N	0
20	National Lesbian & Gay Journalists Association 1420 K Street, NW, Suite 910 Washington, District of Columbia 20005 Email : info@nlgja.org Fax : 1-202-588-1818 Career Services	N	0
21	Sam Houston State University 919 Bearkat Blvd. Box 2238 Huntsville, Texas 77341 Phone : 936-294-1713 Url : www.myinterfase.com/shsu/employer Email : careerservices@shsu.edu Career Services	N	0

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Vacancy Data Form

Sales Support

Recruitment source referring hiree: Employee Referral
Date of hire: 6/7/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
22	Texas Association of Broadcasters 502 E 11th Street Suite 200 Austin, Texas 78701 Phone : 512-322-9944 Url : www.tab.org Email : jobs@tab.org Fax : 1-512-322-0522 Anna Romero	N	0
23	Texas Veterans Commission 8373 Westheimer Houston, Texas 77063 Phone : 713-953-9211 Url : www.tvc.state.tx.us Email : aleshia.jamison@tvc.texas.gov Fax : 1-713-978-7049 Aleshia Jamison	N	0
24	Texas Workforce Commission 8373 Westheimer Houston, Texas 77063 Phone : 713-243-8036 Url : www.workintexas.com Stacy Castille Manual Posting	Y	0
25	University of Houston University Career Services 106 Student Svc Ctr 1 Houston, Texas 77024 Phone : 713-743-5100 Url : www.career.uh.edu Fax : 1-713-743-5111 Career Advisor	N	0
26	Veterans of Foreign Wars 6101 Mount Houston Rd Houston, Texas 77050-5509 Phone : na Career Center Manual Posting	N	0

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH**Vacancy Data Form****Sales Support****Recruitment source referring hiree: Employee Referral****Date of hire: 6/7/2018**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
TOTAL INTERVIEWS OVER REPORTING PERIOD:			1

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH
Fax and E-mail verification summary report for Sales Support

Position: Sales Support

Hire Date: June 7, 2018

This report, generated by Broadcast1Source, verifies that KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH used Broadcast1Source to provide the following notice to the identified recruiting sources at the dates and times listed below.

To

All recruiting agencies listed in the report below

Subject: Job Notification from Broadcast1Source

From: contact@broadcast1source.com

Details:

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

iHeartMedia Stations

Job Summary:

Provides support in sales administration, generates sales-related reports , and acts as an extension of the sales team.

Responsibilities

- Provides administrative and/or process support for contract administration, customer service, and order history.
- Acts as an extension of the sales team by assisting with product pricing, sales development, sales material creation, marketing communications, sponsorship proposals & recaps.
- Generates contract confirmations, reports related to sales activities & revenue data, pool reports, unapproved credits, etc.
- Responds to client requests, e.g., spot times.
- Records and forwards checks, handles contracts for Account Executives, prepares presentations, types & proofreads correspondence, files and makes copies, relieves receptionist.

Qualifications

- Manages time; focuses on urgent and important tasks; avoids procrastination; follows up; shows strong attention

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH
Fax and E-mail verification summary report for Sales Support

to detail; meets deadlines

- Adapts to shifts in priorities and urgencies
- Proficient in Microsoft Office Suite; familiar with Viero and Sales Force or demonstrates ability to learn new systems quickly
- Assumes responsibility & accountability for assignments and tasks
- Actively listens; clearly and effectively conveys information; uses professional telephone skills; demonstrates effective business writing skills; shows excellent grasp of grammar
- Exhibits good interpersonal skills; collaborates with others; maintains composure when faced with difficult situations and personalities
- Demonstrates competitive spirit; shows desire to “move up”

Work Experience

- 1-3 years' experience in radio role

Education

- 4-year college degree

Certifications

- None required

Location

Houston, TX: 2000 West Loop South, Suite 300, 77027

Position Type

Regular

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH
Fax and E-mail verification summary report for Sales Support

Our organization participates in E-Verify. Click [here](#) to learn about E-Verify.

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

Requirements:

Experience:

Additional Information:

Contact:

https://iheartmedia.wd5.myworkdayjobs.com/External_iHM/job/Houston-TX-West-Loop-South/Sales-Support_Req11717

Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

*****IMPORTANT*****

This fax or email has been sent using the services provided by Broadcast1Source. If you want to change your contact details, please email Sylvia Jones at sylviajones@iheartmedia.com

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH
Fax and E-mail verification summary report for Sales Support

RS Number	Recruiting Source	Date and Time
1	African American Chamber of Commerce E-mail: blackchamber@usa.net	Sent: 4/30/2018 11:02:29 AM
2	African Chamber of Commerce E-mail: info@acreshomecenter.org	Sent: 4/30/2018 11:02:32 AM
3	Alvin Community College E-mail: BLewis@alvincollege.edu	Sent: 4/30/2018 11:02:31 AM
7	Goodwill Industries of Houston E-mail: m_holder@goodwillhouston.org	Sent: 4/30/2018 11:02:28 AM
8	Hispanic Chamber of Commerce Fax: 1-713-644-7377	Sent: 4/30/2018 11:03:44 AM
18	NAACP Fax: 1-713-630-2699	Sent: 4/30/2018 11:04:38 AM
19	National Hispanic Media Coalition E-mail: info@nhmc.org	Sent: 4/30/2018 11:02:31 AM
20	National Lesbian & Gay Journalists Association E-mail: info@nlgja.org	Sent: 4/30/2018 11:02:31 AM
21	Sam Houston State University E-mail: careerservices@shsu.edu	Sent: 4/30/2018 11:02:27 AM
22	Texas Association of Broadcasters E-mail: jobs@tab.org	Sent: 4/30/2018 11:02:28 AM
23	Texas Veterans Commission Fax: 1-713-978-7049 E-mail: aleshia.jamison@tvc.texas.gov	Sent: 4/30/2018 11:03:42 AM Sent: 4/30/2018 11:02:27 AM
25	University of Houston Fax: 1-713-743-5111	Sent: 4/30/2018 11:05:41 AM

SALES SUPPORT

General Information

Job Posting ID: 3574739	Creation Date: Apr 30, 2018
Employer Posting No: 11717-62681	Closing Date: Jun 29, 2018
Job Site Address: HOUSTON, Texas 77027	Employer Type: Private Sector
Openings Filled: 0 of 1	Status: Closed
Contacts: 6 of 50	

Job Description

Job Summary:

IHeartMedia – Provides support in sales administration, generates sales-related reports and acts as an extension of the sales team

Responsibilities:

- Provides administrative and/or process support for contract administration, customer service and order history
- Acts as an extension of the sales team by assisting with product pricing, sales development, sales material creation, marketing communications, sponsorship proposals & recaps
- Generates contract confirmations, reports related to sales activities & revenue data, pool reports, unapproved credits, etc.
- Responds to client requests, e.g., spot times
- Records and forwards checks, handles contracts for Account Executives, prepares presentations, types & proofreads correspondence, files and makes copies, relieves receptionist

Supervisory Experience

Required: No

Shift: Days (First)

Duration: Regular

Workweek: Full Time

- Benefits:**
- Medical/Health Insurance Plan
 - Other Insurance Plans
 - Other Paid Leave
 - Sick Leave
 - Vacation Leave

Veterans Only: No

Federal

Contractor: Yes

Eagle Ford Shale

Job: No

Is this job related to Hurricane Harvey Clean-up/Restoration?: No

Job Requirements

Occupation: Office and Administrative Support Workers, All Other

Minimum Experience and Education: 2 yrs 0 mos and 3+ years college, technical or vocational school

Additional Requirements

Language: • English; Fluency - Excellent (Read, Write, Speak)

Driver's License

Type: Class C - Standard Driver's License

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Vacancy Data Form

National Sales Assistant

Recruitment source referring hiree: Employee Referral

Date of hire: 8/21/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
1	African American Chamber of Commerce PO Box 5488 Portland, Oregon 97228 Phone : 503-244-5794 Email : blackchamber@usa.net Roy Jay	N	0
2	African Chamber of Commerce 6112 Wheatley Street Houston, Texas 77091 Phone : 713-692-7003 Email : info@acreshomecenter.org Anthony Stewart	N	0
3	Alvin Community College 3110 Mustang Rd. Alvin, Texas 77511 Phone : 281-756-3767 Url : www.alvincollege.edu Email : BLewis@alvincollege.edu Bill Lewis	N	0
4	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0
5	Employee Referral	N	1
7	Goodwill Industries of Houston 1140 West Loop North Houston, Texas 77055 Phone : unknown Email : m_holder@goodwillhouston.org Megan Holder	N	0

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Vacancy Data Form

National Sales Assistant

Recruitment source referring hiree: Employee Referral

Date of hire: 8/21/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
8	Hispanic Chamber of Commerce 2900 Woodridge Suite 312 Houston, Texas 77087 Phone : 713-644-7070 Fax : 1-713-644-7377 Career Services	N	0
9	Houston Advertising Federation (HAF) 7155 Old Katy Road Suite #100 Houston, Texas 77024 Phone : 713-237-9999 Url : www.haf.org Career Services Manual Posting	N	0
10	Houston Association of Black Journalists P.O. Box 565 Houston, Texas 77001-0565 Phone : 281-920-2284 Email : houstonabj@hotmail.com Nicole Jones	N	0
11	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	0
12	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	0

