

## KWHY-22 BROADCASTING, LLC

2600 West Olive Avenue, #800  
Burbank, California 91505

April 1, 2019

EEO Staff  
Media Bureau, Policy Division  
Federal Communications  
Commission 445 12<sup>th</sup> Street, SW  
Washington, DC 20554

RE: **KPWR, Los Angeles, California (Facility ID# 25498)**

Dear Sir or Madam:

KWHY-22 Broadcasting, LLC, as licensee of Station KPWR, Los Angeles ("Licensee"), hereby responds to the Media Bureau's letter dated February 14, 2019 (the "EEO Audit Letter") requesting information and materials in connection with the audit of the EEO program of KPWR (the "Station"). The Station is one station in a Station Employment Unit consisting of stations KPWR, KDAY, KDEY-FM, KWHY-TV, and KBEH (the "Employment Unit"). KWHY-22 Broadcasting, LLC, the licensee of the Station, is a wholly-owned subsidiary of Meruelo Television, LLC. Licensee purchased the Station in August 2017, though the Licensee now owns it; therefore, all information provided in this response for KPWR pertains only to the period after August 2018 for the Station, but includes information for other stations in the Employment Unit for the period specified in the EEO Audit Letter, excepting KBEH whose acquisition was completed in November 2017 – consequently information for KBEH is only reported for the time period after acquisition.

In compiling the requested information and materials and preparing its response, Licensee has relied upon an examination of its files and records and due inquiry of current employees who are knowledgeable of employment-related issues at the Employment Unit. The responses below correspond to paragraphs as they are set forth in the EEO Audit Letter.

### **Paragraph 3: Audit Data Requested**

#### *Paragraph 3(a): EEO Public File Reports and Station Websites*

Attachment A hereto contains the Employment Unit's two most recent EEO Public File Reports. The current EEO Public File Report is available on the website of the Station. The website is:

<u>Station</u>	<u>Website</u>
KPWR	<a href="https://www.power106.com/">https://www.power106.com/</a>
KWHY	<a href="https://www.kwhy22.com/">https://www.kwhy22.com/</a>
KBEH	<a href="https://www.kwhy22.com/">https://www.kwhy22.com/</a>
KDAY	<a href="https://www.935kday.com/">https://www.935kday.com/</a>
KDEY	<a href="https://www.935kday.com/">https://www.935kday.com/</a>

The dates for all full-time hires listed on the two most recent EEO public file Reports are as follows:

2016-2017 EEO Public File Report Hire Dates

	Vacancy	Hire Date
1.	Digital Promotions Coordinator <sup>1</sup>	11/13/17

2017-2018 EEO Public File Report Hire Dates

	Vacancy	Hire Date
1.	Video Content Manager	01/02/18
2.	Video Producer	02/19/18
3.	Digital Director	05/07/18
4.	Sales Administrative Assistant	06/04/18
5.	Account Executive	01/07/19
6.	Social Media Manager	03/12/18
7.	HR Generalist	09/04/17
8.	Jr. Account Executive	01/22/18
9.	Marketing Manager	03/05/18
10.	Account Manager <sup>2</sup>	Position Closed
11.	Account Manager <sup>2</sup>	Position Closed
12.	Master Control Operator	06/20/18
13.	Receptionist <sup>3</sup>	02/26/18

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<sup>1</sup> This position was originally posted and reported on its 2016-2017 EEO report as “Digital Promotions Coordinator”; however, due to the lack of applicants the position title was changed to “Promotions Event Coordinator.” The supporting documentation for this position is titled “Promotions Event Coordinator.”

<sup>2</sup> This position was not hired. It was inadvertently reported on the 2017-2018 report. The Station maintains a permanent posting for account managers even when not actively recruiting to fill a specific position. Therefore, we report this out of an abundance of caution.

<sup>3</sup>The Station eventually hired two receptionists on a part time basis. However, the Station reported this position on its 2017-2018 EEO report out of an abundance of caution.

14.	Receptionist (see footnote 3 above)	02/26/18
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Paragraph 3(b): Full-time Positions Filled

Attachment B hereto contains copies of job postings and communications announcing the full-time job vacancies filled during the reporting periods, organized by vacancy.

Paragraph 3(c): Interviewees

The total number of interviewees for each vacancy and the referral source for each interviewee for all full-time Employment Unit vacancies filled during period covered by the 2016-2017 and 2017-2018 EEO Public File Reports are detailed below<sup>4</sup>:

2016-2017 EEO Public File Report Interviewees

	Position	Referral Sources	Number of Interviewees
1.	Digital Promotions Coordinator	a. Indeed	0
		b. KWHY Website <sup>5</sup>	0
		c. KPWR Website <sup>5</sup>	6
		d. KDAY Website <sup>5</sup>	0
		e. Meruelo Group Website <sup>5</sup>	0
		Total	6

[continued on next page]

<sup>4</sup> During the reporting period, the station employment unit recorded the total number of interviewees for all combined vacancies and the total number of interviewees referred by each recruitment source contacted by the employment unit. Due to inadvertent error, the employment unit did not break out the information by individual position in its 2016-2017 or 2017-2018 EEO Public File Report. However, the employment unit did record the information by individual position during this time. The station maintains information pertaining to which interviewee was sourced from which recruiting source, but the information contains extensive personal information of the applicants and is therefore not included with this report, but will be made available if requested in a non-public setting to protect the privacy of applicants.

<sup>5</sup> The Station utilizes a centralized HR job posting and applicant tracking system called "Taleo." This system posts the same job description to each of the Employment Units websites. Supporting documentation in Attachment B includes the centralized job posting as it appears within the Taleo system and would be seen on each website. Station did not keep records of the individual website postings, but will now do so in the future.

2017-2018 EEO Public File Report Interviewees

	Position	Referral Sources	Number of Interviewees
1.	Video Content Manager	a. Indeed	3
		b. KWHY Website <sup>5</sup>	0
		c. KPWR Website <sup>5</sup>	4
		d. KDAY Website <sup>5</sup>	0
		e. Meruelo Group Website <sup>5</sup>	0
		Total	7
2.	Video Producer	a. Indeed	5
		b. KWHY Website <sup>5</sup>	0
		c. KPWR Website <sup>5</sup>	2
		d. KDAY Website <sup>5</sup>	0
		e. Meruelo Group Website <sup>5</sup>	0
		Total	7
3.	Digital Director	a. Indeed	1
		b. KWHY Website <sup>5</sup>	0
		c. KPWR Website <sup>5</sup>	2
		d. KDAY Website <sup>5</sup>	0
		e. Meruelo Group Website <sup>5</sup>	0
		f. Careers	0
		g. Southern California Broadcast Association	0

		Total	3
4.	Sales Administrative Assistant	a. Indeed	3
		b. KWHY Website <sup>5</sup>	0
		c. KPWR Website <sup>5</sup>	0
		d. KDAY Website <sup>5</sup>	0
		e. Meruelo Group Website <sup>5</sup>	0
		f. Careers	0
		g. Southern California Broadcast Association	0
		Total	3
5.	Account Executive	a. Indeed	0
		b. KWHY Website <sup>5</sup>	0
		c. KPWR Website <sup>5</sup>	0
		d. KDAY Website <sup>5</sup>	0
		e. Meruelo Group Website <sup>5</sup>	0
		Total	3
6.	Social Media Manager	a. Indeed	0
		b. KWHY Website <sup>5</sup>	0
		c. KPWR Website <sup>5</sup>	9
		d. KDAY Website <sup>5</sup>	0
		e. Meruelo Group Website <sup>5</sup>	0
		Total	9
7.	Human Resources Generalist	a. Indeed	0
		b. KWHY Website <sup>5</sup>	0

		c. KPWR Website <sup>5</sup>	3
		d. KDAY Website <sup>5</sup>	0
		e. Meruelo Group Website <sup>5</sup>	0
		Total	3
8.	Junior Account Manager	a. Indeed	0
		b. KWHY Website <sup>5</sup>	0
		c. KPWR Website <sup>5</sup>	1
		d. KDAY Website <sup>5</sup>	0
		e. Meruelo Group Website <sup>5</sup>	0
		Total	1
9.	Marketing Manager	a. Indeed	3
		b. KWHY Website <sup>5</sup>	1
		c. KPWR Website <sup>5</sup>	0
		d. KDAY Website <sup>5</sup>	0
		e. Meruelo Group Website <sup>5</sup>	0
		Total	4
10.	Account Executive	a. Indeed	0
		b. KWHY Website <sup>5</sup>	0
		c. KPWR Website <sup>5</sup>	2
		d. KDAY Website <sup>5</sup>	0
		e. Meruelo Group Website <sup>5</sup>	0
		Total	2
11.	Account Executive	a. Indeed	0

		b. KWHY Website <sup>5</sup>	0
		c. KPWR Website <sup>5</sup>	0
		d. KDAY Website <sup>5</sup>	0
		e. Meruelo Group Website <sup>5</sup>	0
		Total	0
12.	Master Control Operator	a. Indeed	0
		b. KWHY Website <sup>5</sup>	5
		c. KPWR Website <sup>5</sup>	0
		d. KDAY Website <sup>5</sup>	0
		e. Meruelo Group Website <sup>5</sup>	0
		Total	5
13.	Receptionist	a. Indeed	6
		b. KWHY Website <sup>5</sup>	0
		c. KPWR Website <sup>5</sup>	0
		d. KDAY Website <sup>5</sup>	0
		e. Meruelo Group Website <sup>5</sup>	0
		Total	6

Paragraph 3(d): Recruitment Initiatives

Documentation relating to recruitment initiatives listed in the EEO Public File Reports submitted with this response is attached hereto as Attachment C.

As of the date of the EEO Audit Letter, February 14, 2019, the Employment Unit employed more than 11 full-time employees. The Employment Unit is located in a metropolitan area, as defined by the Office of Management and Budget, with more than 250,000 persons. The Employment Unit is required to perform four initiatives within each two-year period.

Paragraph 3(e): Discrimination Complaints

There have been no complaints involving the Station filed during the Station's current license term, before any body having competent jurisdiction under Federal, State, territorial or local law, alleging unlawful discrimination in the employment practices of the Employment Unit on the basis of race, color, religion, national origin, or sex.

Paragraph 3(f): Responsibilities of Each Level of Employment Unit Management to Ensure Enforcement of Employment Unit EEO Policies: Informing Employees and Job Applicants of Employment Unit EEO Policies

The management of the Employment Unit actively works to facilitate effective implementation and enforcement of its equal opportunity and nondiscrimination policies. The Employment Unit's Director of Human Resources holds ultimate responsibility for ensuring that KPWR's and the Employment Unit's EEO policies are followed. The Director of Human Resources works to see that the EEO policies are implemented effectively, that notices are sent to recruitment sources on the Employment Unit's distribution lists, and, in conjunction with the department heads, that the necessary paperwork is completed for each full-time job vacancy. The Director of Human Resources and the department heads are responsible for seeing that the Employment Unit complies with its EEO policies in its day-to-day operations. Department heads are reminded of the Employment Unit's EEO policies at regularly-scheduled department head meetings and they are responsible for contacting the Director of Human Resources for assistance disseminating notice of full-time and part-time job vacancies. Employment Unit management is also available to address employee concerns regarding the Employment Unit's EEO policies.

Pursuant to 47 C.F.R. § 73.2080(b), the Employment Unit uses a variety of methods to inform both current employees and job applicants of its EEO policies. The Employment Unit's current employees are informed of the Station's and the Employment Unit's EEO policies in the KPWR employee handbook, which each employee receives at the time of hire. In the section dedicated to Equal Employment Opportunity, the KPWR employee handbook explains that:

"We are an Equal Employment Opportunity employer committed to providing equal opportunity in all of our employment practices, including selection, hiring, assignment, re-assignment, promotion, transfer, compensation, discipline, and termination. The Company prohibits discrimination, harassment, and retaliation in employment based on race, color, religion, genetic information, national origin, sex (including same sex), pregnancy, childbirth, or related medical conditions, age, disability or handicap, citizenship status, service member status, or any other category protected by federal, state or local law."

The Employment Unit informs job applicants of its EEO policies by including a description of its EEO and nondiscrimination policies on the first page of each application for employment. The application informs applicants that "This Company is an equal opportunity employer. We seek and employ qualified people in all job classifications and positions without discrimination on the basis of race, color, religion, ancestry, sex, sexual orientation, national origin, age and disability." The Employment Unit's printed advertisements, online postings, and on-air announcements regarding job vacancies also explain that KPWR and the Employment Unit are equal opportunity employers.

Paragraphs 3(g)-(h): Self-Assessment

The Employment Unit conducts ongoing evaluations of its EEO recruitment program, pursuant to 47 C.F.R. § 73.2080(c)(3), in an effort to ensure that its efforts achieve broad outreach to potential applicants. The Director of Human Resources performs such analyses, including ongoing review



of recruitment data and the recruitment source list to assess the effectiveness of the Employment Unit's recruitment sources. In order to improve the pool of applicants for vacancies at the Employment Unit, in addition to distributing notice of vacancies to the organizations listed on its mail distribution list and its email distribution list, the Employment Unit will participate in job fairs. Additionally, through participation in job fairs, career days, and other activities, personnel from the Employment Unit interact with personnel from local organizations and potential recruitment sources in the community.

The Employment Unit regularly analyzes the effectiveness of its EEO practices and policies (including an examination of pay, benefits, seniority practices, promotions, and selection techniques and tests), in an effort to ensure that they provide equal opportunity and do not have a discriminatory effect, as required by 47 C.F.R. § 73.2080(c)(4). The Employment Unit's Director of Human Resources works with management at the Licensee's corporate parent, Meruelo Group, to examine employee pay rates, fringe benefits, seniority practices, and promotions to determine whether all employees were treated equally in connection with the Employment Unit's annual budget process. The Employment Unit's employees are offered identical benefits, including insurance and paid leave, with the exception of the Director of Human Resources and certain contract employees who receive benefits in accordance with their individually-negotiated contracts. The Employment Unit makes all promotion decisions based on the skills, ability and experience of the applicant - race, color, religion, national origin, and sex are not considered. Furthermore, it is the Employment Unit's policy that the Director of Human Resources and the Station President approve all promotion decisions and that the Director of Human Resources and the KPWR General Counsel approve all termination decisions.

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

Paragraph 3(i): Religious Broadcaster

Licensee is not a religious broadcaster; therefore this paragraph is not applicable.

Paragraph 4: Time Brokerage

No Station in the Employment Unit are subject to a time brokerage agreement.

Should any question arise regarding this information, please contact either:

Matthew J Weitz, Associate General Counsel – [Mweitz@meruelogroup.com](mailto:Mweitz@meruelogroup.com), or  
the undersigned's counsel, Paul A. Cicelski, at (202) 416-6756.

Respectfully submitted,

/s/

Otto Padron, President  
KWHY-22 Broadcasting, LLC

## ATTACHMENT A

**KDAY/KDEY**  
**EEO PUBLIC FILE REPORT**  
**August 1, 2016 – July 31, 2017<sup>1</sup>**

**I. VACANCY LIST**

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

<b>Job Title</b>	<b>Recruitment Sources (“RS”) Used to Fill Vacancy</b>	<b>RS Referring Hiree</b>
DIGITAL PROMOTIONS COORDINATOR	2, 3	2

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<sup>1</sup> This Report provides recruitment data collected from August 1, 2016 through July 21, 2017.

**KDAY/KDEY**  
**EEO PUBLIC FILE REPORT**  
August 1, 2016 – July 31, 2017

**II. MASTER RECRUITMENT SOURCE LIST (“MRSL”)**

<b>RS Number</b>	<b>RS Information</b>	<b>Source Entitled to Vacancy Notification? (Yes/No)</b>	<b>No. of Interviewees Referred by RS Over Reporting Period</b>
1	Company Website – Meruelo Group	N	0
2	Taleo	N	7
3	Indeed.com	N	4
4	Careerbuilder.com	N	6
5	UCLA Career Center-501 Westwood Plaza, Strathmore Building 2 <sup>nd</sup> and 3 <sup>rd</sup> Floors, Los Angeles, CA	N	0
6	Work In Entertainment	N	0
7	Internal Posting	N	0
8	Glassdoor.com	N	0
9	Entertainment Careers	N	0
<b>TOTAL INTERVIEWEES OVER REPORTING PERIOD</b>			36

**KDAY/KDEY**  
**EEO PUBLIC FILE REPORT**  
**August 1, 2016 – July 31, 2017**

**III. RECRUITMENT INITIATIVES**

	<b>Type Of Recruitment Initiative (Menu Selection)</b>	<b>Brief Description Of Activity</b>
<b>1</b>	Provide EEO Training to Management Level Personnel	EEO training for management level personnel was provided by the Station's Associate General Counsel on July 17, 2017. It was conducted at the KWHY station and seven executives attended.
<b>2</b>	Participate in Events or Programs Sponsored by Education Institutions Relating to Careers in Broadcasting	On June 9, 2017, the Station's President was keynote speaker at a graduation ceremony for a middle school in Downtown Los Angeles. The speech was focused on the skills needed for a successful career in media and how important it is to start developing these skills at a young age.
<b>3</b>	Internship Program	In summer of 2016 station ran an internship program. The program ran from June to August. There was one intern. The intern was circulated from department to department to learn different aspects of the business. The student was from USC.