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Vacancy Data Form

National Sales Assistant

Recruitment source referring hiree: Employee Referral

Date of hire: 8/21/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
14	Internal Posting 2000 W. Loop South Suite #300 Houston, Texas 77027 Career Services Manual Posting	N	0
16	LinkedIn - Not Directly Contacted by SEU	N	1
17	Media Alliance of Houston P.O. Box 980908 Houston, Texas 77098 Url : www.mediaalliancehouston.org Ashlee Rohm Manual Posting	N	0
18	NAACP 2002 Wheeler Ave. Houston, Texas 77004 Phone : 713-526-3389 Url : www.naacphouston.org Fax : 1-713-630-2699 Career Services	N	0
19	National Hispanic Media Coalition 55 S Grand Avenue Pasadena, California Phone : (626) 792-NHMC Email : info@nhmc.org Alex Nogales	N	0
20	National Lesbian & Gay Journalists Association 1420 K Street, NW, Suite 910 Washington, District of Columbia 20005 Email : info@nlgja.org Fax : 1-202-588-1818 Career Services	N	0

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Vacancy Data Form

National Sales Assistant

**Recruitment source referring hiree: Employee Referral
Date of hire: 8/21/2018**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
21	Sam Houston State University 919 Bearkat Blvd. Box 2238 Huntsville, Texas 77341 Phone : 936-294-1713 Url : www.myinterfase.com/shsu/employer Email : careerservices@shsu.edu Career Services	N	0
22	Texas Association of Broadcasters 502 E 11th Street Suite 200 Austin, Texas 78701 Phone : 512-322-9944 Url : www.tab.org Email : jobs@tab.org Fax : 1-512-322-0522 Anna Romero	N	0
23	Texas Veterans Commission 8373 Westheimer Houston, Texas 77063 Phone : 713-953-9211 Url : www.tvc.state.tx.us Email : aleshia.jamison@tvc.texas.gov Fax : 1-713-978-7049 Aleshia Jamison	N	0
24	Texas Workforce Commission 8373 Westheimer Houston, Texas 77063 Phone : 713-243-8036 Url : www.workintexas.com Stacy Castille Manual Posting	Y	0
25	University of Houston University Career Services 106 Student Svc Ctr 1 Houston, Texas 77024 Phone : 713-743-5100 Url : www.career.uh.edu Fax : 1-713-743-5111 Career Advisor	N	0

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Vacancy Data Form

National Sales Assistant

Recruitment source referring hiree: Employee Referral

Date of hire: 8/21/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
26	Veterans of Foreign Wars 6101 Mount Houston Rd Houston, Texas 77050-5509 Phone : na	N	0
	Career Center Manual Posting		
TOTAL INTERVIEWS OVER REPORTING PERIOD:			2



August 7, 2018

Houston Advertising Federation
7155 Old Katy Road
Suite 100
Houston, Texas 77024

Career Services:

We would like to post the attached opening for iHeartMedia Houston effective immediately:

National Sales Assistant 13409-65689

If you have a candidate interested in applying, please have the individual submit their resume to:

<http://www.iheartmediacarereers.com>

Feel free to reach out if you have any questions.

Thank you,

A handwritten signature in black ink, appearing to read "Sylvia Jones".

Sylvia Jones
iHeartMedia Houston
sylviajones@iheartmedia.com
713-212-8020

iHeartMEDIA Radio – Houston
KODA-FM * KQBT-FM * KTBZ-FM * KTRH-AM * KBME-AM * KPRC-AM
2000 West Loop South, Suite 300
Houston, Texas 77027
713-212-8000

National Sales Assistant

General Information

Job Posting ID: 8658379	Creation Date: Aug 07, 2018
Employer Posting No: 13409-65689	Closing Date: Sep 06, 2018
Job Site Address: HOUSTON, Texas 77027	Employer Type: Private Sector
Openings Filled: 0 of 1	Status: Closed
Contacts: 0 of 50	

Job Description

JOB SUMMARY:

Provides support in sales administration, generates sales-related reports, and acts as an extension of the sales team

RESPONSIBILITIES:

- Provides administrative and/or process support for contract administration, customer service, and order history
- Acts as an extension of the sales team by assisting with product pricing, sales development, sales material creation, marketing communications, sponsorship proposals & recaps.
- Generates contract confirmations, reports related to sales activities & revenue data, pool reports, unapproved credits, etc.
- Responds to client requests, e.g., spot times
- Records and forwards checks, handles contracts for Account Executives, prepares presentations, types & proofreads correspondence, files and makes copies

QUALIFICATIONS

- Manages time; focuses on urgent and important tasks; avoids procrastination; follows up; shows strong attention to detail; meets deadlines
- Adapts to shifts in priorities and urgencies
- Proficient in Microsoft Office Suite; demonstrates ability to learn new systems quickly
- Assumes responsibility & accountability for assignments and tasks
- Actively listens; clearly and effectively conveys information; uses professional telephone skills; demonstrates effective business writing skills; shows excellent grasp of grammar
- Exhibits good interpersonal skills; collaborates with others; maintains composure when faced with difficult situations and personalities
- Demonstrates competitive spirit; shows desire to "move up"

WORK EXPERIENCE:

- 1-3 years' experience in a television or media sales position a plus

EDUCATION:

- 4-year college degree

CERTIFICATATIONS:

- None required

Supervisory Experience

Required: No

Shift: Days (First)

Duration: Regular

Workweek: Full Time

- Benefits:**
- Medical/Health Insurance Plan
 - Other Insurance Plans
 - Other Paid Leave
 - Sick Leave
 - Vacation Leave

Veterans Only: No

Federal Contractor: Yes

Eagle Ford Shale Job: No

Is this job related to Hurricane Harvey Clean-up/Restoration?: No

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH**Vacancy Data Form****Reporter/Producer/Editor**

Recruitment source referring hiree: Employee Referral
Date of hire: 10/1/2018

RS Number	RS Information¹	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
1	African American Chamber of Commerce PO Box 5488 Portland, Oregon 97228 Phone : 503-244-5794 Email : blackchamber@usa.net Roy Jay	N	0
2	African Chamber of Commerce 6112 Wheatley Street Houston, Texas 77091 Phone : 713-692-7003 Email : info@acreshomecenter.org Anthony Stewart	N	0
3	Alvin Community College 3110 Mustang Rd. Alvin, Texas 77511 Phone : 281-756-3767 Url : www.alvincollege.edu Email : BLewis@alvincollege.edu Bill Lewis	N	0
4	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0
5	Employee Referral	N	2
7	Goodwill Industries of Houston 1140 West Loop North Houston, Texas 77055 Phone : unknown Email : m_holder@goodwillhouston.org Megan Holder	N	0

¹ Recruitment Source Texas Workforce Commission was also notified of this vacancy but, due to an inadvertent oversight, it was labeled as part-time.

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Vacancy Data Form

Reporter/Producer/Editor

Recruitment source referring hiree: **Employee Referral**

Date of hire: **10/1/2018**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
8	Hispanic Chamber of Commerce 2900 Woodridge Suite 312 Houston, Texas 77087 Phone : 713-644-7070 Fax : 1-713-644-7377 Career Services	N	0
9	Houston Advertising Federation (AAF) 7155 Old Katy Road Suite 100 Houston, Texas 77024 Phone : 713-237-9999 Url : www.aaf-houston.net Career Services Manual Posting	N	0
10	Houston Association of Black Journalists P.O. Box 565 Houston, Texas 77001-0565 Phone : 281-920-2284 Email : houstonabj@hotmail.com Nicole Jones	N	0
11	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	0
12	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	3
13	Indeed.com - Not Directly Contacted by SEU	N	3

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Vacancy Data Form

Reporter/Producer/Editor

Recruitment source referring hiree: **Employee Referral**

Date of hire: **10/1/2018**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
14	Internal Posting 2000 W. Loop South Suite #300 Houston, Texas 77027 Career Services Manual Posting	N	2
16	LinkedIn - Not Directly Contacted by SEU	N	4
18	NAACP 2002 Wheeler Ave. Houston, Texas 77004 Phone : 713-526-3389 Url : www.naacphouston.org Fax : 1-713-630-2699 Career Services	N	0
19	National Hispanic Media Coalition 55 S Grand Avenue Pasadena, California Phone : (626) 792-NHMC Email : info@nhmc.org Alex Nogales	N	0
20	National Lesbian & Gay Journalists Association 1420 K Street, NW, Suite 910 Washington, District of Columbia 20005 Email : info@nljja.org Fax : 1-202-588-1818 Career Services	N	0
21	Sam Houston State University 919 Bearkat Blvd. Box 2238 Huntsville, Texas 77341 Phone : 936-294-1713 Url : www.myinterfase.com/shsu/employer Email : careerservices@shsu.edu Career Services	N	0

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH**Vacancy Data Form****Reporter/Producer/Editor**Recruitment source referring hiree: **Employee Referral**Date of hire: **10/1/2018**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
22	Texas Association of Broadcasters 502 E 11th Street Suite 200 Austin, Texas 78701 Phone : 512-322-9944 Url : www.tab.org Email : jobs@tab.org Fax : 1-512-322-0522 Anna Romero	N	1
23	Texas Veterans Commission 8373 Westheimer Houston, Texas 77063 Phone : 713-953-9211 Url : www.tvc.state.tx.us Email : aleshia.jamison@tvc.texas.gov Fax : 1-713-978-7049 Aleshia Jamison	N	0
25	University of Houston University Career Services 106 Student Svc Ctr 1 Houston, Texas 77024 Phone : 713-743-5100 Url : www.career.uh.edu Fax : 1-713-743-5111 Career Advisor	N	0
26	Veterans of Foreign Wars 6101 Mount Houston Rd Houston, Texas 77050-5509 Phone : na Career Center Manual Posting	N	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			15



August 21, 2018

Houston Advertising Federation
7155 Old Katy Road
Suite 100
Houston, Texas 77024

Career Services:

We would like to post the attached opening for iHeartMedia Houston effective immediately:

Reporter/Producer/Editor 66030 -13470

If you have a candidate interested in applying, please have the individual submit their resume to:

<http://www.iheartmediacarereers.com>

Feel free to reach out if you have any questions.