**KPWR(FM)/KDAY(FM)/KDEY-FM/KWHY-TV/KBEH-TV<sup>1</sup>**  
**EEO PUBLIC FILE REPORT**  
**August 1, 2017 – July 31, 2018**

**I. VACANCY LIST**

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

<b>Job Title</b>	<b>Recruitment Sources (“RS”) Used to Fill Vacancy</b>	<b>RS Referring Hiree</b>
VIDEO CONTENT MANAGER	1,2,3,4,5,7	5
VIDEO PRODUCER	1,2,3,4,5,7	5
DIGITAL DIRECTOR	1,2,3,4,5,6,7	6
SALES ADMINISTRATIVE ASSISTANT	1,2,3,4,5,7	5
ACCOUNT EXECUTIVE	1,2,3,4,5,7	5
SOCIAL MEDIA MANAGER	1,2,3,4,5,7	5
HUMAN RESOURCES GENERALIST	1,2,3,4,5,7	5
JUNIOR ACCOUNT EXECUTIVE	1,2,3,4,5,7	5
MARKETING MANAGER	1,2,3,4,5,7	5
ACCOUNT MANAGER	1,2,3,4,5,7	5
ACCOUNT MANAGER	1,2,3,4,5,7	5
MASTER CONTROL OPERATOR	1,2,3,4,5,7	5
RECEPTIONIST	1,2,3,4,5,7	5
RECEPTIONIST	1,2,3,4,5,7	5

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<sup>1</sup> On November 29, 2017, the assignment of license for Station KBEH-TV from Hero License Co., LLC to KWHY-22 Broadcasting, LLC was consummated. *See* FCC File No. BALCDT-20170915ABA. Although this report covers the entire twelve month reporting period for the stations comprising the Employment Unit, information as it relates to KBEH-TV covers only the period from and after November 29, 2017. *See* 47 C.F.R. § 73.2080(c)(6).

**KPWR(FM)/KDAY(FM)/KDEY-FM/KWHY-TV/KBEH-TV**  
**EEO PUBLIC FILE REPORT**  
August 1, 2017 – July 31, 2018

**II. MASTER RECRUITMENT SOURCE LIST (“MRSL”)**

<b>RS Number</b>	<b>RS Information</b>	<b>Source Entitled to Vacancy Notification? (Yes/No)</b>	<b>No. of Interviewees Referred by RS Over Reporting Period</b>
1	Company Website – <a href="http://www.935kday.com">www.935kday.com</a>	N	0
2	Company Website – <a href="http://www.power106.com">www.power106.com</a>	N	0
3	Company Website – <a href="http://www.kwhy22.com">www.kwhy22.com</a>	N	0
4	Company Website – <a href="http://www.meruelogroup.com">www.meruelogroup.com</a>	N	0
5	Indeed – <a href="http://www.indeed.com">www.indeed.com</a>	N	53
6	Internal Referral	N	1
7	Southern California Broadcast Association – <a href="http://www.scba.com/">http://www.scba.com/</a>	N	0
<b>TOTAL INTERVIEWEES OVER REPORTING PERIOD</b>			<b>54</b>

**KPWR(FM)/KDAY(FM)/KDEY-FM/KWHY-TV/KBEH-TV**  
**EEO PUBLIC FILE REPORT**  
**August 1, 2017 – July 31, 2018**

**III. RECRUITMENT INITIATIVES**

	<b>Type of Recruitment Initiative</b>	<b>Brief Description of Activity</b>
<b>1</b>	Participate in Job Fair	On September 20, 2017, the Employment Unit (“EU”) participated in the Rio Hondo College Job, Internship & Resource Fair in Whittier, CA. EU participants included the Office Manager/Internship Coordinator and Street Team Members, who greeted students, shared job and internship opportunities at the EU, and accepted resumes. An EU DJ also attended and entertained students by playing live music.
<b>2</b>	Participate in Job Fair	On October 3 2017, the EU participated in the Occidental College Career Fair in Los Angeles, CA. EU participants included the Office Manager/Internship Coordinator and a Flava Unit Member, who greeted students, shared job and internship opportunities at the EU, and accepted resumes.
<b>3</b>	Participate in Job Fair	On November 1, 2017, the EU participated in a Career and Internship Expo at California State University in Dominguez Hills, CA. EU participants included the Office Manager/Internship Coordinator and Flava Unit Members, who spoke to students pursuing degrees in communications, broadcasting, marketing and public relations about the EU’s job and internship opportunities. They accepted resumes and answered questions from students.
<b>4</b>	Participate in Job Fair	On March 21, 2018, the EU’s Office Manager/Internship Coordinator and Flava Unit Members participated in the Internship & Career Fair at the University of Southern California in Los Angeles, CA. They met with students and spoke with them about job and internship opportunities at the EU.



5	Participate in Job Fair	<p>On April 19, 2018, the EU's Office Manager/Internship Coordinator and Street Team Members participated in a College Internship and Volunteer Fair at Los Angeles Trade Tech College in Los Angeles, CA. They recruited for the EU's summer internship program and available positions, and accepted resumes. One of the Street Team Members played live music as entertainment for students, while another Street Team Member engaged with the crowd. They answered questions, announced the companies participating in the event and the resources available to the students.</p>
6	Participate in Job Fair	<p>On June 14, 2018, the EU's Office Manager/Internship Coordinator participated in a Community Hiring Spree &amp; Job Fair at the Zev Yaroslavsky Family Support Center in Van Nuys, CA. They recruited for the EU's summer internship program and the available positions, and accepted resumes. One of the Street Team Members played live music as entertainment, while another Street Team Member engaged with the crowd. They answered questions, announced the companies participating in the event and the resources available to attendees.</p>
7	Participate in Events or Programs Sponsored by Education Institutions Relating to Careers in Broadcasting	<p>On September 27, 2017, the EU's Office Manager/Internship Coordinator and Social Media Manager participated in a Speed Mentoring Program at California State University in Fullerton, CA. The program was offered through the University's Journalism Department. They answered questions about what it's like to work in radio, how they got into it, their educational background and talked about the EU's internship program.</p>

<b>8</b>	Participate in Events or Programs Sponsored by Education Institutions Relating to Careers in Broadcasting	On October 4, 2017, one of the EU's On-Air Personalities spoke to students studying Television Film and Media Studies at California State University in Los Angeles, CA. He spoke about how he got into radio, what it's like to work in the industry, the education that is recommended, the EU's internship opportunities and answer questions from students.
<b>9</b>	Participate in Events or Programs Sponsored by Education Institutions Relating to Careers in Broadcasting	On November 2, 2017, an EU Afternoon Drive Board Operator & Producer spoke to a radio class at University of LaVerne in LaVerne, CA. She spoke about what it's like to work in radio and her role at the EU. She educated the students about the different departments within a radio station, the education recommended and the EU's job and internship opportunities.
<b>10</b>	Participate in Events or Programs Sponsored by Education Institutions Relating to Careers in Broadcasting	On November 15, 2017, an EU Evening Show Producer participated in the Cool Careers Speakers Forum at Santa Monica College in Santa Monica, CA. He shared with students what it's like work at the EU, how he got started, the education recommended, the EU's job and internship opportunities and answered questions from students.
<b>11</b>	Participate in Events or Programs Sponsored by Education Institutions Relating to Careers in Broadcasting	On December 14, 2017, the EU's VP of Programming spoke to high school students at Westlake High School in Westlake Village, CA. He spoke to students about his role and what it's like to work for the EU. He also educated them on the different divisions within a radio station and the education recommended.
<b>12</b>	Participate in Events or Programs Sponsored by Education Institutions Relating to Careers in Broadcasting	On February 9, 2018, the EU's Sales & Marketing Representative was a guest speaker for Career Day at La Puente High School in La Puente, CA. She spoke to 11 <sup>th</sup> grade students about what it's like work at the EU, the education recommended, and answered questions from students.

<b>13</b>	Participate in Events or Programs Sponsored by Education Institutions Relating to Careers in Broadcasting	On March 15, 2018, the EU's Office Manager/Internship Coordinator participated in an Annual Career Day for journalism students at California State University in Northridge, CA. She reviewed student resumes, gave advice on what and what not to include in their resumes, what employers look at, etc. She also answered questions and gave career advice to graduating seniors regarding internship and networking opportunities.
<b>14</b>	Participate in Events or Programs Sponsored by Education Institutions Relating to Careers in Broadcasting	On April 12, 2018, the EU's VP of Marketing was a guest speaker at an 8 <sup>th</sup> grade Career Day at Rancho Pico Junior High School in Stevenson Ranch, CA. She spoke about what it's like work at the EU, the education recommended, the types of jobs in radio, and the EU's internship program.
<b>15</b>	Participate in Events or Programs Sponsored by Education Institutions Relating to Careers in Broadcasting	On April 12, 2018, the EU's VP of Marketing spoke at a Career Day for William S. Hart Union High School in Santa Clarita, CA. The students she spoke to participated in the high school's "Hart at Home" program. She spoke about what it's like work at the EU, the education recommended, the types of jobs in radio, and the EU's internship program.
<b>16</b>	Participate in Events or Programs Sponsored by Education Institutions Relating to Careers in Broadcasting	On May 3, 2018, an EU Afternoon Show Producer was a guest speaker for a radio broadcasting class at the University of LaVerne in LaVerne, CA. She spoke about what it's like to work at the EU, the education recommended, her role and the EU's job and internship opportunities.
<b>17</b>	Establish an Internship Program	The EU's Internship Program offers students from accredited schools academic credit and the opportunity to learn about programming and promotional elements of radio broadcasting. A total of 97 interns participated during this reporting period.

## ATTACHMENT B

## BROADCAST – NEW HIRE INTAKE AND TRACKING FORM – EEO

This form is for use in tracking the posting and applicant information for all full-time (more than 30 hours per week) employees hired in the broadcast industry. This form, along with supporting documentation, must be completed and retained for every new full-time hire. The information collected will be used to complete FCC required EEO reports and filings. If you have any questions on how to complete this form, please contact the General Counsel's office for guidance.

Broadcast Station	:	<u>KPWR 106</u>
		<u>Promotions Event Coordinator</u>
Where Was Job Posted <sup>1</sup> :	1.	<u>Indeed</u>
	2.	<u>KWHY Website</u>
	3.	<u>KPWR Website</u>
	4.	<u>KDAY Website</u>
	5.	<u>Meruelo Group Website</u>
	6.	<u></u>
	7.	<u></u>
	8.	<u></u>
	9.	<u></u>
	10.	<u></u>
	11.	<u></u>
How Many People Did you Interview	:	<u>6</u>
What referral source (posting) did each interviewee come from <sup>2</sup> :		<u>KPWR 106 website (6)</u>
What referral source did the final hire come from:		<u>KPWR 106 (Internal Promotion)</u>

<sup>1</sup> You must post every job on at least 8 different recruiting sources. Of those 8, at least one cannot be online such as a college career center, job placement firm, or newspaper. Print a copy of the actual job posting from each source (e.g. photocopy of newspaper ad or screenshot of online posting). Place copies of those in a file with this checklist.

<sup>2</sup> Retain copies of each interviewee's resume and write on the resume what referral source they came from. This information will not be put in the public file, but will be retained for internal tracking purposes.

# Promotion Events Coordinator

KDAY 93.5 FM - Los Angeles, CA

## Related searches:

Promotion Events Coordinator jobs in Los Angeles, CA



KDAY 93.5 FM jobs in Los Angeles, CA



Part-time

## PROMOTIONS EVENTS COORDINATOR

This role is an entry level role in the Promotions department of KDAY Radio. This position reports to the Marketing Communications Manager, and is responsible for the process of planning and delivering events, from concept to execution. This role requires an ambitious, energetic and proactive self-starter who possesses excellent organizational skills with the ability to multi-task in a fast-paced work environment. Position requires excellent written and verbal communications skills. Event planning and execution are a must.

## RESPONSIBILITIES

- Assist Marketing Communications Manager in planning and delivering events.
- Assist in the development and preparation of sales promotions.
- Coordinate and execute sales and community events and campaigns.
- Maintain a detailed promotional calendar.
- Coordinate all listener contests and prizing.
- Supervise part time promotional staff including the coordination of in-office activity and off-site event staff scheduling
- Supervise on-site station promotions, appearances, and remotes from setup to break down; keeping the overall look and feel of the event with the station's brand in mind while maintaining positive relationships with clients, event sponsors, listeners, and media while projecting a positive image at all times
- Prepare recaps of events including timeline, promos, on-air activity, communication to staff and listeners, event specifics, location, logistics, and other results.
- Work closely with Marketing, Sales, and Programming Managers.
- Maintain promotional signage, draw boxes, entry forms and equipment.
- Coordinate station promotional airtime.
- Attend all major station promotions and designated client promotions as needed.
- Maintain & improve station community profile and activities.
- Assist in managing inventory of prizing and promotional airtime.
- Maintain station vehicles, imaging tools, and sound equipment.
- Coordinate social media functions, including Facebook and Twitter, Instagram and any other social media and community web-based outlets deemed appropriate
- Attend and participate in weekly meetings as required.
- Maintain winner data base and daily updates on website.
- Other duties as assigned by Management.

## QUALIFICATIONS

- Minimum 2 years' experience in radio promotions.
- Strong communication and interpersonal skills.
- Available for weekend, evening and early morning work
- Must have experience with Microsoft Word, Excel and PowerPoint.
- Must have experience with Adobe Creative Suite.
- General knowledge of social networking platforms.
- Self-motivated, team player with a positive attitude and passion to succeed.
- Must be highly detail oriented with exceptional organizational skills.
- Ability to work well under pressure and handle multiple deadlines in a fast-paced environment under minimal supervision.
- Ability to work independently as well as part of a team while delivering accurate and on time results.
- Must be physically capable of long hours, extended exposure to the outdoors, and able to lift 50 pounds or more.
- Must be willing to work flexible hours.
- Must hold a valid driver's license and have an excellent driving record.

Job Type: Full-time

Job Location:

- Los Angeles, CA

Required education:

- High school or equivalent

Required experience:

- radio promotions: 2 years
- Microsoft Office: 2 years

2 years ago - report job

Other jobs you may like

### **Promotions Coordinator**

DFS Group Los Angeles, CA

DFS Group - 30+ days ago



### **Coordinator, On-Air Promotions**

Twentieth Century Fox Los Angeles, CA

Twentieth Century Fox - 4 days ago



### **Artist & Promoter Relations Coordinator**

Ticketmaster Hollywood, CA 90028

Ticketmaster - 7 days ago



**See more recommended jobs**

10 new

Promotions Coordinator jobs in Los Angeles, CA

Jobs at FM in Los Angeles, CA

Promotions Coordinator salaries in Los Angeles, CA






## Requisition: Promotion Events Coordinator

### Requisition Owner(s) & Approver(s):

Requisition Owners:	Bergin, Rick	Requisition Hiring Manager:	
Requesting Manager:	<b>Drew Escobar/Tomas Trujillo</b>	Requisition Approvers:	
Req Hiring Manager:		Offer Approvers:	

### Requisition Information:

ID:	<b>5321</b>	Department_c1:	
Requisition Number:	<b>5219</b>	Reason for Opening:	<b>Replacement</b>
Position:	<b>Promotion Events Coordinator</b>	Replacement for:	
Company:	<b>KDAY-FM</b>	Opened Date:	<b>3/6/17</b>
Status:	<b>Filled</b>	Filled date:	<b>3/17/17</b>
Budget Status:		Estimated Closing Date:	
Division_c1:		Notes to Recruiter:	
Department:		Equipment needed:	

### Position Information

Req Total Openings:	<b>112</b>	Pay range:	<b>\$14-\$16</b>
# of openings:	<b>1</b>	Age Requirement:	
Shift:		AES Card Required?:	
Job Status:	<b>Full time</b>	Gaming Card Required?:	
EEO job category:	<b>(5) Administrative Support Workers</b>		

### Requisition Posters:

Posted To: Not currently posted.

### Description

Description: **PROMOTIONS EVENTS COORDINATOR**

This role is an entry level role in the Promotions department of KDAY Radio. This position reports to the Marketing Communications Manager, and is responsible for the process of planning and delivering events, from concept to execution. This role



requires an ambitious, energetic and proactive self-starter who possesses excellent organizational skills with the ability to multi-task in a fast-paced work environment. Position requires excellent written and verbal communications skills. Event planning and execution are a must.

### **RESPONSIBILITIES**

- Assist Marketing Communications Manager in planning and delivering events.
- Assist in the development and preparation of sales promotions.
- Coordinate and execute sales and community events and campaigns.
- Maintain a detailed promotional calendar.
- Coordinate all listener contests and prizing.
- Supervise part time promotional staff including the coordination of in-office activity and off-site event staff scheduling
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- Work closely with Marketing, Sales, and Programming Managers.
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- Assist in managing inventory of prizing and promotional airtime.
- Maintain station vehicles, imaging tools, and sound equipment.
- Coordinate social media functions, including Facebook and Twitter, Instagram and any other social media and community web-based outlets deemed appropriate
- Attend and participate in weekly meetings as required.
- Maintain winner data base and daily updates on website.
- Other duties as assigned by Management.

### **QUALIFICATIONS**

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- Available for weekend, evening and early morning work
- Must have experience with Microsoft Word, Excel and PowerPoint.
- Must have experience with Adobe Creative Suite.
- General knowledge of social networking platforms.
- Self-motivated, team player with a positive attitude and passion to succeed.
- Must be highly detail oriented with exceptional organizational skills.
- Ability to work well under pressure and handle multiple deadlines in a fast-paced environment under minimal supervision.
- **Ability to work independently as well as part of a team while delivering accurate and on time results.**

- Must be physically capable of long hours, extended exposure to the outdoors, and able to lift 50 pounds or more.
- Must be willing to work flexible hours.
- Must hold a valid driver's license and have an excellent driving record.

**Tracking:**

Added to system: **3/6/17 4:55 PM**

Last updated: **3/17/17 2:32 PM**

## BROADCAST – NEW HIRE INTAKE AND TRACKING FORM – EEO

This form is for use in tracking the posting and applicant information for all full-time (more than 30 hours per week) employees hired in the broadcast industry. This form, along with supporting documentation, must be completed and retained for every new full-time hire. The information collected will be used to complete FCC required EEO reports and filings. If you have any questions on how to complete this form, please contact the General Counsel's office for guidance.

Broadcast Station	:	<u>KPWR 106</u>
		<u>Video Content Manager</u>
Where Was Job Posted <sup>1</sup> :	1.	<u>Indeed</u>
	2.	<u>KWHY Website</u>
	3.	<u>KPWR Website</u>
	4.	<u>KDAY Website</u>
	5.	<u>Meruelo Group Website</u>
	6.	<u></u>
	7.	<u></u>
	8.	<u></u>
	9.	<u></u>
	10.	<u></u>
	11.	<u></u>
How Many People Did you Interview	:	<u>7</u>
What referral source (posting) did each interviewee come from <sup>2</sup> :		<u>Indeed (3), KPWR website (4)</u>
What referral source did the final hire come from:		<u>KPWR Website</u>

<sup>1</sup> You must post every job on at least 8 different recruiting sources. Of those 8, at least one cannot be online such as a college career center, job placement firm, or newspaper. Print a copy of the actual job posting from each source (e.g. photocopy of newspaper ad or screenshot of online posting). Place copies of those in a file with this checklist.

<sup>2</sup> Retain copies of each interviewee's resume and write on the resume what referral source they came from. This information will not be put in the public file, but will be retained for internal tracking purposes.

# Video Content Manager/Sr. Editor

POWER 106 - Burbank, CA

## Related searches:

Video Content Manager/Sr. Editor jobs in Burbank, CA



POWER 106 jobs in Burbank, CA



**Meruelo Radio, 93.5 KDAY-FM and KPWR-Power 106 FM**, located in Burbank, CA, is currently seeking a creative, highly confident, hardworking and self-motivated individual to join the Meruelo Radio team as a Video Content Manager/Senior Editor.

## Job responsibilities include, but are not limited to:

- Manages the day-to-day workflow of the video production team including any special video projects
- To film and edit content for live events, web series, artist interviews and company marketing/sales initiatives for Power 106, KDAY and Meruelo.
- Assist team during video productions (camera operation, lighting, audio recording).
- Takes initiative to bring ideas to the Meruelo Media leadership team that solve problems, add value, and support hitting goals for content production and revenue.
- Strong project management, organization and prioritization skills to execute for the video team.
- Communicates needs to all levels as is appropriate and is able to reprioritize in a dynamic environment.
- Storyboard creation and the ability to tell the subjects/clients story with the video.
- Actively participates in setting strategy for video content and understands and applies it strategically to other digital platforms and marketing efforts.
- Understands the impact of video content production on the overall organization and is able to set activity and metrics goals to achieve business objectives.
- Collaborate with sales, programming, and marketing for a variety of video projects.
- To properly name, tag and optimize content. Understands company asset management goals and IP rules/laws related to digital content.
- Liaison with third party video partners for company accounts.

## Candidates must possess the following skills/qualifications:

- Bachelors degree and at least 4+ years previous Video Content/Senior Editor experience preferred
- Superb general troubleshooting skills and strong attention to detail
- Special effects work – green screen/motion graphics/text/audio editing.
- Ability to use lighting equipment for optimal situations
- State of the art editing skills using industry tools such as Apples Final Cut Pro or Adobes Premiere Pro.
- Understanding of popular social channels and how to best engage with their users.
- Maintain edit bays for optimal editing workflow.
- Effective leadership skills and previous experience managing a team effectively
- Ability to work as a part of a high-functioning team in a fast-paced, creative environment
- Ability to multitask with effective resolution management in a fast-paced, high-growth environment
- Strong written and verbal communication skills, excellent listening skills and the ability to adjust to the personalities of various partners

- Strong organizational and time management skills. Able to work on several projects at once.
- Work independently and with teams.

Job Type: Full-time

Job Location:

- Burbank, CA

Required education:

- Bachelor's

Required experience:

- Video Production: 4 years
- Apple Final Cut: 4 years
- Video Editing: 4 years

16 months ago - report job

Other jobs you may like

### **Video Editor / Social Media Marketing Assistant**

Totallee South Pasadena, CA 91030

\$18 - \$22 an hour

Easily apply

17 hours ago



### **See more recommended jobs**

7 new

Video Editor jobs in Burbank, CA

Jobs at POWER in Burbank, CA

Video Editor salaries in Burbank, CA

- Strong organizational and time management skills. Able to work on several projects at once.
- Work independently and with teams.

Job Type: Full-time

Job Location:

- Burbank, CA

Required education:

- Bachelor's

Required experience:

- Video Production: 4 years
- Apple Final Cut: 4 years
- Video Editing: 4 years

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Other jobs you may like

### **Video Editor / Social Media Marketing Assistant**

Totallee South Pasadena, CA 91030

\$18 - \$22 an hour

Easily apply

17 hours ago



**See more recommended jobs**

7 new

Video Editor jobs in Burbank, CA

Jobs at POWER in Burbank, CA

Video Editor salaries in Burbank, CA





## Requisition: Video Content Manager/Senior Editor

### Requisition Owner(s) & Approver(s):

Requisition Owners: Bergin, Rick  
Lopez, Xavier

Requisition Hiring Manager:

Requesting Manager: **Dianna Jason**

Requisition Approvers:

Req Hiring Manager:

Offer Approvers:

### Requisition Information:

ID: **6242**

Department\_c1:

Requisition Number: **6092**

Reason for Opening: **New Position**

Position: **Video Content  
Manager/Senior Editor**

Replacement for:

Company: **KDAY-FM**

Opened Date: **11/10/17**

Status: **Filled**

Filled date: **12/7/17**

Budget Status:

Estimated Closing Date:

Division\_c1:

Notes to Recruiter:

Department:

Equipment needed:

### Position Information

Req Total Openings: **1**

Pay range: **\$72K**

# of openings: **1**

Age Requirement:

Shift:

AES Card Required?:

Job Status: **Full time**

Gaming Card Required?:

EEO job category: **(2) Professionals**

### Requisition Posters:

Posted To: Not currently posted.

### Description

Description:

**Video Content Manager/Senior Editor**

**Meruelo Radio | Burbank, CA**

**Meruelo Radio, 93.5 KDAY-FM and KPWR-Power 106 FM**, located in Burbank, CA, is currently seeking a creative, highly confident, hardworking and self-motivated individual to join the Meruelo Radio team as a **Video Content Manager/Senior Editor**.

**Job responsibilities include, but are not limited to:**

- Manages the day-to-day workflow of the video production team including any special video projects
- To film and edit content for live events, web series, artist interviews and company marketing/sales initiatives for Power 106, KDAY and Meruelo.
- Assist team during video productions (camera operation, lighting, audio recording).
- Takes initiative to bring ideas to the Meruelo Media leadership team that solve problems, add value, and support hitting goals for content production and revenue.
- Strong project management, organization and prioritization skills to execute for the video team.
- Communicates needs to all levels as is appropriate and is able to reprioritize in a dynamic environment.
- Storyboard creation and the ability to “tell the subjects/clients story” with the video.
- Actively participates in setting strategy for video content and understands and applies it strategically to other digital platforms and marketing efforts.
- Understands the impact of video content production on the overall organization and is able to set activity and metrics goals to achieve business objectives.
- Collaborate with sales, programming, and marketing for a variety of video projects.
- To properly name, tag and optimize content. Understands company asset management goals and IP rules/laws related to digital content.
- Liaison with third party video partners for company accounts.

**Candidates must possess the following skills/qualifications:**

- Bachelor's degree and at least 4+ years previous Video Content/Senior Editor experience preferred
- Superb general troubleshooting skills and strong attention to detail
- Special effects work – green screen/motion graphics/text/audio editing.
- Ability to use lighting equipment for optimal situations
- State of the art editing skills using industry tools such as Apple's Final Cut Pro or Adobe's Premiere Pro.
- Understanding of popular social channels and how to best engage with their users.
- Maintain edit bays for optimal editing workflow.
- Effective leadership skills and previous experience managing a team effectively
- Ability to work as a part of a high-functioning team in a fast-paced, creative environment
- Ability to multitask with effective resolution management in a fast-paced, high-growth environment
- Strong written and verbal communication skills, excellent listening skills and the ability to adjust to the personalities of various partners
- Strong organizational and time management skills. Able to work on several projects at once.
- Work independently and with teams.

**Tracking:**

Added to system: 11/13/17 3:32 PM

Last updated: 12/26/17 10:17 AM

## BROADCAST – NEW HIRE INTAKE AND TRACKING FORM – EEO

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Broadcast Station	:	<u>KPWR 106</u>
		<u>Video Producer</u>
Where Was Job Posted <sup>1</sup> :	1.	<u>Indeed</u>
	2.	<u>KWHY Website</u>
	3.	<u>KPWR Website</u>
	4.	<u>KDAY Website</u>
	5.	<u>Meruelo Group Website</u>
	6.	<u></u>
	7.	<u></u>
	8.	<u></u>
	9.	<u></u>
	10.	<u></u>
	11.	<u></u>
How Many People Did you Interview	:	<u>7</u>
What referral source (posting) did each interviewee come from <sup>2</sup> :		<u>Indeed (5), KPWR website (2)</u>
What referral source did the final hire come from:		<u>KPWR Website</u>

<sup>1</sup> You must post every job on at least 8 different recruiting sources. Of those 8, at least one cannot be online such as a college career center, job placement firm, or newspaper. Print a copy of the actual job posting from each source (e.g. photocopy of newspaper ad or screenshot of online posting). Place copies of those in a file with this checklist.

<sup>2</sup> Retain copies of each interviewee's resume and write on the resume what referral source they came from. This information will not be put in the public file, but will be retained for internal tracking purposes.

# Video Producer

POWER 106 - Burbank, CA

Related searches:

Video Producer jobs in Burbank, CA



POWER 106 jobs in Burbank, CA



**Meruelo Radio, 93.5 KDAY-FM and KPWR-Power 106 FM** , located in Burbank, CA, is currently seeking a creative, highly confident, hardworking and self-motivated individual to join the Meruelo Radio team as a Video Producer.

## **Essential Duties & Responsibilities include but are not limited to:**

- Film with Artist or on air talent
- Manage Organize & Maintain Video Content
- Work with sales teams to help create commercial Ideas
- Experience with audio, cables, plugs and recording devices
- Familiar with standard concepts, practices, and procedures within a particular field.
- Works as a team with Interactive Sales and other web designers offering any expertise or help when needed.
- Meets all deadlines.
- Participate in the annual Indecency and Payola/Plugola refresher training.
- Other job related duties as required.
- High school diploma or equivalent required. College degree in Fine Arts w/emphasis on Graphic Design (or equivalent work experience) preferred.
- Minimum 3 years of experience in producing TV or Web Video content (preferably web video/YouTube content for entertainment purposes).
- Proficient in Final Cut Pro or Adobe Premiere, Photoshop and Macromedia Flash. After Effects and Cinema 4D a plus.
- Ability to work in a fast paced, detail oriented environment with experience solving creative problems quickly and efficiently.
- Experience meeting project objectives, schedules, and internal process standards.
- Graphic design and typography skills a plus.
- The ability to understand what video content requires minimal effort and rapid posting and what content requires a more professional look and feel.
- Excellent written and verbal communication skills.
- Experience with filming on a DSLR.
- Knowledge with live streaming events using LiveStream or YouTube live.
- Experience with YouTube and Brightcove video platforms a plus.
- Flexibility in work hours/schedule needed.
- Valid drivers license and state mandated automobile insurance required.

Job Type: Full-time

#### Required education:

- High school or equivalent

#### Required experience:

- DSLR: 3 years
- Adobe Premiere: 3 years
- producing TV OR Web: 3 years
- Final Cut Pro: 3 years

16 months ago - report job

#### Other jobs you may like

##### **Benefits Producer**

Gallagher Glendale, CA

Gallagher - 1 day ago



##### **Producer**

Picture Shop Burbank, CA

PICTURE SHOP - 3 hours ago



##### **Integrated Producer**

Parks, Experiences and Products Glendale, CA

Disney - 9 hours ago



##### **Commercial Producer**

MGA Entertainment Van Nuys, CA

MGA Entertainment - 17 days ago



##### **Supervising Producer**

iHeartMedia, Inc. Burbank, CA

iHeartMedia, Inc. - 8 days ago



#### See more recommended jobs

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Content Producer jobs in Burbank, CA

Jobs at POWER in Burbank, CA

Content Producer salaries in Burbank, CA



2 9+ 9+

Web Support

Administration

Help

Logout

Pipeline

**Requisitions**

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Requisition: Videographer

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Full View

Questions &amp; Ranking

**Posting Details**

History

Candidate First Name



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**Requisition Posters:**

Posted To: Not currently posted.

Videographer  
ID:6241Candidates List  
VideographerReceptionist  
ID:6375Receptionist  
ID:6381Candidates List  
ReceptionistMaster Control Oper...  
Requisition Templat...Master Control Oper...  
ID:6642Jason Matthew Gatic...  
CandidateCandidates List  
Permit SpecialistPermit Specialist  
ID:8751**Description**

Description:

**Videographer****Job Description****Essential Duties & Responsibilities include but are not limited to:**

- Film with Artist or on air talent
  - Manage Organize & Maintain Video Content
  - Work with sales teams to help create commercial Ideas
  - Experience with audio, cables, plugs and recording devices
  - Familiar with standard concepts, practices, and procedures within a particular field.
  - Works as a team with Interactive Sales and other web designers offering any expertise or help when needed.
  - Meets all deadlines.
  - Participate in the annual Indecency and Payola/Plugola refresher training.
  - Other job related duties as required.
- 
- High school diploma or equivalent required. College degree in Fine Arts w/emphasis on Graphic Design (or equivalent work experience) preferred.
  - Minimum 3 years' of experience in producing TV or Web Video content (preferably web video/YouTube content for entertainment purposes).

- Proficient in Final Cut Pro or Adobe Premiere, Photoshop and Macromedia Flash. After Effects and Cinema 4D a plus.
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- Experience with YouTube and Brightcove video platforms a plus.
- Flexibility in work hours/schedule needed.
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## BROADCAST – NEW HIRE INTAKE AND TRACKING FORM – EEO

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Broadcast Station	:	<u>KPWR 106</u>
		<u>Digital Director</u>
Where Was Job Posted <sup>1</sup> :	1.	<u>Indeed</u>
	2.	<u>KWHY Website</u>
	3.	<u>KPWR Webiste</u>
	4.	<u>KDAY Website</u>
	5.	<u>Meruelo Group Website</u>
	6.	<u>Careers</u>
	7.	<u>SCBA</u>
	8.	<u></u>
	9.	<u></u>
	10.	<u></u>
	11.	<u></u>
How Many People Did you Interview	:	<u>3</u>
What referral source (posting) did each interviewee come from <sup>2</sup> :		<u>Indeed (1), KPWR 106 (2)</u>
What referral source did the final hire come from:		<u>KPWR 106 Website</u>

<sup>1</sup> You must post every job on at least 8 different recruiting sources. Of those 8, at least one cannot be online such as a college career center, job placement firm, or newspaper. Print a copy of the actual job posting from each source (e.g. photocopy of newspaper ad or screenshot of online posting). Place copies of those in a file with this checklist.

<sup>2</sup> Retain copies of each interviewee's resume and write on the resume what referral source they came from. This information will not be put in the public file, but will be retained for internal tracking purposes.