Thank you,

A handwritten signature in black ink, appearing to read "Sylvia Jones".

Sylvia Jones
iHeartMedia Houston
sylviajones@iheartmedia.com
713-212-8020

iHeartMEDIA Radio – Houston
KODA-FM * KQBT-FM * KTBZ-FM * KTRH-AM * KBME-AM * KPRC-AM
2000 West Loop South, Suite 300
Houston, Texas 77027
713-212-8000

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Vacancy Data Form

Finance Specialist

Recruitment source referring hiree: Internal Transfer/Promotion
Date of hire: 10/1/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
1	African American Chamber of Commerce PO Box 5488 Portland, Oregon 97228 Phone : 503-244-5794 Email : blackchamber@usa.net Roy Jay	N	0
2	African Chamber of Commerce 6112 Wheatley Street Houston, Texas 77091 Phone : 713-692-7003 Email : info@acreshomecenter.org Anthony Stewart	N	0
3	Alvin Community College 3110 Mustang Rd. Alvin, Texas 77511 Phone : 281-756-3767 Url : www.alvincollege.edu Email : BLewis@alvincollege.edu Bill Lewis	N	0
4	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0
7	Goodwill Industries of Houston 1140 West Loop North Houston, Texas 77055 Phone : unknown Email : m_holder@goodwillhouston.org Megan Holder	N	0

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Vacancy Data Form

Finance Specialist

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 10/1/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
8	Hispanic Chamber of Commerce 2900 Woodridge Suite 312 Houston, Texas 77087 Phone : 713-644-7070 Fax : 1-713-644-7377 Career Services	N	0
9	Houston Advertising Federation (HAF) 7155 Old Katy Road Suite #100 Houston, Texas 77024 Phone : 713-237-9999 Url : www.haf.org Career Services Manual Posting	N	0
10	Houston Association of Black Journalists P.O. Box 565 Houston, Texas 77001-0565 Phone : 281-920-2284 Email : houstonabj@hotmail.com Nicole Jones	N	0
11	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	0
12	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	0

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Vacancy Data Form

Finance Specialist

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 10/1/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
14	Internal Posting 2000 W. Loop South Suite #300 Houston, Texas 77027 Career Services Manual Posting	N	0
15	Internal Transfer/Promotion	N	1
17	Media Alliance of Houston P.O. Box 980908 Houston, Texas 77098 Url : www.mediaalliancehouston.org Ashlee Rohm Manual Posting	N	0
18	NAACP 2002 Wheeler Ave. Houston, Texas 77004 Phone : 713-526-3389 Url : www.naacphouston.org Fax : 1-713-630-2699 Career Services	N	0
19	National Hispanic Media Coalition 55 S Grand Avenue Pasadena, California Phone : (626) 792-NHMC Email : info@nhmc.org Alex Nogales	N	0
20	National Lesbian & Gay Journalists Association 1420 K Street, NW, Suite 910 Washington, District of Columbia 20005 Email : info@nlgja.org Fax : 1-202-588-1818 Career Services	N	0

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Vacancy Data Form

Finance Specialist

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 10/1/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
21	Sam Houston State University 919 Bearkat Blvd. Box 2238 Huntsville, Texas 77341 Phone : 936-294-1713 Url : www.myinterfase.com/shsu/employer Email : careerservices@shsu.edu Career Services	N	0
22	Texas Association of Broadcasters 502 E 11th Street Suite 200 Austin, Texas 78701 Phone : 512-322-9944 Url : www.tab.org Email : jobs@tab.org Fax : 1-512-322-0522 Anna Romero	N	0
23	Texas Veterans Commission 8373 Westheimer Houston, Texas 77063 Phone : 713-953-9211 Url : www.tvc.state.tx.us Email : aleshia.jamison@tvc.texas.gov Fax : 1-713-978-7049 Aleshia Jamison	N	0
24	Texas Workforce Commission 8373 Westheimer Houston, Texas 77063 Phone : 713-243-8036 Url : www.workintexas.com Stacy Castille Manual Posting	Y	0
25	University of Houston University Career Services 106 Student Svc Ctr 1 Houston, Texas 77024 Phone : 713-743-5100 Url : www.career.uh.edu Fax : 1-713-743-5111 Career Advisor	N	0

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Vacancy Data Form

Finance Specialist

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 10/1/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
26	Veterans of Foreign Wars 6101 Mount Houston Rd Houston, Texas 77050-5509 Phone : na Career Center Manual Posting	N	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			1



September 12, 2018

Veterans of Foreign Wars
6101 Mount Houston Road
Houston, Texas 77050-5509

Career Services:

We would like to post the attached opening for iHeartMedia Houston effective immediately:

Financial Specialist 13729-66714

If you have a candidate interested in applying, please have the individual submit their resume to:

<http://www.iheartmediacareers.com>

Feel free to reach out if you have any questions.
Thank you,

A handwritten signature in black ink, appearing to read "Sylvia Jones".

Sylvia Jones
iHeartMedia Houston
sylviajones@iheartmedia.com
713-212-8020

iHeartMEDIA Radio – Houston
KODA-FM * KQBT-FM * KTBZ-FM * KTRH-AM * KBME-AM * KPRC-AM
2000 West Loop South, Suite 300
Houston, Texas 77027
713-212-8000



Job Opportunity

From (station call letters):	iHeartMedia – Houston	Date:	9/12/18
Job Posting Number:	<u>13729-66714</u>	City, State	Houston, Texas

We ask for your efforts and cooperation in our efforts to recruit, hire and promote qualified candidates including women and minorities. In this regard, if you or someone you know might be interested and is qualified for this position, we encourage you to apply or refer candidates to us.

Position Open/Location:	Financial Specialist
Closing Date for Application:	12-10-18
Address Resume To:	2000 West Loop South, #300 Houston, TX 77027
Contact Name / Email Address:	Only applications submitted through www.iheartmediacareers.com will be accepted. NO PHONE CALLS PLEASE

JOB SUMMARY:

Provides administrative support in one or more of several specialty areas within the Finance and Accounting function including: Cost Accounting, Business Support, Financial Planning and Reporting, Tax, Audit, Accounting Services and Centralized Transactions.

RESPONSIBILITIES:

- Monitors processes and the effectiveness of business controls and initiates improvements
- Ensures proper control, recording and classification of transactions
- Uses appropriate systems and tools to input data, generate reports, conduct specialized research projects and respond to inquiries
- Maintains working knowledge of current federal, state, and local regulations relevant to specific functional discipline
- Prepares and review journal entries, schedules, filings and various reports including sales and purchase
- Assists with researching, reconciling and resolving balance sheet, income statement and/or statement of cash flow inconsistencies
- Assists with period end consolidations and financial statement preparation (i.e. income statement and/or balance sheets), including reviewing and interpreting financial reporting requirements in accordance with GAAP and iHeartMedia policies
- Protects organization's reputation by keeping information confidential
- May review various transactions and/or process transactions and assist with financial information surveys
- May coordinate schedule preparation, requests for management reports and other related data requests required for internal and external reporting
- May provide documentation from account records in support of company information audits.

QUALIFICATIONS

- Strong analysis, problem solving, and research skills; can gather, assess and interpret information and comprehend financial impacts of business decisions
- Good judgment & decision-making skills
- Effective communications with multiple levels of employees and clients

- Excellent oral and written communication skills; can prepare and present complex data in a simple, understandable manner
- Stress tolerance & flexibility especially when working under pressure and on multiple projects with tight deadlines; ability to deal with ambiguity
- Ability to plan and organize, get things done in a team-oriented environment
- Excellent attention to detail and optimal work standards
- Demonstrated technical skills in accounting and financial information systems/applications
- Proficient in Excel and ability to learn new systems quickly; experience with Cognos, TMI, Salesforce, Quattro and Sharepoint preferred

WORK EXPERIENCE:

- Minimum 2-3 years of related experience, in an accounting/financial analysis role

EDUCATION:

- Bachelor's degree in Accounting, Finance, or Business with an accounting or finance emphasis

CERTIFICATIONS:

- CMA a plus

To apply, please visit our website: https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_iHM/job/Houston-TX-West-Loop-South/Finance-Specialist_Req13729

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status

Financial Specialist

General Information

Job Posting ID: 8669623	Creation Date: Sep 12, 2018
Employer Posting No: 13729-66714	Closing Date: Nov 11, 2018
Job Site Address: HOUSTON, Texas 77027	Employer Type: Private Sector
Openings Filled: 0 of 1	
Contacts: 3 of 50	Status: Closed

Job Description

JOB SUMMARY:

Provides administrative support in one or more of several specialty areas within the Finance and Accounting function including: Cost Accounting, Business Support, Financial Planning and Reporting, Tax, Audit, Accounting Services and Centralized Transactions.