# Digital Director

Power106 - Burbank, CA

## Related searches:

Digital Director jobs in Burbank, CA

>

Power106 jobs in Burbank, CA

>

## Digital Director

### 93.5 KDAY, Power 106, KWHY-TV, KBEH-TV

Meruelo Media (93.5 KDAY-FM, KPWR-Power 106 FM) located in Burbank, CA, is currently seeking a highly confident, hardworking and self-motivated individual to join the Meruelo Radio team as the Digital Director.

#### Job responsibilities include, but are not limited to:

- Manages the videographers, Social Media Manager, bloggers, graphic designers and their workflow to ensure success in goals and innovative solutions.
- Works directly with Digital Sales Specialist and the media sales department on custom digital sales opportunities and content sponsorships.
- Works with all departments to plan long and short-term digital strategies.
- Recommends departmental budgetary needs.
- Keeps up with the latest industry trends.
- Manages multiple projects with diverse scope, leveraging experience, skills, time management, established procedures and team resources to deliver quality products within project deadlines.
- Provides assistance for non-digital media departments in support of company initiatives, objectives and deliverables.
- Ability to motivate and lead the digital team to achieve performance goals
- Understands social networks and marketing, messaging to consumers on multiple platforms in context, media consumption habits of consumers, SEO/SEM, consumer targeting, and has expertise in interpreting Google Analytics and how they apply to business goals.
- Utilize leadership skills to work across departments and look for ways to effectively maximize engagement. This includes the ability to influence cross-functionally, our tone in web, social, advertising, etc.
- Develops strategies to create and understand audience segments and research data; applies judgment and creative sensibility to those findings.
- Attends meetings as needed.
- Works directly with market leadership to establish digital goals.
- Ability to analyze and effectively communicate digital strategies and key metrics to senior leadership and personnel across all departments.
- Ability to read, analyze, and interpret general business correspondence and professional journals.
- Other job related duties as required.

#### Candidates must possess the following skills/qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the basic knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

Bachelor's degree (B.A.) from four-year college or university desired; minimum five years multi-media or related experience and/or training; or equivalent combination of education and experience.

**Other Skills and Abilities :**

- General knowledge of media, marketing and the internet.
- Excellent communications skills.
- Ability to maintain effective interdepartmental relationships.
- Understanding of broadcast media desired.
- Creative experience or knowledge in copywriting, art design a plus.

Job Type: Full-time

Experience:

- multi-media digital operations managment: 5 years (Required)

Education:

- Bachelor's (Preferred)

16 months ago - report job

**Other jobs you may like****Director, Consumer Data Platforms**

Direct-to-Consumer and International Burbank, CA

Disney - 2 hours ago

**Director, Payer Analytics (SCA)**

UnitedHealth Group Pasadena, CA

UnitedHealth Group - 6 hours ago

**Director of Annual Giving**

Flintridge Sacred Heart Academy La Cañada Flintridge, CA 91011

Easily apply

6 days ago

**Director of Risk Contracting**

Corporate Service Center Glendale, CA

Dignity Health - 3 days ago



**See more recommended jobs**

7 new

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the basic knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

Bachelor's degree (B.A.) from four-year college or university desired; minimum five years multi-media or related experience and/or training; or equivalent combination of education and experience.

**Other Skills and Abilities :**

- General knowledge of media, marketing and the internet.
- Excellent communications skills.
- Ability to maintain effective interdepartmental relationships.
- Understanding of broadcast media desired.
- Creative experience or knowledge in copywriting, art design a plus.

Job Type: Full-time

Experience:

- multi-media digital operations management: 5 years (Required)

Education:

- Bachelor's (Preferred)

16 months ago - report job

**Other jobs you may like****Director, Consumer Data Platforms**

Direct-to-Consumer and International Burbank, CA

Disney - 2 hours ago

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Flintridge Sacred Heart Academy La Cañada Flintridge, CA 91011

Easily apply

6 days ago

**Director of Risk Contracting**

Corporate Service Center Glendale, CA

Dignity Health - 3 days ago

**See more recommended jobs**

7 new



## Requisition: Digital Director

### Requisition Owner(s) & Approver(s):

Requisition Owners: Bergin, Rick  
Lopez, Xavier

Requisition Hiring Manager:

Requesting Manager: **Val Maki**

Requisition Approvers:

Req Hiring Manager:

Offer Approvers:

### Requisition Information:

ID: **6292**

Department\_c1:

Requisition Number: **6137**

Reason for Opening: **New Position**

Position: **Digital Director**

Replacement for:

Company: **Meruelo Media**

Opened Date: **11/30/17**

Status: **Filled**

Filled date: **5/3/18**

Budget Status:

Estimated Closing Date:

Division\_c1:

Notes to Recruiter:

Department:

Equipment needed:

### Position Information

Req Total Openings: **1**

Pay range: **\$125K**

# of openings: **1**

Age Requirement:

Shift:

AES Card Required?:

Job Status: **Full time**

Gaming Card Required?:

EEO job category: **(1.2) First/Mid Level  
Officials & Managers**

### Requisition Posters:

Posted To: Not currently posted.

### Description

Description:

**Digital Director**  
**93.5 KDAY, Power 106, KWHY-TV, KBEH-TV**

Meruelo Media (93.5 KDAY-FM, KPWR-Power 106 FM) located in Burbank, CA, is currently seeking a highly confident, hardworking and self-motivated individual to join the Meruelo Radio team as the Digital Director.

**Job responsibilities include, but are not limited to:**

- Manages the videographers, Social Media Manager, bloggers, graphic designers and their workflow to ensure success in goals and innovative solutions.
- Works directly with Digital Sales Specialist and the media sales department on custom digital sales opportunities and content sponsorships.
- Works with all departments to plan long and short-term digital strategies.
- Recommends departmental budgetary needs.
- Keeps up with the latest industry trends.
- Manages multiple projects with diverse scope, leveraging experience, skills, time management, established procedures and team resources to deliver quality products within project deadlines.
- Provides assistance for non-digital media departments in support of company initiatives, objectives and deliverables.
- Ability to motivate and lead the digital team to achieve performance goals
- Understands social networks and marketing, messaging to consumers on multiple platforms in context, media consumption habits of consumers, SEO/SEM, consumer targeting, and has expertise in interpreting Google Analytics and how they apply to business goals.
- Utilize leadership skills to work across departments and look for ways to effectively maximize engagement. This includes the ability to influence cross-functionally, our tone in web, social, advertising, etc.
- Develops strategies to create and understand audience segments and research data; applies judgment and creative sensibility to those findings.
- Attends meetings as needed.
- Works directly with market leadership to establish digital goals.
- Ability to analyze and effectively communicate digital strategies and key metrics to senior leadership and personnel across all departments.
- Ability to read, analyze, and interpret general business correspondence and professional journals.
- Other job related duties as required.

**Candidates must possess the following skills/qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed

below are representative of the basic knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

Bachelor's degree (B.A.) from four-year college or university desired; minimum five years multi-media or related experience and/or training; or equivalent combination of education and experience.

**Other Skills and Abilities:**

- General knowledge of media, marketing and the internet.
- Excellent communications skills.
- Ability to maintain effective interdepartmental relationships.
- Understanding of broadcast media desired.
- Creative experience or knowledge in copywriting, art design a plus.

**Tracking:**

Added to system: **11/30/17 4:49 PM**

Last updated: **5/8/18 11:24 AM**

## BROADCAST – NEW HIRE INTAKE AND TRACKING FORM – EEO

This form is for use in tracking the posting and applicant information for all full-time (more than 30 hours per week) employees hired in the broadcast industry. This form, along with supporting documentation, must be completed and retained for every new full-time hire. The information collected will be used to complete FCC required EEO reports and filings. If you have any questions on how to complete this form, please contact the General Counsel's office for guidance.

Broadcast Station	:	<u>KPWR 106</u>
		<u>Sales Admin. Assistant</u>
Where Was Job Posted <sup>1</sup> :	1.	<u>Indeed</u>
	2.	<u>KWHY Website</u>
	3.	<u>KPWR Webiste</u>
	4.	<u>KDAY Website</u>
	5.	<u>Meruelo Group Website</u>
	6.	<u>Careers</u>
	7.	<u>SCBA</u>
	8.	<u></u>
	9.	<u></u>
	10.	<u></u>
	11.	<u></u>
How Many People Did you Interview	:	<u>3</u>
What referral source (posting) did each interviewee come from <sup>2</sup> :		<u>Indeed (3)</u>
What referral source did the final hire come from:		<u>Indeed Internal Candidate (promotion)</u>

<sup>1</sup> You must post every job on at least 8 different recruiting sources. Of those 8, at least one cannot be online such as a college career center, job placement firm, or newspaper. Print a copy of the actual job posting from each source (e.g. photocopy of newspaper ad or screenshot of online posting). Place copies of those in a file with this checklist.

<sup>2</sup> Retain copies of each interviewee's resume and write on the resume what referral source they came from. This information will not be put in the public file, but will be retained for internal tracking purposes.



# Sales Assistant

KPWR - Power 106 FM - Burbank, CA

## Related searches:

Sales Assistant jobs in Burbank, CA

>

KPWR - Power 106 FM jobs in Burbank, CA

>

**Power 106 FM and 93.5 KDAY (Meruelo Media)** located in Burbank, CA, is searching for a Sales Assistant to support sales management and staff. The Sales Assistant will assist with research, creating digital media plans, management reports and presentation, and sales packages and recaps.

## Job responsibilities include, but are not limited to:

- Provide sales administrative support, generate sales related reports and act as extension of sales team.
- Enter sales orders.
- Ability to build strategic media sales plans for sales staff based on RFPs, proposal requests, and research.
- Prepare PowerPoint presentations as needed for sales team.
- Filing, makes copies, answers sales phone calls.
- Provides Receptionist break coverage as needed.
- Update and manage all Power 106 sales media kits.
- Provide assistance to clients as needed (i.e. spot times)
- Capable of analyzing and understanding radio sales data and research.
- Actively participate in the stations' marketing and sales meetings.
- Provide billing and pending reporting as requested.
- Update sales research data as needed.
- Create customized sales rationale and provide research ammunition as needed for Account Executives
- Manage and create project recaps as assigned by Account Executives
- Other job related functions as required

## Candidates must possess the following qualifications and skills:

- College degree, preferably a BA in Marketing
- 1-2 years prior experience in sales support/administrative assistant role preferably in radio/media.
- Radio/Broadcast knowledge a plus.
- Familiar with the Los Angeles market and demographic breakout a plus.
- Self-motivated with strong written and oral communications skills; effectively delivers information clearly.
- Excellent interpersonal skills; good team player; good work ethic.
- Handles difficult situations in person or over phone professionally and in a calm, cool & collected manner.
- Demonstrates good judgment and problem solving skills.
- Detail-oriented and responsible follow through skills with all assigned work.
- Outstanding organization skills, attention to detail and the ability to juggle multiple tasks in a fast-paced environment.
- Strong working knowledge in Microsoft Office applications - Word, PowerPoint, Excel, Outlook.
- Fluent in Internet, social and mobile media platforms a plus.

- Ability to create and customize high quality sales proposals utilizing PowerPoint, Photoshop and other graphic programs.
- Keen understanding of all of the available on-air and digital sales assets and have the ability to appropriately include these elements in a sales proposal.
- Bi-lingual in English and Spanish a plus.

Job Type: Full-time

Experience:

- radio/media: 2 years
- sales support: 2 years

Education:

- High school

10 months ago - report job

Other jobs you may like

### **SALES ASSITANT**

**SOUTHLAND STONE** North Hollywood, CA 91605

Easily apply

5 days ago



### **Fleet Sales Assistant**

**Lexus of Glendale** Glendale, CA 91204

\$12 an hour

Easily apply

18 days ago



### **Sales Assistant (North Hollywood)**

**BEST CHEER STONE** North Hollywood, CA 91605

\$14 an hour

Easily apply

6 days ago



### **Inside Sales Assistant**

**Town and Country Event Rentals** Van Nuys, CA

\$17 an hour

Easily apply

26 days ago



**See more recommended jobs**

9 new

Sales Assistant jobs in Burbank, CA

- Ability to create and customize high quality sales proposals utilizing PowerPoint, Photoshop and other graphic programs.
- Keen understanding of all of the available on-air and digital sales assets and have the ability to appropriately include these elements in a sales proposal.
- Bi-lingual in English and Spanish a plus.

Job Type: Full-time

Experience:

- radio/media: 2 years
- sales support: 2 years

Education:

- High school

10 months ago - report job

Other jobs you may like

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SOUTHLAND STONE North Hollywood, CA 91605

Easily apply

5 days ago



### **Fleet Sales Assistant**

Lexus of Glendale Glendale, CA 91204

\$12 an hour

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### **Sales Assistant (North Hollywood)**

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Easily apply

6 days ago



### **Inside Sales Assistant**

Town and Country Event Rentals Van Nuys, CA

\$17 an hour

Easily apply

26 days ago



**See more recommended jobs**

9 new

Sales Assistant jobs in Burbank, CA



## Requisition: Sales Assistant

### Requisition Owner(s) & Approver(s):

Requisition Owners: Bergin, Rick  
Lopez, Xavier

Requisition Hiring Manager:

Requesting Manager: **David Criscitelli**

Requisition Approvers:

Req Hiring Manager:

Offer Approvers:

### Requisition Information:

ID: **6657**

Department\_c1:

Requisition Number: **6490**

Reason for Opening: **Replacement**

Position: **Sales Assistant**

Replacement for: **[REDACTED]**

Company: **Power106**

Opened Date: **5/1/18**

Status: **Filled**

Filled date: **5/28/18**

Budget Status:

Estimated Closing Date:

Division\_c1:

Notes to Recruiter:

Department:

Equipment needed:

### Position Information

Req Total Openings: **254**

Pay range: **\$15/hour**

# of openings: **1**

Age Requirement:

Shift:

AES Card Required?:

Job Status: **Full time**

Gaming Card Required?:

EEO job category: **(5) Administrative  
Support Workers**

### Requisition Posters:

Posted To: Not currently posted.

### Description

Description: **Power 106 FM and 93.5 KDAY (Meruelo Media)** located in Burbank, CA, is searching for a Sales Assistant to support sales management and staff. The Sales Assistant will assist with research, creating digital

media plans, management reports and presentation, and sales packages and recaps.

**Job responsibilities include, but are not limited to:**

- Provide sales administrative support, generate sales related reports and act as extension of sales team.
- Enter sales orders.
- Ability to build strategic media sales plans for sales staff based on RFPs, proposal requests, and research.
- Prepare PowerPoint presentations as needed for sales team.
- Filing, makes copies, answers sales phone calls.
- Provides Receptionist break coverage as needed.
- Update and manage all Power 106 sales media kits.
- Provide assistance to clients as needed (i.e. spot times)
- Capable of analyzing and understanding radio sales data and research.
- Actively participate in the stations' marketing and sales meetings.
- Provide billing and pending reporting as requested.
- Update sales research data as needed.
- Create customized sales rationale and provide research ammunition as needed for Account Executives
- Manage and create project recaps as assigned by Account Executives
- Other job related functions as required

**Candidates must possess the following qualifications and skills:**

- College degree, preferably a BA in Marketing
- 1-2 years prior experience in sales support/administrative assistant role preferably in radio/media.
- Radio/Broadcast knowledge a plus.
- Familiar with the Los Angeles market and demographic breakout a plus.
- Self-motivated with strong written and oral communications skills; effectively delivers information clearly.
- Excellent interpersonal skills; good team player; good work ethic.
- Handles difficult situations in person or over phone professionally and in a calm, cool & collected manner.
- Demonstrates good judgment and problem solving skills.
- Detail-oriented and responsible follow through skills with all assigned work.
- Outstanding organization skills, attention to detail and the ability to juggle multiple tasks in a fast-paced environment.

- Strong working knowledge in Microsoft Office applications - Word, PowerPoint, Excel, Outlook.
- Fluent in Internet, social and mobile media platforms a plus.
- Ability to create and customize high quality sales proposals utilizing PowerPoint, Photoshop and other graphic programs.
- Keen understanding of all of the available on-air and digital sales assets and have the ability to appropriately include these elements in a sales proposal.
- Bi-lingual in English and Spanish a plus.

**Tracking:**

Added to system: **5/1/18 4:37 PM**

Last updated: **6/5/18 10:31 AM**

## BROADCAST – NEW HIRE INTAKE AND TRACKING FORM – EEO

This form is for use in tracking the posting and applicant information for all full-time (more than 30 hours per week) employees hired in the broadcast industry. This form, along with supporting documentation, must be completed and retained for every new full-time hire. The information collected will be used to complete FCC required EEO reports and filings. If you have any questions on how to complete this form, please contact the General Counsel's office for guidance.