RESPONSIBILITIES:

- Monitors processes and the effectiveness of business controls and initiates improvements
- Ensures proper control, recording and classification of transactions
- Uses appropriate systems and tools to input data, generate reports, conduct specialized research projects and respond to inquiries
- Maintains working knowledge of current federal, state, and local regulations relevant to specific functional discipline
- Prepares and review journal entries, schedules, filings and various reports including sales and purchase
- Assists with researching, reconciling and resolving balance sheet, income statement and/or statement of cash flow inconsistencies
- Assists with period end consolidations and financial statement preparation (i.e. income statement and/or balance sheets), including reviewing and interpreting financial reporting requirements in accordance with GAAP and iHeartMedia policies
- Protects organization's reputation by keeping information confidential
- May review various transactions and/or process transactions and assist with financial information surveys
- May coordinate schedule preparation, requests for management reports and other related data requests required for internal and external reporting
- May provide documentation from account records in support of company information audits.

Supervisory Experience

Required: No

Shift: Days (First)

Duration: Regular

Workweek: Full Time

- Benefits:**
- Medical/Health Insurance Plan
 - Other Insurance Plans
 - Other Paid Leave
 - Sick Leave
 - Vacation Leave

Veterans Only: No

Federal

Contractor: Yes

Eagle Ford Shale

Job: No

**Is this job related
to Hurricane**

**Harvey Clean-
up/Restoration?:** No

Job Requirements

Occupation: Financial Specialists, All Other

**Minimum Experience and
Education:** 2 yrs 6 mos and Bachelors Degree

Additional Requirements

Language: • English; Fluency - Excellent (Read, Write, Speak)

Driver's License

Type: Class C - Standard Driver's License

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Vacancy Data Form

Key Account Coordinator

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 1/14/2019

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
1	African American Chamber of Commerce PO Box 5488 Portland, Oregon 97228 Phone : 503-244-5794 Email : blackchamber@usa.net Roy Jay	N	0
2	African Chamber of Commerce 6112 Wheatley Street Houston, Texas 77091 Phone : 713-692-7003 Email : info@acreshomecenter.org Anthony Stewart	N	0
3	Alvin Community College 3110 Mustang Rd. Alvin, Texas 77511 Phone : 281-756-3767 Url : www.alvincollege.edu Email : BLewis@alvincollege.edu Bill Lewis	N	0
4	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.youreba.com Joe Berry Manual Posting	N	0
7	Goodwill Industries of Houston 1140 West Loop North Houston, Texas 77055 Phone : unknown Email : m_holder@goodwillhouston.org Megan Holder	N	0

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Vacancy Data Form

Key Account Coordinator

Recruitment source referring hiree: Internal Transfer/Promotion
Date of hire: 1/14/2019

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
8	Hispanic Chamber of Commerce 2900 Woodridge Suite 312 Houston, Texas 77087 Phone : 713-644-7070 Fax : 1-713-644-7377 Career Services	N	0
9	Houston Advertising Federation (HAF) 7155 Old Katy Road Suite #100 Houston, Texas 77024 Phone : 713-237-9999 Url : www.haf.org Career Services Manual Posting	N	0
10	Houston Association of Black Journalists P.O. Box 565 Houston, Texas 77001-0565 Phone : 281-920-2284 Email : houstonabj@hotmail.com Nicole Jones	N	0
11	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	0
12	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	1

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Vacancy Data Form

Key Account Coordinator

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 1/14/2019

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
14	Internal Posting 2000 W. Loop South Suite #300 Houston, Texas 77027 Career Services Manual Posting	N	0
15	Internal Transfer/Promotion	N	1
17	Media Alliance of Houston P.O. Box 980908 Houston, Texas 77098 Url : www.mediaalliancehouston.org Ashlee Rohm Manual Posting	N	0
18	NAACP 2002 Wheeler Ave. Houston, Texas 77004 Phone : 713-526-3389 Url : www.naacphouston.org Fax : 1-713-630-2699 Career Services	N	0
19	National Hispanic Media Coalition 55 S Grand Avenue Pasadena, California Phone : (626) 792-NHMC Email : info@nhmc.org Alex Nogales	N	0
20	National Lesbian & Gay Journalists Association 1420 K Street, NW, Suite 910 Washington, District of Columbia 20005 Email : info@nljja.org Fax : 1-202-588-1818 Career Services	N	0

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Vacancy Data Form

Key Account Coordinator

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 1/14/2019

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
21	Sam Houston State University 919 Bearkat Blvd. Box 2238 Huntsville, Texas 77341 Phone : 936-294-1713 Url : www.myinterfase.com/shsu/employer Email : careerservices@shsu.edu Career Services	N	0
22	Texas Association of Broadcasters 502 E 11th Street Suite 200 Austin, Texas 78701 Phone : 512-322-9944 Url : www.tab.org Email : jobs@tab.org Fax : 1-512-322-0522 Anna Romero	N	0
23	Texas Veterans Commission 8373 Westheimer Houston, Texas 77063 Phone : 713-953-9211 Url : www.tvc.state.tx.us Email : aleshia.jamison@tvc.texas.gov Fax : 1-713-978-7049 Aleshia Jamison	N	0
24	Texas Workforce Commission 8373 Westheimer Houston, Texas 77063 Phone : 713-243-8036 Url : www.workintexas.com Stacy Castille Manual Posting	Y	0
25	University of Houston University Career Services 106 Student Svc Ctr 1 Houston, Texas 77024 Phone : 713-743-5100 Url : www.career.uh.edu Fax : 1-713-743-5111 Career Advisor	N	0

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Vacancy Data Form

Key Account Coordinator

Recruitment source referring hiree: Internal Transfer/Promotion
Date of hire: 1/14/2019

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
26	Veterans of Foreign Wars 6101 Mount Houston Rd Houston, Texas 77050-5509 Phone : na Career Center Manual Posting	N	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			2

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH
Fax and E-mail verification summary report for Key Account Coordinator

Position: Key Account Coordinator

Hire Date: January 14, 2019

This report, generated by Broadcast1Source, verifies that KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH used Broadcast1Source to provide the following notice to the identified recruiting sources at the dates and times listed below.

To

All recruiting agencies listed in the report below

Subject: Job Notification from Broadcast1Source

From: contact@broadcast1source.com

Details:

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

iHeartMedia Stations

Job Summary:

Provides support in sales administration, generates sales-related reports , and acts as an extension of the sales team.

Responsibilities

- Provides administrative and/or process support for contract administration, customer service, and order history.
- Acts as an extension of the sales team by assisting with product pricing, sales development, sales material creation, marketing communications, sponsorship proposals & recaps.
- Generates contract confirmations, reports related to sales activities & revenue data, pool reports, unapproved credits, etc.
- Responds to client requests, e.g., spot times.
- Records and forwards checks, handles contracts for Account Executives, prepares presentations, types & proofreads correspondence, files and makes copies, relieves receptionist.

Qualifications

- Manages time; focuses on urgent and important tasks; avoids procrastination; follows up; shows strong attention

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH
Fax and E-mail verification summary report for Key Account Coordinator

to detail; meets deadlines

- Adapts to shifts in priorities and urgencies
- Proficient in Microsoft Office Suite; familiar with Viero and Sales Force or demonstrates ability to learn new systems quickly
- Assumes responsibility & accountability for assignments and tasks
- Actively listens; clearly and effectively conveys information; uses professional telephone skills; demonstrates effective business writing skills; shows excellent grasp of grammar
- Exhibits good interpersonal skills; collaborates with others; maintains composure when faced with difficult situations and personalities
- Demonstrates competitive spirit; shows desire to “move up”

Work Experience

- 1-3 years' experience in radio role

Education

- 4-year college degree

Certifications

- None required

Location

Houston, TX: 2000 West Loop South, Suite 300, 77027

Position Type

Regular

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH
Fax and E-mail verification summary report for Key Account Coordinator

Our organization participates in E-Verify. Click [here](#) to learn about E-Verify.

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

Requirements:

Experience:

Additional Information:

Contact:

https://iheartmedia.wd5.myworkdayjobs.com/External_iHM/job/Houston-TX-West-Loop-South/Key-Account-Coordinator_Req14491

Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

*****IMPORTANT*****

This fax or email has been sent using the services provided by Broadcast1Source. If you want to change your contact details, please email Sylvia Jones at sylviajones@iheartmedia.com

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH
Fax and E-mail verification summary report for Key Account Coordinator

RS Number	Recruiting Source	Date and Time
1	African American Chamber of Commerce E-mail: blackchamber@usa.net	Sent: 10/25/2018 7:10:59 PM
2	African Chamber of Commerce E-mail: info@acreshomecenter.org	Sent: 10/25/2018 7:11:02 PM
3	Alvin Community College E-mail: BLewis@alvincollege.edu	Sent: 10/25/2018 7:11:01 PM
7	Goodwill Industries of Houston E-mail: m_holder@goodwillhouston.org	Sent: 10/25/2018 7:10:58 PM
8	Hispanic Chamber of Commerce Fax: 1-713-644-7377	Sent: 10/25/2018 7:11:58 PM
10	Houston Association of Black Journalists E-mail: houstonabj@hotmail.com	Sent: 10/25/2018 7:11:00 PM
18	NAACP Fax: 1-713-630-2699	Sent: 10/25/2018 7:12:56 PM
19	National Hispanic Media Coalition E-mail: info@nhmc.org	Sent: 10/25/2018 7:11:00 PM
20	National Lesbian & Gay Journalists Association E-mail: info@nlga.org	Sent: 10/25/2018 7:11:01 PM
21	Sam Houston State University E-mail: careerservices@shsu.edu	Sent: 10/25/2018 7:10:57 PM
22	Texas Association of Broadcasters E-mail: jobs@tab.org	Sent: 10/25/2018 7:10:57 PM
23	Texas Veterans Commission Fax: 1-713-978-7049 E-mail: aleshia.jamison@tvc.texas.gov	Sent: 10/25/2018 7:12:54 PM Sent: 10/25/2018 7:10:56 PM
25	University of Houston Fax: 1-713-743-5111	Sent: 10/25/2018 7:15:46 PM

KEY ACCOUNT COORDINATOR

General Information

Job Posting ID: 8684357	Creation Date: Oct 26, 2018
Employer Posting No: 14491-67742	Closing Date: Nov 25, 2018
Job Site Address: HOUSTON, Texas 77027	Employer Type: Private Sector
Openings Filled: 0 of 1	
Contacts: 3 of 50	Status: Closed

Job Description

iHeartMedia – Provides support in sales administration, generates sales-related and acts as an extension of the sales team.

Responsibilities:

- Provides administrative and/or process support for contract administration, customer service and order history
- Acts as an extension of the sales team by assisting with product pricing, sales development, sales material creation, marketing communications, sponsorship proposals & recaps
- Generates contract confirmations, reports related to sales activities & revenue data, pool reports, unapproved credits, etc.
- Responds to client requests, e.g., spot times
- Records and forwards checks, handles contracts for Account Executives, prepares presentations, types & proofreads correspondence, files and makes copies, relieves receptionist

Qualifications:

- Manages times; focuses on urgent and important tasks; avoids procrastination; follow up; shows strong attention to detail; meets deadlines
- Adapts to shifts in priorities and urgencies
- Proficient in Microsoft Office Suite, familiar with Viero and Radio Fusion or demonstrates ability to learn new systems quickly
- Assumes responsibility & accountability for assignments and tasks
- Actively listens; clearly and effectively conveys information; uses professional telephone skills; demonstrates effective business writing skills; shows excellent grasp of grammar
- Exhibits good interpersonal skills; collaborates with others; maintains composure when faced with difficult situations and personalities
- Demonstrates competitive spirit; shows desire to "move up"

Supervisory Experience

Required: No

Shift: Days (First)

Duration: Regular

Workweek: Full Time

- Benefits:**
- Medical/Health Insurance Plan
 - Other Paid Leave
 - Sick Leave
 - Vacation Leave

▼ **Veterans Only:** No

Federal Contractor: Yes

Eagle Ford Shale Job: No

Is this job related to Hurricane Harvey Clean-up/Restoration?: No

Job Requirements

Occupation: Advertising and Promotions Managers

Minimum Experience and Education: 2 yrs 6 mos and 3+ years college, technical or vocational school

Additional Requirements

Language: • English; Fluency - Excellent (Read, Write, Speak)

Driver's License Type: Class C - Standard Driver's License

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Vacancy Data Form

Production Designer / On-Air Talent

Recruitment source referring hiree: Exigent Circumstances

Date of hire: 12/10/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
6	Exigent Circumstances	N	1
TOTAL INTERVIEWS OVER REPORTING PERIOD:			1

MEMORANDUM

TO: Station Internal Files

RE: Circumstances concerning Production Designer/On-Air Talent Hire

This station employment unit (“SEU”) faced exigent circumstances with regards to the Production Designer/On-Air Talent hire on December 10, 2018 as it became aware of the availability of local talent Jose Santos, aka “The Chile,” as a potential hire that would bring strategic advantage to KTBZ-FM. Mr. Santos has in-market success and local market knowledge under the employment of competing stations KLOL-FM and KBXX-FM.

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Vacancy Data Form

Reporter/Producer/Editor

Recruitment source referring hiree: Employee Referral
Date of hire: 12/10/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
1	African American Chamber of Commerce PO Box 5488 Portland, Oregon 97228 Phone : 503-244-5794 Email : blackchamber@usa.net Roy Jay	N	0
2	African Chamber of Commerce 6112 Wheatley Street Houston, Texas 77091 Phone : 713-692-7003 Email : info@acreshomecenter.org Anthony Stewart	N	0
3	Alvin Community College 3110 Mustang Rd. Alvin, Texas 77511 Phone : 281-756-3767 Url : www.alvincollege.edu Email : BLewis@alvincollege.edu Bill Lewis	N	0
4	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0
5	Employee Referral	N	1
7	Goodwill Industries of Houston 1140 West Loop North Houston, Texas 77055 Phone : unknown Email : m_holder@goodwillhouston.org Megan Holder	N	0

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Vacancy Data Form

Reporter/Producer/Editor

Recruitment source referring hiree: Employee Referral

Date of hire: 12/10/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
8	Hispanic Chamber of Commerce 2900 Woodridge Suite 312 Houston, Texas 77087 Phone : 713-644-7070 Fax : 1-713-644-7377 Career Services	N	0
10	Houston Association of Black Journalists P.O. Box 565 Houston, Texas 77001-0565 Phone : 281-920-2284 Email : houstonabj@hotmail.com Nicole Jones	N	1
11	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	0
12	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	1
16	LinkedIn - Not Directly Contacted by SEU	N	1
18	NAACP 2002 Wheeler Ave. Houston, Texas 77004 Phone : 713-526-3389 Url : www.naacphouston.org Fax : 1-713-630-2699 Career Services	N	0

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Vacancy Data Form

Reporter/Producer/Editor

Recruitment source referring hiree: Employee Referral

Date of hire: 12/10/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
19	National Hispanic Media Coalition 55 S Grand Avenue Pasadena, California Phone : (626) 792-NHMC Email : info@nhmc.org Alex Nogales	N	0
20	National Lesbian & Gay Journalists Association 1420 K Street, NW, Suite 910 Washington, District of Columbia 20005 Email : info@nljja.org Fax : 1-202-588-1818 Career Services	N	0
21	Sam Houston State University 919 Bearkat Blvd. Box 2238 Huntsville, Texas 77341 Phone : 936-294-1713 Url : www.myinterfase.com/shsu/employer Email : careerservices@shsu.edu Career Services	N	0
22	Texas Association of Broadcasters 502 E 11th Street Suite 200 Austin, Texas 78701 Phone : 512-322-9944 Url : www.tab.org Email : jobs@tab.org Fax : 1-512-322-0522 Anna Romero	N	2
23	Texas Veterans Commission 8373 Westheimer Houston, Texas 77063 Phone : 713-953-9211 Url : www.tvc.state.tx.us Email : aleshia.jamison@tvc.texas.gov Fax : 1-713-978-7049 Aleshia Jamison	N	0

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Vacancy Data Form

Reporter/Producer/Editor

**Recruitment source referring hiree: Employee Referral
Date of hire: 12/10/2018**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
25	University of Houston University Career Services 106 Student Svc Ctr 1 Houston, Texas 77024 Phone : 713-743-5100 Url : www.career.uh.edu Fax : 1-713-743-5111 Career Advisor	N	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			6

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH
Fax and E-mail verification summary report for Reporter/Producer/Editor

Position: Reporter/Producer/Editor

Hire Date: December 10, 2018

This report, generated by Broadcast1Source, verifies that KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH used Broadcast1Source to provide the following notice to the identified recruiting sources at the dates and times listed below.

To

All recruiting agencies listed in the report below

Subject: Job Notification from Broadcast1Source

From: contact@broadcast1source.com

Details:

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

iHeartMedia Stations

Job Summary:

Prepares and broadcasts news coverage.

Responsible for oversight of dayside news operations, edits afternoon news, produces on air and digital content and fills in for morning show editor

Responsibilities

- Gathers and verifies factual information through interviews, observation and research.
- Monitors sources for breaking news, e.g., wires and social media.
- Plans, writes, edits, and voices news broadcasts.
- Finalizes content using digital audio editing software.
- Maintains crucial deadlines in order to provide news stories in a timely fashion.
- Repackages content from producers and field reporters for newscasts.
- Identifies technical equipment and resource requirements for recording interviews and other audio material.
- May produce features and interviews as assigned.

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Fax and E-mail verification summary report for Reporter/Producer/Editor

- May specialize in a particular field of news broadcasting (e.g. political, traffic, finance or military).
- May prepare written content, visual images, audio material and video footage for websites, blogs or other social-media platforms.

Qualifications

- Proficient in Microsoft Office suite and social networking platforms
- Knowledgeable and up-to-date with local and national trends and/or specialized knowledge of subjects/events related to on-air topics
- Pleasant, charismatic and well-controlled voice; excellent pronunciation
- Well-rounded communication skills for conducting interviews
- Ability to work both independently and collaboratively in a team environment
- Excellent writing and editing skills; proficient in grammar
- Strong attention to detail
- Proficient in media production and broadcast systems
- Ability to plan and organize, set priorities and multi task in a fast-paced environment
- May require other language proficiency, e.g., Spanish

Work Experience

- 3+ years' experience in on-air journalism in smaller market or college station

Education

- 4-year college degree, preferably in Broadcast Journalism or Communications

Certifications

- None required

Location

Houston, TX: 2000 West Loop South, Suite 300, 77027

Position Type

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH
Fax and E-mail verification summary report for Reporter/Producer/Editor

Regular

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Our organization participates in E-Verify. Click [here](#) to learn about E-Verify.