Broadcast Station	:	<u>KPWR 106</u>
		<u>Account Executive</u>
Where Was Job Posted <sup>1</sup> :	1.	<u>Indeed</u>
	2.	<u>KWHY Website</u>
	3.	<u>KPWR Website</u>
	4.	<u>KDAY Website</u>
	5.	<u>Meruelo Group Website</u>
	6.	<u></u>
	7.	<u></u>
	8.	<u></u>
	9.	<u></u>
	10.	<u></u>
	11.	<u></u>
How Many People Did you Interview	:	<u>2</u>
What referral source (posting) did each interviewee come from <sup>2</sup> :		<u>KPWR 106 (2)</u>
What referral source did the final hire come from:		<u>KPWR 106</u>

<sup>1</sup> You must post every job on at least 8 different recruiting sources. Of those 8, at least one cannot be online such as a college career center, job placement firm, or newspaper. Print a copy of the actual job posting from each source (e.g. photocopy of newspaper ad or screenshot of online posting). Place copies of those in a file with this checklist.

<sup>2</sup> Retain copies of each interviewee's resume and write on the resume what referral source they came from. This information will not be put in the public file, but will be retained for internal tracking purposes.

# Account Executive

KPWR-FM/Power 106 - Burbank, CA

## Related searches:

Account Executive jobs in Burbank, CA



KPWR-FM/Power 106 jobs in Burbank, CA



## Account Executive

### Job responsibilities include, but are not limited to:

- Expand local sales by developing and maintaining new advertisers through solution based programs at the client level (direct seller)
- High degree of developmental business at the Marketing Director/Brand Manager/Regional Sales Manager level
- Ongoing high level of prospecting for ideal customers, creating valid business reasons to get appointments and conducting effective customer needs analysis
- Creation, presentation, execution and recap of comprehensive marketing campaigns.
- Solid prospecting systems for short and long range plans for revenue growth
- Various internal reporting
- Other job-related functions as required
- Attend all sales and full staff meetings
- Attend all sales staff training seminars

### Candidates must possess the following skills/qualifications:

- Must have a minimum of at least three to five (3-5) years media sales experience (radio/television/digital/print/out of home) and a proven track record of success with direct clients
- Must have evidence of success with business development at the client level (non-transactional)
- Proficient in Facebook Advertising/Marketing
- Proficient in Google Analytics
- Ability to develop trusted relationships with agencies and direct clients
- Proven track record of strong prospecting, qualifying, phone and closing skills
- Strong problem solving skills, high courage, business acumen, highly motivated to win and tireless work intensity.
- Demonstrated success with creating custom, integrated campaigns that include digital, event, and community outreach components
- Evidence of success in station targeted categories (i.e. Automotive, Movies, Entertainment, Beverages, Telecom, Shoes, Apparel and any other relevant emerging categories)
- An understanding of consumer behavior and a desire to help advertisers with their marketing challenges.
- Must be motivated by financial success and have the skill set to be in the top 1% of the sales organization.
- Strong oral and written communication skills required.
- High school diploma or equivalent required. College degree preferred.
- Valid driver's license and state mandated automobile insurance required.
- Ability to travel and work long hours.



- Proficient in MS Word, Excel and PowerPoint.
- Maintain effective interdepartmental relationships

Job Type: Full-time

Required experience:

- media sales: 3 years

Required education:

- Bachelor's

16 months ago - report job

Other jobs you may like

### Outside Account Exec 100% Commission

iHeartMedia, Inc. Riverside, CA

iHeartMedia, Inc. - 4 days ago



### Account Executive

iHeartMedia, Inc. Burbank, CA

iHeartMedia, Inc. - 4 days ago



### See more recommended jobs

10 new

Account Executive jobs in Burbank, CA

Jobs at KPWR-FM/Power in Burbank, CA

Account Executive salaries in Burbank, CA



## Requisition: Account Executive

### Requisition Owner(s) & Approver(s):

Requisition Owners: Lopez, Xavier

Requisition Hiring Manager:

Requesting Manager:

Requisition Approvers:

Req Hiring Manager:

Offer Approvers:

### Requisition Information:

ID: **6936**

Department\_c1:

Requisition Number: **6745**

Reason for Opening: **New Position**

Position: **Account Executive**

Replacement for:

Company: **Power106**

Opened Date: **7/30/18**

Status: **Filled**

Filled date: **1/8/19**

Budget Status: **Budgeted**

Estimated Closing Date:

Division\_c1:

Notes to Recruiter:

Department:

Equipment needed:

### Position Information

Req Total Openings: **319**

Pay range:

# of openings: **0**

Age Requirement: **Must be 18 years or Over**

Shift: **Days**






AES Card Required?:

Job Status: **Full time**

Gaming Card Required?:

EEO job category: **(4) Sales Workers**

### Active Hire Controls:

-  Set Candidate Hired Date to Today's Date
-  Decrement Number of openings by 1
-  E-Mail Non-Hired Candidates on 0 openings
-  Change Status of Non-Hired Candidates on 0 openings
-  Change Status of Posting on 0 openings

### Requisition Posters:

Posted To: Not currently posted.

## Description

Description: ACCOUNT EXECUTIVE

### PURPOSE OF POSITION:

Meruelo Media (KWHY) is looking for experienced sales professionals to develop and sell advertising and marketing campaigns to new and existing clients including soliciting new business through prospecting and cold calling, managing and growing existing assigned accounts/budgets, identifying clients' advertising needs and developing and presenting customized solutions to meet those needs. These individuals are also held accountable for achieving sales budgets and collecting on the accounts.

### PRINCIPALS DUTIES AND RESPONSIBILITIES:

Develop and grow relationships across the country at multiple levels of the customer's organization in order to guarantee effective contacts internal to the organization and to be aware of problems and opportunities - Develop new accounts as well as sell and service an assigned account list - Develop customized presentations of the highest quality for new and existing accounts - Accurately forecast revenue on a rolling three-month basis - Achieve sales goals as defined by management - Entertain clients, including some weekend and evening work - Adhere to station policies regarding pricing, merchandising, commercial content, competitive product protection, etc. - Monitor competition and trends in radio - Conduct oneself with the highest degree of integrity and ethics.

### KNOWLEDGE AND SKILL REQUIREMENTS:

Minimum 3-5 years Media Sales experience and must possess exceptional communication, presentation and negotiation skills – Some college preferred - Proven ability to generate accounts in excess of \$100K - Proven ability to generate concept driven business not tied to ratings - They must be self-motivated, goal driven and creative, with the ability to multi-task in a fast paced environment - In addition, the right candidate must have a valid driver's license and a vehicle with appropriate insurance – working knowledge of MS office products Excellent verbal and written skills a must - Must be able to utilize research approximately and effectively in presentations - Ability to use MS Word, Excel, and Power Point for presentations preferred - Ability to cold call with resulting in-person appointments - Must demonstrate a high degree of time management and organizational skills - Must be able to work effectively and efficiently under pressure and stress - Must demonstrate initiative and ability to manage one's business with minimal supervision.

EOE M/F/D/V

## Tracking:

Added to system: 7/30/18 5:31 PM

Last updated: 1/8/19 10:23 AM

## BROADCAST – NEW HIRE INTAKE AND TRACKING FORM – EEO

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Broadcast Station : KPWR 106

Social Media Manager

Where Was Job Posted<sup>1</sup>:

1. Indeed
2. KWHY Website
3. KPWR Website
4. KDAY Website
5. Meruelo Group Website
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_

How Many People Did you Interview : 9

What referral source (posting) did each interviewee come from<sup>2</sup>: KPWR website (9)

What referral source did the final hire come from: KPWR 106 Website (promotion)

<sup>1</sup> You must post every job on at least 8 different recruiting sources. Of those 8, at least one cannot be online such as a college career center, job placement firm, or newspaper. Print a copy of the actual job posting from each source (e.g. photocopy of newspaper ad or screenshot of online posting). Place copies of those in a file with this checklist.

<sup>2</sup> Retain copies of each interviewee's resume and write on the resume what referral source they came from. This information will not be put in the public file, but will be retained for internal tracking purposes.

# Social Media Manager

Power 106 - Burbank, CA

## Related searches:

Social Media Manager jobs in Burbank, CA >

Power 106 jobs in Burbank, CA >

Part-time

## Essential duties and responsibilities include but are not limited to:

- Responsible for writing, editing, proofreading, formatting and accurately posting content on Power 106 and 93.5 KDAY's various social media channels including Facebook, Snap Chat, Twitter, Instagram and Power106.com/935KDAY.com
- Work closely with programming, marketing and sales to build relationships with artists, listeners, clients and collaborators.
- Works with internal staff to develop team contributions to all media outlets - verbal, graphic, video, online, print and signage. Trains in proper posting techniques and provides direction and strategy to create the most engagement.
- Uses Basecamp and asana to manage posting for required projects.
- Coordinates, analyzes and provides insight of marketing reports and digital metrics. Knowledge of analytics platforms such as: Sprinklr systems, Facebook back end, tweet reach (union metrics), and hash tracking, among others.
- Research and coordinate submissions to awards and competitions
- Hires, trains and manages up to 5 part time content managers/bloggers.
- Consistently drives users to Power 106/KDAY's social platforms to engage followers to tune in and listen, engage in contesting, buy tickets to events or download streaming apps to listen.
- Researches and recommends new social media outlets or products.
- Stays up to date on all platform innovations, user experience changes and trends.
- Captures images that portray the essence of Power 106's brand/provide an insider view via Instagram.
- Identifying social media/marketing opportunities utilizing our assets (video/still photography/blog content).
- Cross-Media: Maintain a consistent conversational and fun messaging style across all platforms.
- Create and maintain an editorial calendar of content across the social media outlets.
- Post all sponsored posts correctly for advertisers
- Work with Power 106 in-house bloggers to cross-promote opportunities on all channels.
- Maintain writing, editing and "voice" standards for each brand. Work closely with other members of the Digital Team to effectively promote new content additions on power106.com across social media channels.
- Create sharable posts/verbiage and bit.ly links to all staff to fuel social engagement sharing.
- Ability to understand and communicate in station voice, in the appropriate vernacular, for each platform.
- Understanding the importance of speed in turnaround of time sensitive posting and tweeting. Ability to use scheduling platform such as Hoot suite.
- Familiar with best practices to achieve the most sharing, re-tweeting, etc. of our original content.
- Understanding intrinsically what elements make a great post and how to schedule them regularly.
- The ability to quickly fan the flames of a station social media content piece spark into a full-fledged firestorm.

- The ability to mentor/teach staff to be as effective as possible in their social targeting, deployment, and creativity.
- Attend necessary internal and external meetings with staff and clients.

**Qualifications:**

- College degree: BS/BA in Journalism, Marketing or a related field.
- 3 years experience in social media or online community development
- Must be able to write and spell.
- Knowledge of all social media platforms and drive to be on cutting edge of new technologies.
- Strong communication and organizational skills.
- True passion for hip-hop and the active Los Angeles lifestyle.
- Must work flexible hours and be willing to cover club events, morning show interviews and concerts.
- Extreme attention to detail.
- Adaptable to change and is able to multi-task effectively.
- Ability to follow detailed instructions accurately.
- A competitive drive -- you enjoy winning and really go for it.
- Ability to edit photos for social media sites.
- Ability to find breaking entertainment news that appeals to active 18-34 consumers.
- Ability to work in small teams as well as go off on your own.
- Ability to maintain a composed and professional demeanor within a flexible environment.
- Finger on the pulse of the blogosphere (specifically blogs relative to industry). Passion for social media.
- Flexibility in work hours/schedule.

Valid drivers license and state mandated automobile insurance required

Job Type: Full-time

Required experience:

- Social Media Management: 1 year
- Social Media Marketing: 3 years

Required education:

- Bachelor's

16 months ago - report job

Other jobs you may like

**Social Media Manager - Lead Generator**

Pearl Remodeling Van Nuys, CA 91411

\$45,000 - \$70,000 a year

Easily apply

29 days ago

>

**Social Media Manager**

Brainjolt Pasadena, CA

- The ability to mentor/teach staff to be as effective as possible in their social targeting, deployment, and creativity.
- Attend necessary internal and external meetings with staff and clients.

**Qualifications:**

- College degree: BS/BA in Journalism, Marketing or a related field.
- 3 years experience in social media or online community development
- Must be able to write and spell.
- Knowledge of all social media platforms and drive to be on cutting edge of new technologies.
- Strong communication and organizational skills.
- True passion for hip-hop and the active Los Angeles lifestyle.
- Must work flexible hours and be willing to cover club events, morning show interviews and concerts.
- Extreme attention to detail.
- Adaptable to change and is able to multi-task effectively.
- Ability to follow detailed instructions accurately.
- A competitive drive -- you enjoy winning and really go for it.
- Ability to edit photos for social media sites.
- Ability to find breaking entertainment news that appeals to active 18-34 consumers.
- Ability to work in small teams as well as go off on your own.
- Ability to maintain a composed and professional demeanor within a flexible environment.
- Finger on the pulse of the blogosphere (specifically blogs relative to industry). Passion for social media.
- Flexibility in work hours/schedule.

Valid drivers license and state mandated automobile insurance required

Job Type: Full-time

Required experience:

- Social Media Management: 1 year
- Social Media Marketing: 3 years

Required education:

- Bachelor's

16 months ago - report job

Other jobs you may like

**Social Media Manager - Lead Generator**

Pearl Remodeling Van Nuys, CA 91411

\$45,000 - \$70,000 a year

Easily apply

29 days ago

>

**Social Media Manager**

Brainjolt Pasadena, CA



## Requisition: Social Media Manager

### Requisition Owner(s) & Approver(s):

Requisition Owners: Bergin, Rick  
Lopez, Xavier

Requisition Hiring Manager:

Requesting Manager: **Dianna Jason**

Requisition Approvers:

Req Hiring Manager:

Offer Approvers:

### Requisition Information:


ID: **6251**

Department\_c1:

Requisition Number: **6101**

Reason for Opening: **Replacement**

Position: **Social Media Manager**

Replacement for: 

Company: **Meruelo Media**

Opened Date: **11/17/17**

Status: **Filled**

Filled date: **2/28/18**

Budget Status:

Estimated Closing Date:

Division\_c1:

Notes to Recruiter:

Department:

Equipment needed:

### Position Information

Req Total Openings: **1**

Pay range: **TBD**

# of openings: **1**

Age Requirement:

Shift:

AES Card Required?:

Job Status: **Full time**

Gaming Card Required?:

EEO job category: **(5) Administrative  
Support Workers**

### Requisition Posters:

Posted To: Not currently posted.

### Description

Description:

## Social Media Manager

**93.5 KDAY& Power 106 - Burbank, CA**



**93.5 KDAY-FM and KPWR-Power 106 FM**, located in Burbank, CA, is currently seeking a full time **Social Media Manager** to join the Digital Department who can develop, grow and manage all of the station's social media platforms.

**Job responsibilities include, but are not limited to:**

- Responsible for writing, editing, proofreading, formatting and accurately posting content on Power 106 and 93.5 KDAY's various social media channels including Facebook, SnapChat, Twitter, Instagram and Power106.com/935KDAY.com
- Work closely with programming, marketing and sales to build relationships with artists, listeners, clients and collaborators.
- Works with internal staff to develop team contributions to all media outlets - verbal, graphic, video, online, print and signage. Trains in proper posting techniques and provides direction and strategy to create the most engagement.
- Uses Basecamp and asana to manage posting for required projects.
- Coordinates, analyzes and provides insight of marketing reports and digital metrics. Knowledge of analytics platforms such as: Sprinklr systems, Facebook back end, tweetreach (union metrics), and hashracking, among others.
- Research and coordinate submissions to awards and competitions.
- Hires, trains and manages up to 5 part time content managers/bloggers.
- Consistently drives users to Power 106/KDAY's social platforms to engage followers to tune in and listen, engage in contesting, buy tickets to events or download streaming apps to listen.
- Researches and recommends new social media outlets or products.
- Stays up to date on all platform innovations, user experience, changes and trends.
- Captures images that portray the essence of Power 106's brand/provide an insider view via Instagram.
- Identifying social media/marketing opportunities utilizing our assets (video/still photography/blog content).
- Cross-Media: Maintain a consistent conversational and fun messaging style across all platforms.
- Create and maintain an editorial calendar of content across the social media outlets.
- Post all sponsored posts correctly for advertisers.
- Work with Power 106 in-house bloggers to cross-promote opportunities on all channels.
- Maintain writing, editing and "voice" standards for each brand. Work closely with other members of the Digital Team to effectively promote new content additions on power106.com across social media channels.
- Create shorable posts/verbiage and bit.ly links to all staff to fuel social engagement sharing.
- Ability to understand and communicate in station voice, in the appropriate vernacular, for each platform.
- Understanding the importance of speed in turnaround of time sensitive posting and tweeting. Ability to use scheduling platform such as Hoot suite.
- Familiar with best practices to achieve the most sharing, re-tweeting, etc. of our original content.
- Understanding intrinsically what elements make a great post and how to schedule them regularly.
- The ability to quickly fan the flames of a station social media content piece spark into a full-fledged firestorm.
- The ability to mentor/teach staff to be as effective as possible in their social targeting, deployment, and creativity.

- Attend necessary internal and external meetings with staff and clients.