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

Requirements:

Experience:

Additional Information:

Contact:

https://iheartmedia.wd5.myworkdayjobs.com/External_iHM/job/Houston-TX-West-Loop-South/Reporter-Producer-Editor_Req14742

Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

*****IMPORTANT*****

This fax or email has been sent using the services provided by Broadcast1Source. If you want to change your contact details, please email Sylvia Jones at sylviajones@iheartmedia.com

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH
Fax and E-mail verification summary report for Reporter/Producer/Editor

RS Number	Recruiting Source	Date and Time
1	African American Chamber of Commerce E-mail: blackchamber@usa.net	Sent: 11/13/2018 1:31:09 PM
2	African Chamber of Commerce E-mail: info@acreshomecenter.org	Sent: 11/13/2018 1:31:12 PM
3	Alvin Community College E-mail: BLewis@alvincollege.edu	Sent: 11/13/2018 1:31:11 PM
7	Goodwill Industries of Houston E-mail: m_holder@goodwillhouston.org	Sent: 11/13/2018 1:31:08 PM
8	Hispanic Chamber of Commerce Fax: 1-713-644-7377	Sent: 11/13/2018 1:32:58 PM
10	Houston Association of Black Journalists E-mail: houstonabj@hotmail.com	Sent: 11/13/2018 1:31:10 PM
18	NAACP Fax: 1-713-630-2699	Sent: 11/13/2018 1:33:51 PM
19	National Hispanic Media Coalition E-mail: info@nhmc.org	Sent: 11/13/2018 1:31:10 PM
20	National Lesbian & Gay Journalists Association E-mail: info@nlgja.org	Sent: 11/13/2018 1:31:11 PM
21	Sam Houston State University E-mail: careerservices@shsu.edu	Sent: 11/13/2018 1:31:06 PM
22	Texas Association of Broadcasters E-mail: jobs@tab.org	Sent: 11/13/2018 1:31:07 PM
23	Texas Veterans Commission Fax: 1-713-978-7049 E-mail: aleshia.jamison@tvc.texas.gov	Sent: 11/13/2018 1:33:04 PM Sent: 11/13/2018 1:31:06 PM
25	University of Houston Fax: 1-713-743-5111	Sent: 11/13/2018 1:35:13 PM

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Vacancy Data Form

Digital Content Coordinator

Recruitment source referring hiree: **Employee Referral**

Date of hire: **1/14/2019**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
1	African American Chamber of Commerce PO Box 5488 Portland, Oregon 97228 Phone : 503-244-5794 Email : blackchamber@usa.net Roy Jay	N	0
2	African Chamber of Commerce 6112 Wheatley Street Houston, Texas 77091 Phone : 713-692-7003 Email : info@acreshomecenter.org Anthony Stewart	N	0
3	Alvin Community College 3110 Mustang Rd. Alvin, Texas 77511 Phone : 281-756-3767 Url : www.alvincollege.edu Email : BLewis@alvincollege.edu Bill Lewis	N	0
4	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0
5	Employee Referral	N	1
7	Goodwill Industries of Houston 1140 West Loop North Houston, Texas 77055 Phone : unknown Email : m_holder@goodwillhouston.org Megan Holder	N	0

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Vacancy Data Form

Digital Content Coordinator

Recruitment source referring hiree: Employee Referral

Date of hire: 1/14/2019

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
8	Hispanic Chamber of Commerce 2900 Woodridge Suite 312 Houston, Texas 77087 Phone : 713-644-7070 Fax : 1-713-644-7377 Career Services	N	0
9	Houston Advertising Federation (AAF) 7155 Old Katy Road Suite 100 Houston, Texas 77024 Phone : 713-237-9999 Url : www.aaf-houston.net Career Services Manual Posting	N	0
10	Houston Association of Black Journalists P.O. Box 565 Houston, Texas 77001-0565 Phone : 281-920-2284 Email : houstonabj@hotmail.com Nicole Jones	N	0
11	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	0
12	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	0
13	Indeed.com - Not Directly Contacted by SEU	N	2

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Vacancy Data Form

Digital Content Coordinator

Recruitment source referring hiree: Employee Referral

Date of hire: 1/14/2019

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
14	Internal Posting 2000 W. Loop South Suite #300 Houston, Texas 77027 Career Services Manual Posting	N	1
17	Media Alliance of Houston P.O. Box 980908 Houston, Texas 77098 Url : www.mediaalliancehouston.org Ashlee Rohm Manual Posting	N	0
18	NAACP 2002 Wheeler Ave. Houston, Texas 77004 Phone : 713-526-3389 Url : www.naacphouston.org Fax : 1-713-630-2699 Career Services	N	0
19	National Hispanic Media Coalition 55 S Grand Avenue Pasadena, California Phone : (626) 792-NHMC Email : info@nhmc.org Alex Nogales	N	0
20	National Lesbian & Gay Journalists Association 1420 K Street, NW, Suite 910 Washington, District of Columbia 20005 Email : info@nljja.org Fax : 1-202-588-1818 Career Services	N	0
21	Sam Houston State University 919 Bearkat Blvd. Box 2238 Huntsville, Texas 77341 Phone : 936-294-1713 Url : www.myinterfase.com/shsu/employer Email : careerservices@shsu.edu Career Services	N	0

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Vacancy Data Form

Digital Content Coordinator

Recruitment source referring hiree: Employee Referral

Date of hire: 1/14/2019

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
22	Texas Association of Broadcasters 502 E 11th Street Suite 200 Austin, Texas 78701 Phone : 512-322-9944 Url : www.tab.org Email : jobs@tab.org Fax : 1-512-322-0522 Anna Romero	N	0
23	Texas Veterans Commission 8373 Westheimer Houston, Texas 77063 Phone : 713-953-9211 Url : www.tvc.state.tx.us Email : aleshia.jamison@tvc.texas.gov Fax : 1-713-978-7049 Aleshia Jamison	N	0
24	Texas Workforce Commission 8373 Westheimer Houston, Texas 77063 Phone : 713-243-8036 Url : www.workintexas.com Stacy Castille Manual Posting	Y	0
26	Veterans of Foreign Wars 6101 Mount Houston Rd Houston, Texas 77050-5509 Phone : na Career Center Manual Posting	N	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			4



November 28, 2018

Veterans of Foreign Wars
6101 Mount Houston Road
Houston, Texas 77050-5509

Career Services:

We would like to post the attached opening for iHeartMedia Houston effective immediately:

Digital Content Coordinator 68652-14944

If you have a candidate interested in applying, please have the individual submit their resume to:

<http://www.iheartmediacarereers.com>

Feel free to reach out if you have any questions.

Thank you,

A handwritten signature in black ink, appearing to read "Sylvia Jones".

Sylvia Jones
iHeartMedia Houston
sylviajones@iheartmedia.com
713-212-8020

iHeartMEDIA Radio – Houston
KODA-FM * KQBT-FM * KTBZ-FM * KTRH-AM * KBME-AM * KPRC-AM
2000 West Loop South, Suite 300
Houston, Texas 77027
713-212-8000



Job Opportunity

From (station call letters):	iHeartMedia – Houston	Date:	11/28/18
Job Posting Number:	<u>68652-14944</u>	City, State	Houston, Texas

We ask for your efforts and cooperation in our efforts to recruit, hire and promote qualified candidates including women and minorities. In this regard, if you or someone you know might be interested and is qualified for this position, we encourage you to apply or refer candidates to us.

Position Open/Location:	Digital Content Coordinator
Closing Date for Application:	2/25/19
Address Resume To:	2000 West Loop South, #300 Houston, TX 77027
Contact Name / Email Address:	Only applications submitted through www.iheartmediacareers.com will be accepted. NO PHONE CALLS PLEASE

JOB SUMMARY:

iHeartMedia – Primary administrative resource for updating content of web-based templates and monitoring associated applications.