Candidates must possess the following qualifications and skills:

- College degree: BS/BA in Journalism, Marketing or a related field.
- 3 years' experience in social media or online community development
- Must be able to write and spell.
- Knowledge of all social media platforms and drive to be on cutting edge of new technologies.
- Strong communication and organizational skills.
- True passion for hip-hop and the active Los Angeles lifestyle.
- Must work flexible hours and be willing to cover club events, morning show interviews and concerts.
- Extreme attention to detail.
- Adaptable to change and is able to multi-task effectively.
- Ability to follow detailed instructions accurately.
- A competitive drive -- you enjoy winning and really go for it.
- Ability to edit photos for social media sites.
- Ability to find breaking entertainment news that appeals to active 18-34 consumers.
- Ability to work in small teams as well as go off on your own.
- Ability to maintain a composed and professional demeanor within a flexible environment.
- Finger on the pulse of the blogosphere (specifically blogs relative to industry).
- Passion for social media.
- Flexibility in work hours/schedule.
- Valid driver's license and state mandated automobile insurance required.

**Tracking:**

Added to system: **11/17/17 9:39 PM**

Last updated: **3/12/18 10:53 AM**

## BROADCAST – NEW HIRE INTAKE AND TRACKING FORM – EEO

This form is for use in tracking the posting and applicant information for all full-time (more than 30 hours per week) employees hired in the broadcast industry. This form, along with supporting documentation, must be completed and retained for every new full-time hire. The information collected will be used to complete FCC required EEO reports and filings. If you have any questions on how to complete this form, please contact the General Counsel's office for guidance.

Broadcast Station	:	<u>KPWR 106</u>
		<u>Human Resources Generalist</u>
Where Was Job Posted <sup>1</sup> :	1.	<u>Indeed</u>
	2.	<u>KWHY Website</u>
	3.	<u>KPWR Website</u>
	4.	<u>KDAY Website</u>
	5.	<u>Meruelo Group Website</u>
	6.	<u></u>
	7.	<u></u>
	8.	<u></u>
	9.	<u></u>
	10.	<u></u>
	11.	<u></u>
How Many People Did you Interview	:	<u>3</u>
What referral source (posting) did each interviewee come from <sup>2</sup> :		<u>KPWR 106 (3)</u>
What referral source did the final hire come from:		<u>KPWR 106 (internal Promotion)</u>

<sup>1</sup> You must post every job on at least 8 different recruiting sources. Of those 8, at least one cannot be online such as a college career center, job placement firm, or newspaper. Print a copy of the actual job posting from each source (e.g. photocopy of newspaper ad or screenshot of online posting). Place copies of those in a file with this checklist.

<sup>2</sup> Retain copies of each interviewee's resume and write on the resume what referral source they came from. This information will not be put in the public file, but will be retained for internal tracking purposes.

# HR Generalist

Meruelo Media - Burbank, CA

## Related searches:

HR Generalist jobs in Burbank, CA



Meruelo Media jobs in Burbank, CA



## Job Summary

The HR Generalist will be responsible for applying business knowledge and human resources expertise. He or she will assist in providing a wide range of HR support and advice. The successful candidate will play a key role in the success of the organization by offering guidance on recruitment, terminations, performance management, employee relations and HR best practices while facilitating a positive relationship between personnel and senior management.

## Duties and responsibilities

The Human Resources Generalist is responsible for all or part of these areas:

- Implement and administer employee policies
- Employment and compliance to regulatory concerns.
- Complies with existing governmental and labor legal and government reporting requirements including any related to Equal Employment Opportunity (EEO) the American with Disabilities Act (ADA), the Family Medical Leave Act (FMLA) Employee Retirement Income Security Act (ERISA) the Department of Labor, Worker Compensation, The Occupational Safety and Health Administration (OSHA) and so forth.
- Protects the interest of company and employees in accordance with company Human Resources policies and governmental laws and regulations.
- Employee orientation, development and training.
- Employee services and counseling.
- Provide high-quality advice and service to management on employee relations and performance management issues
- Support the HR department in implementing programs to help improve the employee experience
- Maintains employee-related databases. Prepares and analyses reports that are necessary to carry out the functions of the department and company.
- Prepares periodic reports for management, as necessary or requested.
- Fully utilizes Human Resources software to the company's advantage.
- Offer proactive recruiting assistance
- Identify ways to improve policies and procedures
- Prepare termination and severance letters
- Train and provide support to HR team members

## Qualifications

- Bachelor's Degree in Human Resources Management or related discipline
- 5+ years' experience in HR
- General knowledge of employment laws and practices

- Expertise in HR policies and procedures
- Strong knowledge of hiring processes
- Understanding of HR best practices and current regulations
- Sound judgment and problem-solving skills
- Customer-focused attitude, with high level of professionalism and discretion
- Familiarity with MS Office.
- Excellent communication skills

### **Education and Experience**

- Minimum of a Bachelor's degree or equivalent in Human Resources, Business, or Organization Development or equivalent. Master's degree preferred.
- Three to five plus years of progressive leadership experience in Human Resources positions.
- Specialized training in employment law, compensation, organizational planning, organization development, employee relations, safety, training, and preventive labor relations, preferred.
- Professional in Human Resources (PHR) certification preferred, not required.

### **Working conditions**

While performing the responsibilities of the Human Resources Generalist's job, these work environment characteristics are representative of the environment the Human Resources Generalist will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the Human Resources Generalist's job.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and vehicles. The noise level in the work environment is usually quiet to moderate.

### **Physical requirements**

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the Human Resources Generalist's job.

Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of the Human Resources Generalist's job.

While performing the responsibilities of the Human Resources Generalist's job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard.

The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

Job Type: Full-time

Required education:

- Bachelor's

Required experience:

- Human Resources: 3 years

19 months ago - report job

- Expertise in HR policies and procedures
- Strong knowledge of hiring processes
- Understanding of HR best practices and current regulations
- Sound judgment and problem-solving skills
- Customer-focused attitude, with high level of professionalism and discretion
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Job Type: Full-time

Required education:

- Bachelor's

Required experience:

- Human Resources: 3 years

19 months ago - report job



## Requisition: HR Generalist

### Requisition Owner(s) & Approver(s):

Requisition Owners:	Bergin, Rick	Requisition Hiring Manager:	
Requesting Manager:	<b>Raul Diaz</b>	Requisition Approvers:	
Req Hiring Manager:		Offer Approvers:	

### Requisition Information:

ID:	<b>5897</b>	Department_c1:	
Requisition Number:	<b>5757</b>	Reason for Opening:	<b>New Position</b>
Position:	<b>HR Generalist</b>	Replacement for:	
Company:	<b>KDAY-FM</b>	Opened Date:	<b>7/17/17</b>
Status:	<b>Filled</b>	Filled date:	<b>8/25/17</b>
Budget Status:		Estimated Closing Date:	
Division_c1:		Notes to Recruiter:	
Department:		Equipment needed:	

### Position Information

Req Total Openings:	<b>150</b>	Pay range:	<b>\$50K - \$55K</b>
# of openings:	<b>1</b>	Age Requirement:	
Shift:		AES Card Required?:	
Job Status:	<b>Full time</b>	Gaming Card Required?:	
EEO job category:	<b>(5) Administrative Support Workers</b>		

### Requisition Posters:

Posted To: Not currently posted.

### Description

Description: **Job Summary**

The HR Generalist will be responsible for applying business knowledge and human resources expertise. He or she will assist in providing a wide range of HR support and advice. The successful candidate will play a key role in the success of the

organization by offering guidance on recruitment, terminations, performance management, employee relations and HR best practices while facilitating a positive relationship between personnel and senior management.

## **Duties and responsibilities**

The Human Resources Generalist is responsible for all or part of these areas:

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- Employment and compliance to regulatory concerns.
- Complies with existing governmental and labor legal and government reporting requirements including any related to Equal Employment Opportunity (EEO) the American with Disabilities Act (ADA), the Family Medical Leave Act (FMLA) Employee Retirement Income Security Act (ERISA) the Department of Labor, Worker Compensation, The Occupational Safety and Health Administration (OSHA) and so forth.
- Protects the interest of company and employees in accordance with company Human Resources policies and governmental laws and regulations.
- Employee orientation, development and training.
- Employee services and counseling.
- Provide high-quality advice and service to management on employee relations and performance management issues
- Support the HR department in implementing programs to help improve the employee experience
- Maintains employee-related databases. Prepares and analyses reports that are necessary to carry out the functions of the department and company.
- Prepares periodic reports for management, as necessary or requested.
- Fully utilizes Human Resources software to the company's advantage.
- Offer proactive recruiting assistance
- Identify ways to improve policies and procedures



- Prepare termination and severance letters
- Train and provide support to HR team members

## **Qualifications**

- Bachelor's Degree in Human Resources Management or related discipline
- 5+ years' experience in HR
- General knowledge of employment laws and practices
- Expertise in HR policies and procedures
- Strong knowledge of hiring processes
- Understanding of HR best practices and current regulations
- Sound judgment and problem-solving skills
- Customer-focused attitude, with high level of professionalism and discretion
- Familiarity with MS Office.
- Excellent communication skills

## **Education and Experience**

- Minimum of a Bachelor's degree or equivalent in Human Resources, Business, or Organization Development or equivalent. Master's degree preferred.
- Three to five plus years of progressive leadership experience in Human Resources positions.
- Specialized training in employment law, compensation, organizational planning, organization development, employee relations, safety, training, and preventive labor relations, preferred.
- Professional in Human Resources (PHR) certification preferred, not required.

## **Working conditions**

While performing the responsibilities of the Human Resources Generalist's job, these work environment characteristics are representative of the environment the Human Resources Generalist will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the Human Resources Generalist's job.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and vehicles. The noise level in the work environment is usually quiet to moderate.

#### **Physical requirements**

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Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of the Human Resources Generalist's job.

#### **Physical requirements (cont.)**

While performing the responsibilities of the Human Resources Generalist's job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard.

The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

#### **Tracking:**

Added to system: **7/20/17 2:21 PM**

Last updated: **8/30/17 11:14 AM**

## BROADCAST – NEW HIRE INTAKE AND TRACKING FORM – EEO

This form is for use in tracking the posting and applicant information for all full-time (more than 30 hours per week) employees hired in the broadcast industry. This form, along with supporting documentation, must be completed and retained for every new full-time hire. The information collected will be used to complete FCC required EEO reports and filings. If you have any questions on how to complete this form, please contact the General Counsel's office for guidance.

Broadcast Station	:	<u>KDEY</u>
		<u>Jr. Account <del>Manager</del> <i>Executive</i></u>
Where Was Job Posted <sup>1</sup> :	1.	<u>Indeed</u>
	2.	<u>KWHY Website</u>
	3.	<u>KPWR Website</u>
	4.	<u>KDAY Website</u>
	5.	<u>Meruelo Group Website</u>
	6.	<u></u>
	7.	<u></u>
	8.	<u></u>
	9.	<u></u>
	10.	<u></u>
	11.	<u></u>
How Many People Did you Interview	:	<u>1</u>
What referral source (posting) did each interviewee come from <sup>2</sup> :		<u>KPWR 106 Website (1)</u>
What referral source did the final hire come from:		<u>KPWR 106 Website</u>

<sup>1</sup> You must post every job on at least 8 different recruiting sources. Of those 8, at least one cannot be online such as a college career center, job placement firm, or newspaper. Print a copy of the actual job posting from each source (e.g. photocopy of newspaper ad or screenshot of online posting). Place copies of those in a file with this checklist.

<sup>2</sup> Retain copies of each interviewee's resume and write on the resume what referral source they came from. This information will not be put in the public file, but will be retained for internal tracking purposes.

## Jr. Account Executive

Meruelo Media - Los Angeles, CA

### Related searches:

Jr. Account Executive jobs in Los Angeles, CA



Meruelo Media jobs in Los Angeles, CA



JR. ACCOUNT EXECUTIVE

### PURPOSE OF POSITION:

Meruelo Media (KBEH) is looking for experienced sales professionals to develop and sell advertising and marketing campaigns to new and existing clients including soliciting new business through prospecting and cold calling, managing and growing existing assigned accounts/budgets, identifying clients' advertising needs and developing and presenting customized solutions to meet those needs. These individuals are also held accountable for achieving sales budgets and collecting on the accounts.

### PRINCIPALS DUTIES AND RESPONSIBILITIES:

Develop and grow relationships across the country at multiple levels of the customer's organization in order to guarantee effective contacts internal to the organization and to be aware of problems and opportunities - Develop new accounts as well as sell and service an assigned account list - Develop customized presentations of the highest quality for new and existing accounts - Accurately forecast revenue on a rolling three-month basis - Achieve sales goals as defined by management - Entertain clients, including some weekend and evening work - Adhere to station policies regarding pricing, merchandising, commercial content, competitive product protection, etc. - Monitor competition and trends in radio - Conduct oneself with the highest degree of integrity and ethics.

### MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Minimum one-year sales experience or related business experience required - Proven ability to generate accounts in excess of \$100,000 and concept driven business not tied to ratings - Must be a self-starter and independent worker - College degree preferred.

### KNOWLEDGE AND SKILL REQUIREMENTS:

Minimum 3-5 years Media Sales experience and must possess exceptional communication, presentation and negotiation skills - Some college preferred - Proven ability to generate accounts in excess of \$100K - Proven ability to generate concept driven business not tied to ratings - They must be self-motivated, goal driven and creative, with the ability to multi-task in a fast paced environment - In addition, the right candidate must have a valid driver's license and a vehicle with appropriate insurance - working knowledge of MS office products Excellent verbal and written skills a must - Must be able to utilize research approximately and effectively in presentations - Ability to use MS Word, Excel, and Power Point for presentations preferred - Ability to cold call with resulting in-person appointments - Must demonstrate a high degree of time management and organizational skills - Must be able to work effectively and efficiently under pressure and stress - Must demonstrate initiative and ability to manage one's business with minimal supervision.

EOE M/F/D/V

Job Type: Full-time

Required education:

- Bachelor's

Required experience:

- media sales: 3 years

19 months ago - report job

Other jobs you may like

### Junior Account Executive (Korean/English)

NHN Global Los Angeles, CA

NHN Global - 12 days ago



### Rapport - Junior Account Executive

IPG Mediabrands Los Angeles, CA

IPG Mediabrands - 14 days ago



### Jr. Account Executive - Luxury Intimate Apparel - West Coast

Dana-co LLC Los Angeles, CA

Easily apply

30+ days ago



**See more recommended jobs**

7 new

Junior Account Executive jobs in Los Angeles, CA

Jobs at Meruelo Media in Los Angeles, CA

Junior Account Executive salaries in Los Angeles, CA



## Requisition: Account Executive - KDAY

### Requisition Owner(s) & Approver(s):

Requisition Owners: Bergin, Rick  
Lopez, Xavier

Requisition Hiring Manager:

Requesting Manager: **Janet Brainin**

Requisition Approvers:

Req Hiring Manager:

Offer Approvers:

### Requisition Information:

ID: **6157**

Department\_Lc1:

Requisition Number: **6009**

Reason for Opening: **New Position**

Position: **Account Executive - KDAY**

Replacement for:

Company: **KDAY-FM**

Opened Date: **10/6/17**

Status: **Filled**

Filled date: **1/20/18**

Budget Status:

Estimated Closing Date:

Division\_c1:

Notes to Recruiter:

Department:

Equipment needed:

### Position Information

Req Total Openings: **1**

Pay range: **Draw/Commission**

# of openings: **1**

Age Requirement:

Shift:

AES Card Required?:

Job Status: **Full time**

Gaming Card Required?:

EEO job category: **(4) Sales Workers**

### Requisition Posters:

Posted To: Not currently posted.

### Description

Description: **Account Executive - KDAY**

**Job responsibilities include, but are not limited to:**

- Expand local sales by developing and maintaining new advertisers through solution based programs at the client level (direct seller)
- High degree of developmental business at the Marketing Director/Brand **Manager**/Regional Sales **Manager** level
- Ongoing high level of prospecting for ideal customers, creating valid business reasons to get appointments and conducting effective customer needs analysis
- Creation, presentation, execution and recap of comprehensive marketing campaigns.
- Solid prospecting systems for short and long range plans for revenue growth
- Various internal reporting
- Other job-related functions as required
- Attend all sales and full staff meetings
- Attend all sales staff training seminars

**Candidates must possess the following skills/qualifications:**

- Must have a minimum of at least three to five (3-5) years media sales experience (radio/television/digital/print/out of home) and a proven track record of success with direct clients
- Must have evidence of success with business development at the client level (non-transactional)
- Proficient in Facebook Advertising/Marketing
- Proficient in Google Analytics
- Ability to develop trusted relationships with agencies and direct clients
- Proven track record of strong prospecting, qualifying, phone and closing skills
- Strong problem solving skills, high courage, business acumen, highly motivated to win and tireless work intensity.
- Demonstrated success with creating custom, integrated campaigns that include digital, event, and community outreach components
- Evidence of success in station targeted categories (i.e. Automotive, Movies, Entertainment, Beverages, Telecom, Shoes, Apparel and any other relevant emerging categories)
- An understanding of consumer behavior and a desire to help advertisers with their marketing challenges.
- Must be motivated by financial success and have the skill set to be in the top 1% of the sales organization.
- Strong oral and written communication skills required.
- High school diploma or equivalent required. College degree preferred.
- Valid driver's license and state mandated automobile insurance required.
- Ability to travel and work long hours.
- Proficient in MS Word, Excel and PowerPoint.
- Maintain effective interdepartmental relationships

**Tracking:**

Added to system: **10/6/17 4:45 PM**

Last updated: **1/23/18 10:41 AM**

- Expand local sales by developing and maintaining new advertisers through solution based programs at the client level (direct seller)
- High degree of developmental business at the Marketing Director/Brand Manager/Regional Sales Manager level
- Ongoing high level of prospecting for ideal customers, creating valid business reasons to get appointments and conducting effective customer needs analysis
- Creation, presentation, execution and recap of comprehensive marketing campaigns.
- Solid prospecting systems for short and long range plans for revenue growth
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- Valid driver's license and state mandated automobile insurance required.
- Ability to travel and work long hours.
- Proficient in MS Word, Excel and PowerPoint.
- Maintain effective interdepartmental relationships

**Tracking:**

Added to system: **10/6/17 4:45 PM**

Last updated: **1/23/18 10:41 AM**





Candidate: Anthony Michael Marks

#### Candidate Information:

First Name: **Anthony**

Other Names Used:

Middle: **Michael**

Primary Phone: **6267107020**

Last Name: **Marks**

Email: **antmarks@gmail.com**

#### Requisition Summary

Position	Candidates	Last updated	Status	Req. Based Status	Req. Rejection Reason	ACE
Account Executive - KDAY	9	1/23/18 10:41 AM	Filled	HIRED		
Account Executive - Power106	17	2/19/18 2:32 PM	Closed (Not Filled)	Rejected/Not Selected	Candidate being interviewed for other position	

#### Main Status Details:

Main status: **Hired**

Hired Date: **1/22/18**

Internal Applicant:

Start Date:

No contacts logged

#### Address:

Street Address: **[REDACTED]**

ZIP/Postal code: **[REDACTED]**

City: **[REDACTED]**

Country:

State/Territory: **[REDACTED]**

#### Resume and Cover Letter:

Attach resume:

Cover Letter:

#### Work History Summary

Date From	Date To	Title	Company Name	Reason For Leaving	Ok To Contact

Date From	Date To	Title	Company Name	Reason For Leaving	Ok To Contact
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**Source:**

Source: **Employee Referral**

Other (Specify Source):

Referred By: **Marcos Wilson**

**Requisition Details:**

**Account Executive - KDAY**

Position: **Account Executive - KDAY**

Req. Based Status: **HIRED**

Online Questions:

**Account Executive - Power106**

Position: **Account Executive - Power106**

Req. Based Status: **Rejected/Not Selected**

Online Questions:

**Internal Applicant Details:**

Employee #:

Qualifications:

Current Shift:

Not required to answer:

Hire Date:

Veteran Status:

Current Position:

Disabled:

Reason for Request:

**Additional Details:**

Desired Employment Type:

Date Available to Start:

Expected Starting Wage:

Age Range:

Shift(s) Available:

**Have you ever been convicted of a crime other than traffic violations?**

**NOTE: Conviction data will not automatically disqualify consideration of your application for employment.**

Conviction Disclosure:

Conviction Details:

Conviction Detail:

Conviction Detail.2:

**Can you after acceptance of employment offer, submit verification of your legal right to work in the United States>?**

Proof of Work Authorization:

Work Authorization: **I am authorized to work in this country for any employer**

**Have you ever been employed by Grand Sierra Resort & Casino?**

Previous Employee:

Previous Employee Details:

**Do you cohabitate with or are you related to an employee of this property or any Grand Sierra Resort affiliates?**

Friends/Relatives:

Friends/Relatives Details:

**Are you currently employed?**

Currently Employed:

May We Contact:

**Have you ever been bonded?**

Ever Bonded:

**Can you be bonded?**

Can you be bonded?:

### Education History

School Name:

Year:

City/State:

Major:

Education Completed:

### Education History:

#### Education

Date From:

Degree Achieved:

Date To:

City:

School Name:

State/Territory:

**Certificates and Licenses:****Certificates and Licenses**

Certificate Name:

Year:

Issuing Body:

**References:****References**

Reference Name:

Phone:

Email:

Years Known:

**Applicant's Statement & Agreement:**

I certify that the information contained in this application for employment is correct to the best of my knowledge and understand that falsification of the information supplied is grounds for refusal of employment or, if hired, dismissal from employment.

I authorize any of the persons or organizations named in this application to provide any and all information concerning my previous employment, education, or any other background information they may have, personal or otherwise, with regards to any of the subjects covered by this application. I authorize Grand Sierra Resort & Casino to request and receive such information.

In consideration for my employment and my being considered for employment at Grand Sierra Resort & Casino, I agree to conform to the rules and regulations of the company, which will be presented to me upon hiring, and acknowledge that these rules and regulations may be changed, interpreted, withdrawn, amended, or otherwise revised at any time, at the company's sole discretion and without prior notice to me. I further acknowledge my understanding that employment may be terminated, or an offer of employment withdrawn, with or without cause and with or without prior notice, at the option of the company or myself.

I understand that this application is not, and is not intended to be a contract for employment or continued employment.

I Agree (a):

Date (a):

Initials (10):

**Fair Credit Reporting Act Disclosure & Authorization**

When (1) considering your application for employment, (2) deciding whether to continue your employment (if

you are hired), and (3) making other employment-related decisions directly affecting you, we may wish to obtain and use a "consumer report" from a "consumer reporting agency" about you. These terms are defined in the Fair Credit Reporting Act (FCRA). As an applicant for employment or an employee of this Company, you are a "consumer" with rights under the FCRA.

A "consumer reporting agency" is a person or business which, for fees, dues, or on a cooperation non-profit basis, regularly assembles or evaluates information on consumers for the purposes of furnishing reports to others, such as this Company.

A "consumer report" is a report prepared by a consumer reporting agency pertaining to an individual's criminal records, motor vehicle records, court records, educational records, employment records, character, general reputation, or credit.

If this Company obtains a consumer report about you, and if we consider any information in the consumer report when making an employment-related decision that directly or adversely affects you, you will be provided with a copy of the consumer report before the decision is made final by this Company. You are also free to contact the Federal Trade Commission about your rights under the FCRA, with regard to consumer reports and consumer reporting agencies.

**AUTHORIZATION:**

I hereby voluntarily authorize Grand Sierra Resort & Casino to obtain consumer reports about me from a consumer reporting agency: (1) in connection with my application for employment, or (2) during the course of my employment I understand that I have certain rights under the Fair Credit Reporting Act, including those discussed above.

I Agree (b):

Date (b):

Initials:

**Web Links**

Google Search:

LinkedIn Search:

**Tracking:**

Added to system: 1/10/18 11:13 PM

ID: 72789

Last updated: 2/22/19 10:28 AM

**Employment History:**

**Employed**

Title: **Account Executive**

Company Name: **Cumulus Media**

Date From: **May 2015**

Company Street Address:

Date To: **May 2017**

Company City State:

Reason For Leaving: **Resigned**

Company Phone:

Explanation:

Direct Supervisor:

Starting Rate Of Pay:	Supervisor Title:
Final Rate Of Pay:	Ok To Contact:

**Responsibilities and Duties**  
Description:

## BROADCAST – NEW HIRE INTAKE AND TRACKING FORM – EEO

This form is for use in tracking the posting and applicant information for all full-time (more than 30 hours per week) employees hired in the broadcast industry. This form, along with supporting documentation, must be completed and retained for every new full-time hire. The information collected will be used to complete FCC required EEO reports and filings. If you have any questions on how to complete this form, please contact the General Counsel's office for guidance.

Broadcast Station	:	<u>KWHY</u>
		<u>Marketing Manager</u>
Where Was Job Posted <sup>1</sup> :	1.	<u>Indeed</u>
	2.	<u>KWHY Website</u>
	3.	<u>KPWR Website</u>
	4.	<u>KDAY Website</u>
	5.	<u>Meruelo Group Website</u>
	6.	<u></u>
	7.	<u></u>
	8.	<u></u>
	9.	<u></u>
	10.	<u></u>
	11.	<u></u>
How Many People Did you Interview	:	<u>4</u>
What referral source (posting) did each interviewee come from <sup>2</sup> :		<u>Indeed (3), KWHY website (1)</u>
What referral source did the final hire come from:		<u>KWHY Website</u>

<sup>1</sup> You must post every job on at least 8 different recruiting sources. Of those 8, at least one cannot be online such as a college career center, job placement firm, or newspaper. Print a copy of the actual job posting from each source (e.g. photocopy of newspaper ad or screenshot of online posting). Place copies of those in a file with this checklist.

<sup>2</sup> Retain copies of each interviewee's resume and write on the resume what referral source they came from. This information will not be put in the public file, but will be retained for internal tracking purposes.

# Marketing Manager

Meruelo Media - KWHY-22 - Los Angeles, CA

## Related searches:

Marketing Manager jobs in Los Angeles, CA



Meruelo Media - KWHY-22 jobs in Los Angeles, CA



## MARKETING MANAGER

### PRODUCTION DEPARTMENT

#### JOB SUMMARY

Lead all marketing and communications efforts of Meruelo Media (MM). Responsibilities will include marketing strategy, on-air promotions and communications of all MM activities and designated campaigns. The selected person will represent KWHY to the media and strategic partners and help develop and execute corporate communications plans around strategic company initiatives designed to enhance the visibility of the KWHY brand in the Los Angeles Spanish-speaking market.

#### ESSENTIAL FUNCTIONS OF THE JOB

- Implement on-air, on-line and print promotion campaigns, creation and executive of all local program publicity campaigns, advertising, management of special promotional events and corporate public relations.
- Work hand-in-hand with sales to create all station/client presentations. Execute all sales marketing initiatives that include production, script writing, and coordination of sponsorships.
- Create a yearly calendar of events that include local events, forums and community events.
- Develop revenue-generating partnerships designed to market and promote KWHY. Production coordination of all e-marketing materials, web content. Produce social marketing for on-air and/or online sweepstakes and giveaways.
- Participate in & organize meetings for planning and development of new initiatives to grow KWHY's viewership.
- Implementation of new strategies for mobile, e-commerce, e-mail, web development, social marketing.
- Coordinate special on-air and online initiatives with Sales and Promotions Departments, including but not limited to online Sweepstakes and giveaways and on-air interstitials related to the support of e-initiatives.
- Maintain online campaign calendar and files; schedule & supervise production jobs.
- Proofread all communications material of web site content and e-marketing materials.
- Perform other duties as assigned.

#### JOB REQUIREMENTS

- 5 years' experience in marketing, promotions and/or communications in the television Spanish-speaking market.
- Bachelors' Degree in marketing, internet marketing or marketing communications strongly preferred.
- Must have strong media skills, an extensive contact list with local print, TV, digital, radio and trade outlets, as well as being adept at handling crisis communication.
- Knowledge of online marketing, online performance metrics.



- Excellent written and oral communications, strong knowledge of English and Spanish grammar required.
- Experience with web marketing capabilities: e-commerce, search, display, email, social media and mobile applications.
- Some experience with copywriting or editing and graphic design desired.

## PHYSICAL REQUIREMENTS

Must be able to perform the essential functions of the position with or without accommodations.

***"Women, minorities, persons with disabilities and veterans are encouraged to apply." EOE Employer***

Job Type: Full-time

Job Type: Full-time

Required experience:

- marketing and promotion for television: 5 years

Required education:

- Bachelor's

13 months ago - report job

## Other jobs you may like

### Marketing Manager

Hornblower Cruises & Events Marina del Rey, CA 90292

Hornblower Cruises & Events - 7 hours ago



### Marketing Manager (LA or NY)

Rogers & Cowan Century City, CA

Rogers & Cowan - 14 hours ago



### CRM Marketing Manager

Amobee Santa Monica, CA 90405

Easily apply

3 days ago



### Growth Marketing Manager

Fender Los Angeles, CA

Fender - 22 hours ago



## See more recommended jobs

7 new

Marketing Manager jobs in Los Angeles, CA

Jobs at Meruelo Media in Los Angeles, CA

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13 months ago - report job

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Hornblower Cruises & Events Marina del Rey, CA 90292

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Rogers & Cowan - 14 hours ago



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Easily apply

3 days ago



### Growth Marketing Manager

Fender Los Angeles, CA

Fender - 22 hours ago



## See more recommended jobs

7 new

Marketing Manager jobs in Los Angeles, CA

Jobs at Meruelo Media in Los Angeles, CA



## Requisition: Marketing Manager

### Requisition Owner(s) & Approver(s):

Requisition Owners: Bergin, Rick  
Lopez, Xavier

Requisition Hiring Manager:

Requesting Manager: **Irma Barrios**

Requisition Approvers:

Req Hiring Manager:

Offer Approvers:

### Requisition Information:

ID: **6354**

Department\_c1:

Requisition Number: **6196**

Reason for Opening: **New Position**

Position: **Marketing Manager**

Replacement for:

Company: **KWHY-22  
Broadcasting**

Opened Date: **1/3/18**

Status: **Filled**

Filled date: **2/28/18**

Budget Status:

Estimated Closing Date:

Division\_c1:

Notes to Recruiter:

Department:

Equipment needed:

### Position Information

Req Total Openings: **1**

Pay range: **\$70K**

# of openings: **1**

Age Requirement:

Shift:

AES Card Required?:

Job Status: **Full time**

Gaming Card Required?:

EEO job category: **(1.2) First/Mid Level  
Officials & Managers**

### Requisition Posters:

Posted To: Not currently posted.

### Description

Description: **MARKETING MANAGER**

**PRODUCTION DEPARTMENT**

## **JOB SUMMARY**

Lead all marketing and communications efforts of Meruelo Media (MM). Responsibilities will include marketing strategy, on-air promotions and communications of all MM activities and designated campaigns. The selected person will represent KWHY to the media and strategic partners and help develop and execute corporate communications plans around strategic company initiatives designed to enhance the visibility of the KWHY brand in the Los Angeles Spanish-speaking market.

## **ESSENTIAL FUNCTIONS OF THE JOB**

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- Work hand-in-hand with sales to create all station/client presentations. Execute all sales marketing initiatives that include production, script writing, and coordination of sponsorships.
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- Develop revenue-generating partnerships designed to market and promote KWHY. Production coordination of all e-marketing materials, web content. Produce social marketing for on-air and/or online sweepstakes and giveaways.
- Participate in & organize meetings for planning and development of new initiatives to grow KWHY's viewership.
- Implementation of new strategies for mobile, e-commerce, e-mail, web development, social marketing.
- Coordinate special on-air and online initiatives with Sales and Promotions Departments, including but not limited to online Sweepstakes and giveaways and on-air interstitials related to the support of e-initiatives.
- Maintain online campaign calendar and files; schedule & supervise production jobs.
- Proofread all communications material of web site content and e-marketing materials.
- Perform other duties as assigned.

## **JOB REQUIREMENTS**

- 5 years' experience in marketing, promotions and/or communications in the television Spanish-speaking market.
- Bachelors' Degree in marketing, internet marketing or marketing communications strongly preferred.
- Must have strong media skills, an extensive contact list with local print, TV, digital, radio and trade outlets, as well as being adept at handling crisis communication.
- Knowledge of online marketing, online performance metrics.
- Excellent written and oral communications, strong knowledge of English and Spanish grammar required.
- Experience with web marketing capabilities: e-commerce, search, display, email, social media and mobile applications.
- Some experience with copywriting or editing and graphic design desired.

### **PHYSICAL REQUIREMENTS**

Must be able to perform the essential functions of the position with or without accommodations.

*"Women, minorities, persons with disabilities and veterans are encouraged to apply." EOE Employer*

#### **Tracking:**

Added to system: **1/3/18 5:47 PM**

Last updated: **3/5/18 3:40 PM**

## BROADCAST – NEW HIRE INTAKE AND TRACKING FORM – EEO

This form is for use in tracking the posting and applicant information for all full-time (more than 30 hours per week) employees hired in the broadcast industry. This form, along with supporting documentation, must be completed and retained for every new full-time hire. The information collected will be used to complete FCC required EEO reports and filings. If you have any questions on how to complete this form, please contact the General Counsel's office for guidance.

Broadcast Station : KWHY

Master Control Operator

Where Was Job Posted<sup>1</sup>:

1. Indeed
2. KWHY Website
3. KPWR Website
4. KDAY Website
5. Meruelo Group Website
6.
7.
8.
9.
10.
11.

How Many People Did you Interview : 5

What referral source (posting) did each interviewee come from<sup>2</sup>: KWHY website (5)

What referral source did the final hire come from: KWHY Website

<sup>1</sup> You must post every job on at least 8 different recruiting sources. Of those 8, at least one cannot be online such as a college career center, job placement firm, or newspaper. Print a copy of the actual job posting from each source (e.g. photocopy of newspaper ad or screenshot of online posting). Place copies of those in a file with this checklist.