RESPONSIBILITIES:

- Maintains functionality of web-based software sites, products, programs, and prototypes
- Assists in the creation of user-friendly web application designs, organizes content, and integrates graphics and audio that appeal to targeted audience
- Builds custom local and sales web portal pages/sites
- Administers controls and maintains media assets
- Monitors web applications for performance and capacity
- Conducts day-to-day website maintenance for radio station(s)
- Maintains and utilizes digital traffic orders ticket system
- Works closely with Digital Content Director, Digital Sales Manager, Graphic Designers and Program Directors to execute creative online promotions/contests

QUALIFICATIONS

- Demonstrated experience with web CMS systems
- Working knowledge of Adobe Photoshop, Premiere, Dreamweaver and Illustrator
- Working knowledge and experience with basic photography and videography, along with basic editing skills
- Proficient in Microsoft Office suite
- Advanced knowledge and experience using Facebook, Twitter, Instagram and social networking platforms
- Functional knowledge of interactive technologies and trends
- Demonstrated ability to learn new technology quickly
- Ability to work in a team-oriented environment, sharing projects, knowledge and experience
- Excellent clear oral and written communication skills; excellent grammar; strong writing and editing skills
- Ability to plan and organize, get things done in a team-oriented environment

- Stress tolerance & flexibility especially when working under pressure and on multiple projects with tight deadlines
- High degree of attention to detail and optimal work standards
- Desire to grow and develop additional skills

WORK EXPERIENCE:

- 3+ years of related experience
- Application development experience a bonus as well as knowledge/familiarity with digital video/audio production equipment

EDUCATION:

- 4-Bachelor's degree in communications, design or related field preferred

To apply, please visit our website: <http://www.iHeartMediacareers.com>

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status

Digital Content Coordinator

General Information

Job Posting ID: 7352824	Creation Date: Nov 28, 2018
Employer Posting No: 68652-14944	Closing Date: Dec 28, 2018
Job Site Address: HOUSTON, Texas 77027	Employer Type: Private Sector
Openings Filled: 0 of 1	
Contacts: 0 of 50	Status: Closed

Job Description

JOB SUMMARY:

iHeartMedia – Primary administrative resource for updating content of web-based templates and monitoring associated applications.

RESPONSIBILITIES:

- Maintains functionality of web-based software sites, products, programs, and prototypes
- Assists in the creation of user-friendly web application designs, organizes content, and integrates graphics and audio that appeal to targeted audience
- Builds custom local and sales web portal pages/sites
- Administers controls and maintains media assets
- Monitors web applications for performance and capacity
- Conducts day-to-day website maintenance for radio station(s)
- Maintains and utilizes digital traffic orders ticket system
- Works closely with Digital Content Director, Digital Sales Manager, Graphic Designers and Program Directors to execute creative online promotions/contests

Supervisory Experience

Required: No

Shift: Days (First)

Duration: Regular

Workweek: Full Time

- Benefits:**
- Medical/Health Insurance Plan
 - Other Insurance Plans
 - Other Paid Leave
 - Sick Leave
 - Vacation Leave

 **Veterans Only:** No

Federal

Contractor: Yes

Eagle Ford Shale

Job: No

Is this job related to Hurricane Harvey Clean-up/Restoration?: No

Job Requirements

Occupation: Instructional Coordinators

Minimum Experience and Education: 3 yrs 0 mos and Bachelors Degree

Additional Requirements

Language: • English; Fluency - Excellent (Read, Write, Speak)

Driver's License

Type: Class C - Standard Driver's License

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Vacancy Data Form

On Air Host

Recruitment source referring hiree: Exigent Circumstances

Date of hire: 3/25/2019

Recruitment source referring hiree: Exigent Circumstances

Date of hire: 3/25/2019

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
6	Exigent Circumstances	N	2
TOTAL INTERVIEWS OVER REPORTING PERIOD:			2

MEMORANDUM

TO: Station Internal Files

RE: Circumstances concerning On-Air Hosts and Producer Hires

The station employment unit (“SEU”) faced exigent circumstances with regards to the March 25, 2019 hires of an AM drive producer and two PM drive hosts given the urgent need to replace its KBME morning team. It moved its current PM drive host, Sean Salisbury, to AM drive to help the morning show get back on track. Rachel Mercado was hired as an AM drive producer as she had already been teaming with Mr. Salisbury on an independent podcast and has strong relationships to Houston. To fill his place in the PM, the SEU brought in Adam Clanton and Adam Wexler as On- Air Hosts. Both are local broadcasters with strong ties to the local market. They have experience with the stations as former employees, and had been identified as talent the SEU station would like to bring back when the opportunity arose.

KBME, KODA, KPRC, KQBT, KTBZ-FM, KTRH

Vacancy Data Form

Producer

Recruitment source referring hiree: Exigent Circumstances
Date of hire: 3/25/2019

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
7	Exigent Circumstances	N	1
TOTAL INTERVIEWS OVER REPORTING PERIOD:			1

MEMORANDUM

TO: Station Internal Files

RE: Circumstances concerning On-Air Hosts and Producer Hires

The station employment unit (“SEU”) faced exigent circumstances with regards to the March 25, 2019 hires of an AM drive producer and two PM drive hosts given the urgent need to replace its KBME morning team. It moved its current PM drive host, Sean Salisbury, to AM drive to help the morning show get back on track. Rachel Mercado was hired as an AM drive producer as she had already been teaming with Mr. Salisbury on an independent podcast and has strong relationships to Houston. To fill his place in the PM, the SEU brought in Adam Clanton and Adam Wexler as On- Air Hosts. Both are local broadcasters with strong ties to the local market. They have experience with the stations as former employees, and had been identified as talent the SEU station would like to bring back when the opportunity arose.

TAB C

FOR INTERNAL BUSINESS RECORDS ONLY

KBME, KODA, KQBT, KTBZ-FM, KTRH

RECRUITMENT INITIATIVES FORM

April 1, 2017 – March 31, 2018

	Type of Recruitment Initiative	Date	Brief Description of Activity & Scope of Broadcaster's Participation <i>(where applicable, include job title(s) of station staff involved in the activity)</i>
1.	Participation in scholarship programs	7/10/2017	Each year, our SEU partners with the Media Alliance of Houston for the Sandy Schenker Capell Scholarship program. The scholarship program was created to honor Sandy Schenker Capell, a former manager at our SEU who lost her battle with cancer. Each year, the scholarship is awarded to a Houston area High School senior interested in a career in media. Our SEU works closely with the Media Alliance of Houston to review applications and help select each year's winner. The 2017 Scholarship winner was announced in July 2017.
2.	Establishment of a mentoring program	1/1/2018	During the reporting period, our SEU conducted Media 1 Consultant, a mentoring and training program developed by the stations. The program teaches new college graduates and employees the skills they needed to advance in their careers and become successful radio sales professionals. The program, supervised by our SEU's VP of Business Development, consisted of regular team meetings and one-on-one mentoring sessions with senior sales personnel for four Media Consultants.
3.	Participation in events sponsored by community groups	2/22/2018	Our SEU was a sponsor of Corporate Cupid, an event organized by American Advertising Federation and Ad2 Houston for students from local colleges and young professionals looking for direction on how to sharpen their individual interview skills. SEU participants attended the event and conducted mock interviews, and attendees were given a tour of the iHeartMedia broadcasting facilities.

Jones, Sylvia

Subject: FW: SCHOLARSHIP WINNER

From: Meagan <[redacted]@iheartmedia.com>
Sent: Monday, July 17, 2017 10:19 PM
To: Alwais, Missy <MissyAlwais@iheartmedia.com>
Subject: Re: SCHOLARSHIP WINNER

So sorry to hear about Sandy.

Per the Texas State Website:

1. Make the scholarship check payable to Texas State University
2. Mail the check with a cover letter including my name, student id, and disbursement instructions to:

Financial Aid and Scholarships
JC Kellam Building Ste 220
Texas State University
601 University Dr
San Marcos, TX 78666-4684

I am so very grateful for the award,
Meagan

On Jul 17, 2017, at 5:19 PM, Alwais, Missy <MissyAlwais@iheartmedia.com> wrote:

Thank you for your email.

The scholarship is for \$2,000 from Media Alliance of Houston, Sandy Schenker Capell Scholarship, honoring my mentor, Sandy who lost her battle with cancer a few years ago.

Do you happen to have the address of Office of Student Financial Services address that we need to send the check.

Thank you
Missy

Missy Alwais
Director of Business Development- Sports Lead
iHeartMedia
o 713-212-8455
Reaching a quarter billion consumers every month
Radio/Digital/Outdoor/Mobile/Social/Events
Assistant: Kostas Lemonudas email: kostaslemonudas@iheartmedia.com

From: Meagar [redacted] n]
Sent: Monday, July 17, 2017 3:28 PM
To: Alwais, Missy <MissyAlwais@iheartmedia.com>
Subject: Re: SCHOLARSHIP WINNER

Ms. Alwais,

Firstly, I want to thank you immensely for this wonderful scholarship. This is definitely going to help me with my academic goals. As for my Texas State ID, my ID is [redacted]. I had called you earlier in regards of the award amount of the scholarship. If you could respond to this email or call me back at this number, [redacted], at your earliest convenience that would be wonderful.

Thank you again!

Meagan [redacted]

From: Alwais, Missy <MissyAlwais@iheartmedia.com>
Sent: Monday, July 10, 2017 2:21 PM
To: M: [redacted]
Subject: SCHOLARSHIP WINNER

Good afternoon. I would like to tell you that you are the Sandy Schenker Capell Scholarship winner! We will send a check directly to your school. All we need is your Texas State ID.