<sup>2</sup> Retain copies of each interviewee's resume and write on the resume what referral source they came from. This information will not be put in the public file, but will be retained for internal tracking purposes.

# Master Control Operator

KWHY TV - Los Angeles, CA

## Related searches:

Master Control Operator jobs in Los Angeles, CA

>

KWHY TV jobs in Los Angeles, CA

>

KWHY TV is a Meruelo Media Broadcasting station. KWHY has an opening for a Full-Time Master Control Operator to work in our Los Angeles broadcast center. The ideal candidate has experience with broadcast automation systems and/or strong computer skills or IT experience. Experience working in a broadcast hub facility is highly desired.

## Responsibilities: Primary Responsibilities

- Available for all shifts. ON CALL.
- Monitors the automation system for proper event execution
- Prepares syndicated programming, runs commercial breaks.
- Accurately checks every aspect of each log in the automation system
- Keeps all stations in compliance with FCC rules and regulations governing television broadcasters including EAS requirements, closed captioning logs and compliance with the FCC Children's Television Act
- Verifies material airing via the program log; researches and contacts appropriate source for missing material
- Monitors multiple transmitters and under the FCC regulations
- Other duties as assigned

## Qualifications:

- College degree in Telecommunications preferred; equivalent experience required
- Minimum of 2 years in Master Control preferred, experience in a master control HUB desired
- Must be capable of using IT-based equipment in a broadcast environment
- Computer knowledge, familiarity with server playback and recording, and automation systems preferred
- Knowledge of satellite and IP content and spot delivery systems preferred
- Must be able to work independently with a high degree of accuracy and have the ability to solve problems
- Must be able to work a flexible schedule including nights, holidays, weekends & ON CALL shifts
- Must be able to work under deadlines and have the ability to multi-task

**ABOUT MERUELO MEDIA:** Meruelo Media is ?

Meruelo Media is an Equal Opportunity Employer.

Job Type: Full-time

Experience:

- Telecommunications: 2 years
- Satellite & IP content: 2 years
- Master Control: 2 years

**Education:**

- Associate

11 months ago - report job

**Other jobs you may like****Master Control Operator - Daily On Call - TVG Network,Division of FanDuel Group**

FanDuel Group - TVG Network Culver City, CA

Easily apply

4 months ago

**Master Control Operator - Daily On Call - TVG Network,Division of FanDuel Group**

FanDuel Culver City, CA

Easily apply

30+ days ago

**See more recommended jobs**

7 new

Master Control Operator jobs in Los Angeles, CA

Jobs at KWHY TV in Los Angeles, CA

Master Control Operator salaries in Los Angeles, CA



- Telecommunications: 2 years
- Satellite & IP content: 2 years
- Master Control: 2 years

## Education:

- Associate

11 months ago - report job

## Other jobs you may like

**Master Control Operator - Daily On Call - TVG Network,Division of FanDuel Group**

FanDuel Group - TVG Network Culver City, CA

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Easily apply

30+ days ago

**See more recommended jobs**

7 new

Master Control Operator jobs in Los Angeles, CA

Jobs at KWHY TV in Los Angeles, CA

Master Control Operator salaries in Los Angeles, CA



## Requisition: Master Control Operator

### Requisition Owner(s) & Approver(s):

Requisition Owners: Lopez, Xavier  
Bergin, Rick

Requisition Hiring Manager:

Requesting Manager:

Requisition Approvers:

Req Hiring Manager:

Offer Approvers:

### Requisition Information:

ID: **6642**

Department\_c1:

Requisition Number: **6475**

Reason for Opening: **New Position**

Position: **Master Control  
Operator**

Replacement for:

Company: **KWHY-22  
Broadcasting**

Opened Date: **4/18/18**

Status: **Filled**

Filled date: **6/15/18**

Budget Status: **Budgeted**

Estimated Closing Date:

Division\_c1:

Notes to Recruiter:

Department:

Equipment needed:

### Position Information

Req Total Openings: **246**

Pay range: **22.60**

# of openings: **1**

Age Requirement: **Must be 18 years or  
Over**

Shift: **Days**

AES Card Required?:

Job Status: **Full time**

Gaming Card Required?:

EEO job category: **(7) Operatives**

### Active Hire Controls:

- ✓ Set Candidate Hired Date to Today's Date
- ✓ Decrement Number of openings by 1
- ✓ E-Mail Non-Hired Candidates on 0 openings
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

## Requisition Posters:

Posted To: Not currently posted.

## Description

**Description:** KWHY TV is a Meruelo Media Broadcasting station. KWHY has an opening for a Full-Time Master Control Operator to work in our Los Angeles broadcast center. The ideal candidate has experience with broadcast automation systems and/or strong computer skills or IT experience. Experience working in a broadcast hub facility is highly desired.

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#### Primary Responsibilities

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ABOUT MERUELO MEDIA: Meruelo Media is ?

Meruelo Media is an Equal Opportunity Employer.

**Tracking:**

Added to system: **4/18/18 6:34 PM**

Last updated: **6/22/18 12:22 PM**

## BROADCAST – NEW HIRE INTAKE AND TRACKING FORM – EEO

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Broadcast Station	:	<u>KPWR 106</u>
		<u>Receptionist</u>
Where Was Job Posted <sup>1</sup> :	1.	<u>Indeed</u>
	2.	<u>KWHY Website</u>
	3.	<u>KPWR Website</u>
	4.	<u>KDAY Website</u>
	5.	<u>Meruelo Group Website</u>
	6.	<u></u>
	7.	<u></u>
	8.	<u></u>
	9.	<u></u>
	10.	<u></u>
	11.	<u></u>
How Many People Did you Interview	:	<u>6</u>
What referral source (posting) did each interviewee come from <sup>2</sup> :		<u>Indeed (6)</u>
What referral source did the final hire come from:		<u>Indeed</u>

<sup>1</sup> You must post every job on at least 8 different recruiting sources. Of those 8, at least one cannot be online such as a college career center, job placement firm, or newspaper. Print a copy of the actual job posting from each source (e.g. photocopy of newspaper ad or screenshot of online posting). Place copies of those in a file with this checklist.

<sup>2</sup> Retain copies of each interviewee's resume and write on the resume what referral source they came from. This information will not be put in the public file, but will be retained for internal tracking purposes.

# Front Desk Receptionist

Power 106 - Burbank, CA

## Related searches:

Front Desk Receptionist jobs in Burbank, CA



Power 106 jobs in Burbank, CA



**KPWR-Power 106 FM & 93.5 KDAY**, located in Burbank, CA, is currently seeking an energetic, friendly, highly confident, highly organized, hardworking, self-motivated, and dependable full time **Receptionist** to efficiently, professionally & courteously facilitate phone calls, assist visitors, and oversee the lobby area. This is a shared position for Power 106 FM, 93.5 KDAY and Radio Centro 93.9 FM who all share a reception lobby.

## Job responsibilities include, but are not limited to:

- Maintain lobby and switchboard during normal business hours (M-F, 8:30am to 5:30pm)
- Courteously and professionally answer incoming telephone calls in an efficient manner; determine nature of calls, and forward calls to appropriate personnel or department.
- Answer routine questions about organization and provide callers with station information.
- Welcome on-site visitors, determines nature of business, and announce visitors to appropriate personnel; provide downstairs security guard with any guest names that station is expecting.
- Make a great "first impression" when interacting with callers, listeners, visitors, and guests. Provide a great "listener experience" each and every time and exceed "listener expectations" whenever possible.
- Assist stations' Promotions Department with prize winner fulfillment in a timely manner. Keep all prize winner sheets organized and filed accordingly based on the prize itself. Distribute tickets and prizes to winners as they arrive to pick up their prize and assist Promotions in maintaining inventory of such.
- Input winner contest information daily into station's promotions database.
- Sign for all station deliveries/packages, alert intended recipients and maintain delivery log for proper accountability.
- Maintain entire lobby/front desk by keeping it clean and organized on a daily basis.
- Alert lobby security daily of any station/employee guests that may be arriving.
- Coordinate and maintain the scheduling of conference room meetings and events.
- Train and update all fill in Receptionists who cover front desk breaks, lunches, etc.
- Assist in backing up Traffic/Continuity on an as needed basis.
- Maintain effective interdepartmental relationships with both stations.
- Perform other clerical duties on an as needed basis.
- Other job-related duties as required.

## Candidates must possess the following qualifications and skills:

- Must be Bilingual in both English and Spanish.
- High school diploma or equivalent required. College degree is preferred.
- Switchboard, receptionist or related job experiences a plus.
- Must have exceptional communication, listening, and customer service oriented skills.
- Must maintain a polite, friendly, upbeat attitude and appearance at all times.

- Must be able to communicate effectively and professionally at all times.
- Ability to effectively manage a difficult or challenging situation in person and/or over the phone with tact and professionalism. Must possess patience and tolerance to properly deal with irate callers or guests without getting upset; must have a calm, cool and collected approach.
- Outstanding organization skills, attention to detail and the ability to juggle multiple tasks in a fast-paced environment.
- Ability to problem solve and be proactive.
- Proficient in Microsoft Office, Word, Excel, PowerPoint and Outlook.
- Radio/Broadcast knowledge a plus.
- Exceed expectations when facilitating phone calls and station guest/listener/client interactions in order for the guest/listener/client to have the most positive station experience as possible.

Check us out online at [www.power106.com](http://www.power106.com) and [www.935kday.com](http://www.935kday.com).

Job Type: Full-time

Experience:

- Administrative Support: 2 years (Required)
- Receptionist: 2 years (Required)

Education:

- High school or equivalent (Required)

Language:

- Spanish (Required)

14 months ago - report job

Other jobs you may like

### **DENTAL OFFICE Front Desk / Receptionist**

CDC Dental Center North Hollywood, CA

Easily apply

4 days ago



### **Receptionist**

Stanislowski and Company, Inc. - South Pasadena, CA South Pasadena, CA

\$25,000 - \$30,000 a year

Easily apply

18 hours ago



### **Front Office Medical Assistant/Receptionist**

Gregory C. Yu, M.D., Inc. La Cañada Flintridge, CA

Easily apply

5 days ago



- Must be able to communicate effectively and professionally at all times.
- Ability to effectively manage a difficult or challenging situation in person and/or over the phone with tact and professionalism. Must possess patience and tolerance to properly deal with irate callers or guests without getting upset; must have a calm, cool and collected approach.
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Job Type: Full-time

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- Administrative Support: 2 years (Required)
- Receptionist: 2 years (Required)

Education:

- High school or equivalent (Required)

Language:

- Spanish (Required)

14 months ago - report job

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4 days ago



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Easily apply

5 days ago







## Requisition: Receptionist

### Requisition Owner(s) & Approver(s):

Requisition Owners: **Bergin, Rick**  
**Lopez, Xavier**

Requisition Hiring Manager:

Requesting Manager: **Terri Dourian**

Requisition Approvers:

Req Hiring Manager:

Offer Approvers:

### Requisition Information:

ID: **6381**

Department\_c1:

Requisition Number: **6222**

Reason for Opening: **New Position**

Position: **Receptionist**

Replacement for:

Company: **Meruelo Media**

Opened Date: **1/10/18**

Status: **Filled**

Filled date: **2/13/18**

Budget Status:

Estimated Closing Date:

Division\_c1:

Notes to Recruiter:

Department:

Equipment needed:

### Position Information

Req Total Openings: **174**

Pay range: **\$30K - \$35K**

# of openings: **1**

Age Requirement:

Shift:

AES Card Required?:

Job Status: **Full time**

Gaming Card Required?:

EEO job category: **(5) Administrative  
Support Workers**

### Requisition Posters:

Posted To: Not currently posted.

### Description

Description:

## Receptionist

## Power 106 & 93.5 KDAY

**KPWR-Power 106 FM & 93.5 KDAY**, located in Burbank, CA, is currently seeking an energetic, friendly, highly confident, highly organized, hardworking, self-motivated, and dependable full time **Receptionist** to efficiently, professionally & courteously facilitate phone calls, assist visitors, and oversee the lobby area. This is a shared position for Power 106 FM, 93.5 KDAY and Radio Centro 93.9 FM who all share a reception lobby.

**Job responsibilities include, but are not limited to:**

- Maintain lobby and switchboard during normal business hours (M-F, 8:30am to 5:30pm)
- Courteously and professionally answer incoming telephone calls in an efficient manner; determine nature of calls, and forward calls to appropriate personnel or department.
- Answer routine questions about organization and provide callers with station information.
- Welcome on-site visitors, determines nature of business, and announce visitors to appropriate personnel; provide downstairs security guard with any guest names that station is expecting.
- Make a great “first impression” when interacting with callers, listeners, visitors, and guests. Provide a great “listener experience” each and every time and exceed “listener expectations” whenever possible.
- Assist stations’ Promotions Department with prize winner fulfillment in a timely manner. Keep all prize winner sheets organized and filed accordingly based on the prize itself. Distribute tickets and prizes to winners as they arrive to pick up their prize and assist Promotions in maintaining inventory of such.
- Input winner contest information daily into station’s promotions database.
- Sign for all station deliveries/packages, alert intended recipients and maintain delivery log for proper accountability.
- Maintain entire lobby/front desk by keeping it clean and organized on a daily basis.
- Alert lobby security daily of any station/employee guests that may be arriving.
- Coordinate and maintain the scheduling of conference room meetings and events.
- Train and update all fill in Receptionists who cover front desk breaks, lunches, etc.
- Assist in backing up Traffic/Continuity on an as needed basis.
- Maintain effective interdepartmental relationships with both stations.
- Perform other clerical duties on an as needed basis.
- Other job-related duties as required.

**Candidates must possess the following qualifications and skills:**

- Must be Bilingual in both English and Spanish.
- High school diploma or equivalent required. College degree is preferred.
- Switchboard, receptionist or related job experiences a plus.
- Must have exceptional communication, listening, and customer service oriented skills.
- Must maintain a polite, friendly, upbeat attitude and appearance at all times.
- Must be able to communicate effectively and professionally at all times.
- Ability to effectively manage a difficult or challenging situation in person and/or over the phone with tact and professionalism. Must possess patience and tolerance to properly deal with irate callers or guests without getting upset; must have a calm, cool and collected approach.
- Outstanding organization skills, attention to detail and the ability to juggle multiple tasks in a fast-pace environment.
- Ability to problem solve and be proactive.
- Proficient in Microsoft Office, Word, Excel, PowerPoint and Outlook.
- Radio/Broadcast knowledge a plus.
- Exceed expectations when facilitating phone calls and station guest/listener/client interactions in order for the guest/listener/client to have the most positive station experience as possible.

**Tracking:**

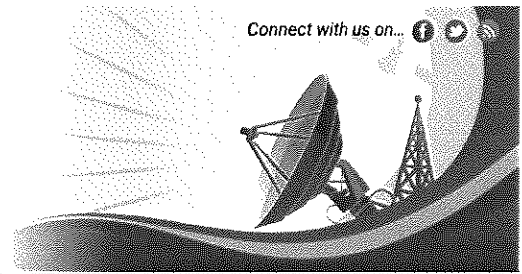
Added to system: 1/11/18 10:36 AM

Last updated: 2/19/18 2:46 PM



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## Meruelo Media

**Department:** Administrative/Clerical

**Station/Call Letter:** KPWR, FM

**Job Title:** Receptionist

**Contact:** Terri Dourian

**Contact Email:** tdourian@power106.com

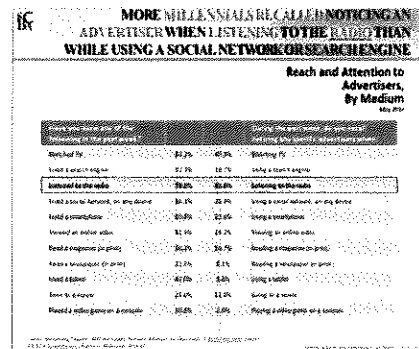
**Contact Phone Number:** 818-953-4200

### Description:

- Must be Bi-lingual in both English & Spanish.
- Must be highly reliable and able to open lobby by 8:30am and close lobby by 5:30pm Monday through Friday.
- Must make a great "first impression" both in person and over the phone while assisting guests, listeners/winners, advertising clients, and all guests/callers of the station in an efficient and professional manner.
- At least 1-2 years prior Receptionist experience.
- Previous radio experience a plus but not mandatory.
- Assist Promotions Department with prize winner fulfillment.
- Input contest winner info daily into station's promotions database.
- Sign for all station deliveries/packages.
- Maintain lobby and front desk by keeping it clean and organized on a daily basis.
- Good working knowledge of MS Word, Excel, PowerPoint, Outlook.
- Assist Traffic Department as a back up to Continuity on an as needed basis.
- Other job related duties as required.

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