Please give me a call when you have time!
missy

Missy Alwais

KBME, KODA, QGBT, KTBZ-FM, KTRH

RECRUITMENT INITIATIVES FORM

April 1, 2018 – March 31, 2019

	Type of Recruitment Initiative	Date	Brief Description of Activity & Scope of Broadcaster's Participation <i>(where applicable, include job title(s) of station staff involved in the activity)</i>
1.	Participation in scholarship programs	5/28/2018	Each year, our SEU partners with the Media Alliance of Houston for the Sandy Schenker Capell Scholarship program. The scholarship program was created to honor Sandy Schenker Capell, a former manager at our SEU who lost her battle with cancer. Each year, the scholarship is awarded to a Houston area High School senior interested in a career in media. Our SEU works closely with the Media Alliance of Houston to review applications and help select each year's winner. The 2018 Scholarship winner was announced in May 2018.
2.	Participation in events sponsored by community groups	5/31/2018	Our SEU hosted and participated in the Level Up Workshop, an event organized by AD2, an advertising organization for communication professionals. The event was focused on providing training and best practices to local college students and young professionals regarding improving their LinkedIn profiles to attract professional recruiters, source potential clients, and network; free head shots were provided to attendees to upload to their LinkedIn account. SEU participants were available to answer questions about the broadcast industry, and event attendees were provided a tour of the iHeart broadcasting facilities. Additionally, our SEU's Media Consultants attended the training.
3.	Participation in other activities designed by the station employment unit	7/23/2018	From July 23, 2018 to July 25, 2018, our SEU hosted a student from George Ranch High School for an intensive 3-day job shadow. The student was able to meet and observe SEU staff in our Automotive, Digital, Sales, Promotions, Programming and Production departments, including sitting in on department meetings, attending sales calls, and recapping the entire experience with our Region President.
4.	Participation in events sponsored by community groups	11/2/2018	Our SEU hosted a student team at our facility as part of the AAF-Houston Student Conference and Competition. The students worked in teams to create a comprehensive marketing, advertising and public relations campaign. The students also met with SEU staff and were provided a tour of the iHeartMedia broadcasting facilities.
5.	Establishment of a mentoring program	1/1/2019	During the reporting period, our SEU continued Media 1 Consultant, the mentoring and training program developed by the stations for four Media Consultants. The Media Consultants, under the supervision of our SEU's VP of Business Development, continued their learning needed to advance in their careers and become successful radio sales professionals through regular team meetings and one-on-one mentoring sessions with senior sales personnel.

6.	Participation in other activities designed by the station employment unit	2/25/2019	From February 25, 2019 to February 27, 2019, our SEU hosted a student from Second Baptist School for an intensive 3-day job shadow. The student was able to meet with SEU staff in our Automotive, Digital, Finance, Sales, Promotions, Programming and Production departments, including sitting in on department meetings, attending sales calls, and recapping the entire experience with our Region President.
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MEDIA ALLIANCE
OF HOUSTON

May 28, 2018

Dartmouth University
Hanover, NH 03755

Dear Registrar,

Media Alliance of Houston and iHeartMedia are proud to award the Sandy Schenker Capell scholarship to a deserving High School senior interested in a degree in the media industry.

This year we have selected: **DEVANSHI** our recipient for the Media Alliance/iHeartMedia of Houston Sandy Schenker Capell Scholarship 2018.

Her scholarship is for \$2,000. This is a one-time scholarship and is to be awarded only to a full-time student.

If you have any questions about this scholarship or our organization, please feel free to contact us. Thank you so much and we are looking forward to working with your university again in the future.

Sincerely,

Missy Alwais

MAH Internship/Scholarship Co-Chair
iHeartMedia – Director of Business Development
Work Phone: 713-212-8455
missyalwais@iheartmedia.com



iHeartMEDIA

3-DAY INTERN SCHEDULE

MONDAY, JULY 23, 2018

- 9:00 – 10:00 Observe the round table discussion with sales managers
- 10:00 – 10:30 Learn about sales with Paul Lambert, Vice President of Sales
- 10:30 – 12:00 Attend sales calls with Brantly Drapp, Senior Account Executive
- 12:30 – 2:00 Discuss the Media Consultant role. You will have lunch with Courtney & Kiera
- 2:00 – 3:00 Learn about digital sales assets with Angie Aranda, Digital Manager and JL Sherman, Digital
- 3:00 - 4:00 Learn about automotive resources with Kristin Armstrong, Automotive Manager

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iHeartMEDIA

3-DAY INTERN SCHEDULE

TUESDAY, JULY 24, 2018

- 7:00 – 8:00 Observe the Sunny 99.1 Dana Tyson morning show with Jay Rodriguez and Anthony Chase (KODA 99.1)
- 8:00 – 9:00 Observe the Rod Ryan morning show with Dinah Powers, Alex Middleton ad Chili (94.5 KTbz)
- 9:00 – 10:00 Observe sales meeting with all sellers and Paul Lambert
- 10:00 – 11:00 Observe promotional department brainstorm & schedule promotional events for all six stations with Melissa Brezner, Marketing Director and Rob Skinner, Director of Promotions
- 11:00 – 12:00 Learn about Facebook, Twitter and digital department with Joe Bond, Regional Digital Program Director & Marvin Moore, Event Manager & Digital Content Specialist
- 12:00 – 1:30 Learn about Total Traffic & Weather Network and processing of orders with Martha Curras & Carla Rogers, Strategic Account Managers and Stephanie Alvarez, Sales Coordinator. You will have lunch with Martha, Carla and Stephanie
- 1:30 – 4:00 Attend sales calls with Lisa Baldon/Senior Account Executive

NOTES



iHeartMEDIA

3-DAY INTERN SCHEDULE

WEDNESDAY, JULY 25, 2018

- 8:00 – 9:00 Observe the Michael Berry show with Ramon Robles (KTRH 740)
- 9:00 – 10:00 Observe and discuss research projects with Hope Dubois, Research Director
- 10:00 – 11:00 Learn how commercials are produced for all six stations with Jeremy Benson, Production Director
- 11:00 – 12:00 Observe Beat (93.7 KQBT) programming meeting with air personalities conducted by Michael Saunders, Program Director
- 12:00 – 1:00 Lunch
- 1:00 – 2:00 Observe program director meeting for all six stations conducted by Marc Sherman, Region Senior Vice President of Programming
- 2:00-3:00 Recap internship with Eddie Martiny, Region President

NOTES

Jones, Sylvia

Subject:

FW: Thank you

-----Original Message-----

From: Katie

Sent: Monday, July 30, 2018 3:31 PM

To: Armstrong, Kristin <KristinArmstrong@iheartmedia.com>

Subject: Thank you

Dear Mr. Martiny

Thank you so much for the opportunity to intern at IHeartMedia Houston for the week of July 23. I learned so much from your team and the different departments of radio that will be very helpful to me as I pursue my degree in Business Marketing. I especially enjoyed sitting in with the on air personalities and look forward to a career in media.

Kindest Regards,
Katie

Jones, Sylvia

From: Jones, Sylvia
Sent: Friday, February 22, 2019 17:30
To: Martiny, Eddie
Subject: Abby Arriaga Intern Calendar for February 25th - 27th

Monday, February 25th

9:00 – 10:00 a.m.	Sit in and observe the Rod Ryan Morning Show (94.5 KTBZ) / Rod Ryan
10:00 – 11:15 a.m.	Attend Sales call with Catherine Morrissette Account Executive
11:15 – 12:00 p.m.	Visit with Paul Lambert/Vice President of Sales
12:00 – 1:00 p.m.	Lunch with Lindsey Hulquist/Account Executive
1:00 – 2:00 p.m.	Learn about automotive resources with Kristin Armstrong /Auto VP
2:00 – 3:00 p.m.	Learn about Digital Sales assets w/ Angie Aranda & JL Sherman
3:00 – 3:30 p.m.	Learn about Finance Dept w/ Shelby Bloom
3:30 – 4:00 p.m.	Learn about Traffic Dept Virginia Mooring

Tuesday, February 26th

8:00 – 9:00 a.m.	Sit in and observe the Michael Berry Show (740 KTRH) / Ramon Robles
9:00 – 10:00 a.m.	Sit in and observe the sales meeting with all sellers / Paul Lambert
10:00 – 11:00 a.m.	Learn how promotional department brainstorm & schedule promotional events
with Melissa Brezner/Marketing Director	
11:00 – 12:00 p.m.	Learn about Facebook, Twitter with digital department / Joe Bond & Marvin Moore
12:00 – 1:30 p.m.	Lunch with Courtney Swanson & Klerra Pinnock / Media Consultants
1:30 – 4:00 p.m.	Attend sales calls with Lisa Baldon / Senior Account Executive

Wednesday, February 27th

9:00 – 10:00 a.m.	Sit in and observe the Josh Innes Show (790 KBME) / Jim Mudd
10:00 – 11:00 a.m.	Attend sales calls with Tony Moustakelis / Account Executive
11:00 – 12:00 p.m.	Sit and observe Beat (93.7 KQBT) programming meeting with air personalities conducted by Michael Saunders/Program Director
12:00 – 1:00 p.m.	Lunch with Martha Curras & Carla Rogers / Account Executives for Total Traffic
1:00 – 2:00 p.m.	Sit and observe program director meeting for all six stations conducted by Marc Sherman/RP Program Director
2:00 – 3:00 p.m.	Learn how commercials are produced for all six stations with Jeremy Benson / Production Director
3:30 – 4:30 p.m.	Recap of internship with Eddie Martiny / Region President

Jones, Sylvia

From: [Redacted]
Sent: Monday, March 25, 2019 13:02
To: Jones, Sylvia
Subject: Internship for SBS Student-
Attachments: Internship Journal Abi

Sylvia,

Thank you so much for allowing [Redacted] to intern with iHeart Radio the week of February 25. I am attaching her journal entries regarding her experience during that time.

Thank you again.

Dr [Redacted]

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College Guidance Counselor
Second Baptist School

713.365.2382, extension 4306

713.365.2359 (fax)

secondbaptistschool.org

